



CAREER FOCUSED INTERNSHIP (Level 1) COURSE

SYLLABUS

Course Description

This course is designed to give students a hands-on, exploratory look at a career area of interest.

Class Materials

- A textbook will not be issued; instead various assignments and readings will be handed out. Therefore, it is a **requirement** that students have a **three ring loose-leaf binder** which should be approximately 1 ½ inch thick.
- A journal must be maintained by the student. This journal should be lined, loose-leaf paper in a three-ring binder.
- Your notebook, with journal entries, and assignments must be brought to each class; no exceptions.
- Class handouts will be distributed periodically during the course. Each handout is to be placed in your notebook once graded.

Assignments

Homework assignments are expected to be turned in on time. Various minor assignments will be given periodically. Time will be given during class, with the expectation that deeper research will be done off-hours, associated to the primary course deliverables:

- Outstanding work ethic and performance at your internship site with completion of your 3-part Learning Plan
- Thorough completion of career-focused e-portfolio using Naviance (<https://connection.naviance.com/pinkerton>). Please get your ID and PW before class begins from your School Counselor.
- An exemplary final report and oral presentation of your occupation research

SCHEDULE:

We will meet in the Low Building (specific room TBD) each Monday and Thursday, Period H (some very rare exceptions apply). You will be in a study on alternative days unless you are at your internship location. If you are sick or out from school on a day you're scheduled to be

offsite, simply calling your administrator as would be normal is NOT ENOUGH. **YOU** must also contact your internship site supervisor.

Grade Determination

- | | |
|---|--|
| 5% Classroom (Formative) | * Attendance, attitude, punctuality, participation in class. |
| *Attendance is more stringent than school policy as we meet only twice a week. | |
| 40% Intern Site (Summative) | * Includes Student's <u>Learning Plan Evaluation</u> Form as an assessment |
| 5% Homework (Formative) | * On time and complete |
| 30% Final Report & Presentation (Summative) | |
| * Due the last two weeks of class. The assessment is attached (<u>Written and Oral Report Presentation</u>) | |
| 20% Journal/time sheets (Formative) | * Must be thorough and cover assigned topic for week |

Time Sheets Grading: **No journal entry for week = No credit and no credit hours**
The journal WILL be graded for spelling or grammar. You have 1 week to turn in after the activity is completed (Ex: Sept 4-10 activities must be turned in by Sept 15).

Late Work Grading Policy

Assignment due dates will be clearly stated at the top of each assignment and posted on Edline. Late work will be accepted (in most cases) using the following grading schedule:

- On-time: 100% available credit
- 4 days after due date: 80% available credit (20% reduction in total points)
- 5 or more days after due date: 60% available credit (40% reduction in total points)

Competency Statement and Assessments:

Students will understand that there are methods, processes and documents to present to a prospective employer or college.

1. Students will produce a professional quality resume.
2. Students will demonstrate an understanding of their career/post-secondary interests using a variety of resources.

Students will understand that the employer and employee must work cooperatively without stereotype while maintaining ethical decorum.

Students will observe a variety of ethical, organizational, and interpersonal conflicts and scenarios then prepare reflective essays in response.

Students will understand that there is a link between lifestyle, the occupation you want, and the education you need.

1. Students will complete a multi-part post-secondary academic / occupational portfolio.

2. Students will present a variety of interests, skills, work values at which they have succeeded and/or wish to pursue.

Students will understand that employer expectations must be met consistently and with rigor.

Students complete a multi-part work-focused performance evaluation with their internship site supervisor. These are evaluated on unique points of occupational performance that measure hard-soft-skills.

Early Release to Internship Site

- Early release is authorized only on days when not in class.
- Early release is authorized only when scheduled to go directly to site.
- Participation at internship site is authorized only if parental approved paperwork is signed and on file with Mr. Cullen – documentation includes:
 - *Memorandum of Understanding*
 - *Acknowledgement of Program Activities*
 - *Internship Student Statement of Agreement*
- It is the **student's responsibility** to be sure study teacher(s) has passes for early release.
- **ANY STUDENT CAUGHT NOT FOLLOWING THESE RULES WILL BE FACING DISCIPLINARY ACTION TO INCLUDE SUSPENSION IF WARRANTED.**

CONTACT INFORMATION: Make sure your work site employer has my phone number and email address.

- 603-437-5200, ext. 1141
- dcullen@pinkertonacademy.org