

Career Cluster Internship ELO

ELO Title: Career Cluster Internship

School: Pinkerton Academy

Essential question: Would this career cluster suit me?

Area(s) of study: Students choose exposure to one or more of national 16 career clusters (http://www.careercoachondemand.com/uploads/The_16_Career_Clusters.pdf). Students select this course as a single-semester elective Summer, Fall or Spring. It's open to any student ages 16 and up with any career interest.

Type & amount of credit: The ELO is blended into the ½ credit, single-semester course representing formative and summative assessments. The course has four competencies to be fulfilled. The ELO is about 75% of the course.

Competencies:

Short description	Full text of competency
Getting a job	Demonstrate understanding of methods, processes and documents to present to a prospective employer or college.
Interpersonal skills	Demonstrate knowledge of how the employer and employee must work cooperatively without stereotype while maintaining ethical decorum.
Work and life connections	Demonstrate understanding of the link between lifestyle, the occupation you want, and the education you need.
Keeping a job	Demonstrate understanding of how to meet employer expectations consistently and with rigor.

Student Activities:

1. Work, paid or unpaid, at a job site for a minimum of 80 hours during the semester.
2. Participate in 15 hours of related academic instruction. Classroom experiences equip students with pre-employment skills, enhance connections between school and careers, and promote personal growth and development.
3. Prepare weekly journal entries and reflections in accordance with journal keeping guidelines.
4. Get a written performance evaluation (called Learning Plan) from your worksite supervisor during the semester.
5. Prepare and present an 11-point summative presentation to the class.

6. Prepare a summative written paper to accompany the 11-point summative presentation.

Community partners: This is an ever-changing list of industry partners representing industries from all across southern N.H.

Community partner responsibilities for this ELO: Imparting personal and professional expertise; teaching the skills of the job as well as people skills, problem-solving skills and self-management; offering career guidance and helping the student establish a road map for the future; acting out appropriate behaviors, attitudes and values, preparing the student mentally, physically and emotionally to accept work responsibilities; advising on behavioral and cultural expectations, listening, suggesting, recommending, placating and providing understanding.

Question	Internship
Must the student be employed by a business?	No. Experiences can be paid or unpaid. Experiences have certain restrictions for students under age 18.
Can the student be a contract employee (1099)?	No.
Can any Pinkerton student apply to be in the program?	No. Open to <u>all</u> Pinkerton students but must be 16 years of age or older. Open to most career fields.
Is there an academic component to the program?	Yes. First semester interns are in a class Mondays & Thursdays, Period H. Optionally, second semester interns (Advanced) meet as a class every other Wednesday, Period H. There is a summative presentation, final paper, and performance evaluation each semester.
Can a student gain experiences outside NH?	Yes. Continental U.S. territories only.
Can students leave campus early?	Yes. Students can leave as early as after Period F on days when there is no class. Five other classes in their schedule per semester are recommended but at least 4 are required.
Should this program be used as a final credit for graduation?	Yes, but not recommended.

<p>When can students enroll in the program and for how long can they be enrolled?</p>	<p>After a student turns 16 years of age. One semester including a minimum of 80-hours of field experience for ½ credit with the option of being an Advanced Intern for a 2nd semester including an additional 100 hours minimum of field experience for an additional ½ credit. Semesters are commonly, but not always, contiguous. Students are enrolled at the normal semester start dates.</p>
<p>Can CTE students enroll in the internship program?</p>	<p>Yes. This is common for students wanting to explore a career field different from their career-focused program, for CTE students not in a career-focused program, or to explore career fields where compensation is uncommon. CTE students cannot be enrolled in both the internship and co-op programs simultaneously but occasionally start as unpaid interns then “convert” to co-op if the student becomes employed.</p>

Assessment:

Oral Report: The primary purpose of this internship is to expose you to the demands of today’s workplace in a way which will enable you to make a stronger connection between your course work and your future in the world of work. In a narrative report (8 pages minimum), summarize your workplace internship experience. The report will be the basis of your presentation at the end of the course.

Written Report: In a narrative report (8 pages minimum), summarize your workplace internship experience. The report will be the basis of your presentation at the end of the course.

Learning Plan: A Performance Evaluation prepared as an easy-to-read rubric:

- Professional/appropriate appearance for the worksite
- Punctuality
- Communication
- Listening
- Creativity/Collaboration
- Problem Solving
- Positivity and Ethics in Decision Making
- Independence

Connection to student's measureable postsecondary goals:

Comments and suggestions for other schools implementing a similar ELO:

This one semester (0.5 credit) elective integrates students' academic and work-based learning experiences. Outside the ELO, the student completes 30+ different short activities associated with career planning, postsecondary education planning, personal finance, and business ethics.

Carefully craft the ELO in incremental steps with multiple student checkpoints. Include parent and employer permission forms with appropriate legal wording to create a partnership between the student, school coordinator, parent, and employer. Be clear about the experience being paid or unpaid. Consider incorporating formal electronic career assessments that can be stored and reported upon, tied either to a student information system and/or career school counseling system. Make sure the program and all documentation are vetted through appropriate legal counsel.

Are you willing to be contacted by another school interested in developing something similar to this?

Yes.

Doug Cullen

603-437-5200 x1141

dcullen@pinkertonacademy.org

Supporting material

1. Career Clusters chart
2. Curriculum map for career cluster ELO
3. ELO written report and presentation guidelines
4. Final presentation rubric for career cluster ELO
5. Internship evaluation/learning plan
6. Internship journal guidelines
7. Pinkerton's Learner Responsibility Rubric
8. Syllabus for career class with embedded ELO