

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT

**Course Outline
Career Internship**

Date: May 2004

Proposed Grade Level(s): 12th

Grading: A-F

Prerequisites: None

Subject Area: Elective

Course Length: 1 Year

Number of Credits: 5/Semester

BRIEF COURSE DESCRIPTION:

This course is an opportunity for students to explore a career in depth. Students will complete an internship with an assigned mentor in a city, county, or state government agency, a health care facility, a theater, radio or television station, restaurant, hotel, bank or financial planning institution, or private industry. They will work for five hours per week in an internship and meet in class one hour each week to complete related classroom instruction.

GENERAL GOALS/PURPOSES:

To:

- Explore career interests and aptitude.
- Understand values, needs, wants, and goals as they apply to career and life decisions.
- Understand job search techniques
- Understand workplace teamwork, etiquette, responsibilities, and expectations.
- Practice workplace communication, conflict resolution problem solving
- Understand what is necessary to succeed in chosen careers
- Understand a chosen career in depth
- Complete a career internship

STUDENT READING COMPONENT:

Students will:

- Read selections in class related to coursework.
- Utilize reading skills as necessary in the career internship.

STUDENT WRITING COMPONENT

Students will:

- Write a resume and cover letter
- Utilize writing skills as necessary in the career internship
- Use the following in all assignments:
 - Complete sentences
 - Correct spelling and punctuation
 - Correct grammar and usage

Use of new vocabulary
Clear and concise expression of ideas

STUDENT ORAL COMPONENT:

Students will present to the class a report using a visual aide on their internship.

DETAILED UNITS OF INSTRUCTION:

Text, Career Choices

Section One: Who Am I?

Chapter 1 Envisioning Your Future

How do you define success?

Chapter 2 Your Personal Profile

Getting what you want starts with knowing who you are.

Section Two: What Do I Want?

Chapter 3 Lifestyles of the Satisfied and Happy

Keeping your balance and perspective

Chapter 4 What Costs this Lifestyle?

Every career choice involves sacrifices and rewards.

Chapter 5 Your Ideal Career

There's more to consider than just the work.

Chapter 6 Career Research

Reading about careers is not enough.

Chapter 7 Decision Making

How to choose what's best for you

Section 3: How Do I Get It?

Chapter 8 Setting goals and Solving Problems

Skills for successful living

Chapter 9 Avoiding Detours and Roadblocks

The road to success is dotted with many tempting parking places.

Chapter 10 Attitude is Everything

Learning to accentuate the positive

Chapter 11 Getting Experience

Finding your first job

Chapter 12 Where Do You Go from Here?

Writing your plan of action

Certificate of Achievement Performance Objectives:

- Personality type exploration
- Career interest inventory
- Safety at the workplace
- Social skills at the workplace
- Business ethics
- Essential skills (Scans)
- Personal data (photo ID, social security card, current IEP)

- Advocacy training
- Resume
- Application practice
- Investigate current business articles and employment trends
- Employment seeking strategies
- Interview skills
- Goal setting activities
- Internship practicum and reflection
- Portfolio development

THIS COURSE WILL PREPARE STUDENTS FOR THE HSEE AND/OR FCUSD EXIT EXAMS, OR EXIT THROUGH INDIVIDUALIZED EDUCATIONAL PLAN WITH A CERTIFICATE OF COMPLETION.

LAB FEE, IF REQUIRED: None

SUBJECT AREA CONTENT STANDARDS TO BE ADDRESSED:

(Based on SCANS Competencies)

1. Reads, writes, performs arithmetic and mathematical operations, listens and speaks
2. Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn and reasons
3. Displays responsibility, self-esteem, social ability, self-management, integrity and honesty
4. Identifies, organizes, plans and allocates resources include:
 - Time
 - Money
 - Material and facilities
 - Human resources
5. Works with others
6. Acquires and uses information
7. Understands complex inter-relationships
8. Works with a variety of technologies

DISTRICT ESLRs TO BE ADDRESSED:

Students will become:

- **Self-Directed Learners** who will become self-aware and are able to plan for a future career,
- **Efficient Communicators** who will articulate well during an interview by presenting their strengths and skills,
- **Quality Producers** who can be effective employees in the workplace,
- **Constructive Thinkers** who are able to problem-solve,
- **Collaborative Workers** who are able to work as a team as well as being individually productive, and
- **Responsible Citizens** who accept responsibility for their actions.