

# Internship: Grades 11, 12

Adopted 2004

## Introduction to the Internship Program

### 1.1 Define terms related to the Internship program

1. Match terms to correct definitions [1.1.1](#)
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### 1.2 Discuss rules and regulations for the Internship program

1. Explain the consequences of non-compliance with rules and regulations of the program [1.2.1](#)
  2. Comply with rules and regulations of the program [1.2.2](#)
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### 1.3 Explain the components of the Internship contract

1. Explain the consequences of not fulfilling one's obligations to contract terms [1.3.1](#)
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### 1.4 Identify forms used in the Internship program

1. Use appropriate technology to accurately complete forms used in the Internship program [1.4.1](#)
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### 1.5 State the objectives of a career portfolio

1. Describe the purpose and benefits of developing a career portfolio [1.5.1](#)
  2. Create a career portfolio including: resume, cover letter, writing samples, performance evaluation, competency checklist, educational plan, etc. [1.5.2](#)
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### 1.6 Discuss practices and policies that promote health and safety in the training station

1. Identify practices and policies that promote health and safety in the training station [1.6.1](#)
  2. Describe appropriate responses to emergency situations [1.6.2](#)
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## Succeeding on the Job

### 2.1 Define terms related to succeeding on the job

1. Match terms with correct definitions [2.1.1](#)

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## **2.2 Discuss employer expectations**

1. Develop a list of employer expectations from personal training station [2.2.1](#)
  2. Write a narrative describing benefits to employers and employees when employer expectations are met [2.2.2](#)
  3. Meet employer expectations [2.2.3](#)
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## **2.3 Identify rules and regulations at the training station**

1. Develop a list of rules and regulations from personal training station [2.3.1](#)
  2. Discuss the benefits of complying with rules and regulations at the training station [2.3.2](#)
  3. Write a narrative describing benefits to the worker and benefits to the training station when rules and regulations are observed [2.3.3](#)
  4. Follow rules and regulations at personal training station [2.3.4](#)
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## **2.4 Identify appropriate appearance**

1. Analyze employee's compliance with the company's dress and appearance standards [2.4.1](#)
  2. Dress appropriately at the training station [2.4.2](#)
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## **2.5 Discuss desirable personal qualities of an effective employee**

1. View, analyze, discuss, and write a critique of situations regarding effective employee traits [2.5.1](#)
  2. Compare and contrast appropriate and inappropriate work attitudes [2.5.2](#)
  3. Demonstrate admirable employee traits [2.5.3](#)
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## **Interpersonal Skills**

### **3.1 Define terms related to interpersonal skills**

1. Match terms with correct definitions [3.1.1](#)
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### **3.2 Identify interpersonal skills needed at the training station**

1. Brainstorm a list of interpersonal skills needed at the training station [3.2.1](#)
  2. Discuss appropriate response to praise and criticism [3.2.2](#)
  3. Analyze and describe appropriate responses to anger [3.2.3](#)
  4. Demonstrate appropriate interpersonal skills at the training station [3.2.4](#)
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### **3.3 Discuss the importance of self-management to success at the training station**

1. Compose an individualized definition of self-management [3.3.1](#)
2. Brainstorm examples of self-management [3.3.2](#)
3. Demonstrate qualities of self-management [3.3.3](#)

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### **3.4 Discuss all forms of discrimination at the training station**

1. Identify examples of sexual, racial, age and religious discrimination along with discrimination against handicapped individuals and discuss response(s) and process(s) for solution(s) 3.4.1
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### **3.5 Discuss the process of conflict resolution**

1. Identify the conflict(s) and possible solution(s) to a problem scenario 3.5.1
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### **3.6 Describe the value of diversity at the training station**

1. Identify an example of diversity at the training station and explain how it benefits the employee and employer 3.6.1
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### **3.7 Discuss characteristics of an effective team and effective team member**

1. Demonstrate effective skills as a team member 3.7.1
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## **Managing Resources**

### **4.1 Define terms related to managing resources**

1. Match terms with correct definitions 4.1.1
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### **4.2 Discuss importance of time-management to success at the training station**

1. Analyze a specified period as to effective and ineffective time allocation 4.2.1
  2. Demonstrate the ability to manage time in class and at the training station 4.2.2
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### **4.3 Discuss importance of financial management to success at the training station**

1. Compare and discuss withholding from paychecks 4.3.1
  2. Develop a budget based on current income/expenses 4.3.2
  3. Reconcile a checking account 4.3.3
  4. Prepare an Income Tax Return 4.3.4
  5. Identify types of insurance 4.3.5
  6. Describe how a credit history is developed and how this history can affect future personal and career success 4.3.6
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## **Planning for your Career/Education Future**

### **5.1 Define terms related to planning for your future**

1. Match terms with correct definitions 5.1.1
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### **5.2 Discuss the component(s) of a career/educational plan**

1. Revise and update personal career/educational plan to include information up to four years past high school graduation 5.2.1
2. Update personal résumé 5.2.2

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### **5.3 Discuss employability skills**

1. Use technology to locate job leads for an appropriate career pathway [5.3.1](#)
2. Complete an online job [5.3.2](#)
3. Develop job-interviewing skills [5.3.3](#)
4. Submit a plan for terminating employment [5.3.4](#)
5. Successfully terminate from training station [5.3.5](#)