



**CAREER FOCUSED INTERNSHIP COURSE**

**\*\* THIS IS YOUR FINAL EXAM \*\***

***Written Report and Oral Presentation – YOU DO BOTH!  
Fall 2017***

***DUE: January 2018***

**I. WRITTEN 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.

In a *positively* written report, include the following. Your report must be typed, double-spaced with 1” side margins.

<i>Description</i>	<i>Points Available (up to)</i>
Cover page	5
Length (no less than 8 pages for Internship)	10
Bibliography/resource page	5
Summary of work done at site with your role – depth of information	15
Summary of occupation explored – see the “13 Points of Occupation Research” on next page. <b>This must be detailed in your written report and be the <u>focus</u> of your oral presentation.</b>	20
Reflection of what was learned	10
Internship site info (location, supervisor overview and role at company, description of business, history, etc.)	10
Project/internship related to what disciplines/courses at PA and your future plans after high school	5
Grammar/spelling	20
<b>Total Points:</b>	<b>100</b>

(Turn over for more detailed instructions)

## II. ORAL PRESENTATION

In a 10-15 minute oral report following these points. Note cards are recommended. **Two visuals are mandatory** with one being Powerpoint (10 slide minimum). The report is to be given standing in front of the class.

### **THE FOLLOWING INFORMATION MUST ALSO BE ON YOUR PAPER AND IN YOUR POWERPOINT!!**

1. Average and starting salary in the U.S. and N.H.
2. Education needed, what level, and what institutions provide it (would suggest listing between 3-10)
3. Job Trend (U.S. and N.H.) and future outlook.
4. Identify the career cluster (at least 1 of the 16) in which this internship occupation exists
5. Highlight three occupations within this cluster that are similar to this occupation with some attributes about those occupations
6. What are the specific high school and college level courses that support this CLUSTER (doesn't need to be at the occupation level)
7. Any specific tools and locations where this occupation can be performed
8. What are the specific skills necessary to succeed
9. Were there three things that surprised you about the internship and occupation you researched? What were they?
10. Are there three things you didn't like about your internship or occupation you researched?
11. Was there a famous person you'd like to discuss who exemplifies your internship occupation? If so, what mark did they make on the world? What challenges did they overcome?
12. (Optional) Do you have a family member occupied in the area you interned or researched? If so, what impact did they make on their community through their work?

*Milestone 1:* Topic and occupation identified

*Milestone 2:* Written outline of presentation (1-page, bulleted items)

*Milestone 3:* Written outline of paper (1-page, bulleted items)

*Milestone 4:* Visual presentation overview (all slides in place, minor tweaking remaining)

*Milestone 5:* Final Presentation & Essay