



Business Department Curriculum Guide

Internship 1 – CP

Course Description
<p>Internships provide students with hands-on experiences at real worksites to help them develop an understanding of professions that interest them before they enter college or the job market. In addition to learning about a profession, interns develop valuable personal and professional skills, and are given the opportunity to network and develop professional relationships in their chosen career field. Today, many employers and colleges seek students who have acquired hands-on work experiences beyond the classroom.</p> <p>During the first semester, students will attend class. Course topics include Career Research, Self-Assessment, Aptitude Testing, Resumé Writing, Interviewing Techniques, and Professional Development. Upon completion of the first semester requirements, students will intern in a business or organization, which will allow them to explore a career that matches their interest in a future profession. The Site Mentor and the Internship Coordinator will assess students based on six workplace competencies established by the Massachusetts Department of Elementary and Secondary Education (MA DESE) and through weekly journal entries. The program requires that students attend school for six periods a day while interning a minimum of four hours per week. Student interns must be responsible, reliable, independent, self-motivated learners.</p>

Subject: Internship 1 – CP

Units	Content Topics
<p>The Changing Workplace</p> <p>Term 1 September</p>	<ul style="list-style-type: none"> ▪ Job vs. Career ▪ Reasons People Work ▪ Impact on Lifestyle ▪ Lifestyle Goals ▪ Preparing for a Changing World and Workplace ▪ Workplace Trends and Desirable Skills
<p>Student Self-Assessment to Identify Potential Career Paths</p> <p>Term 1 October</p>	<ul style="list-style-type: none"> ▪ Why Do a Self-Assessment? ▪ Assess Values and Identify Possible Career Matches ▪ Identify Interests and Recognize Possible Career Paths ▪ Examine Personality Type and Discover Career Matches ▪ Assess Aptitudes and Discover Career Possibilities ▪ Evaluate Skills and Identify Related Career Options



Units	Content Topics
Career Research Term 1 November	<ul style="list-style-type: none"> ▪ Career Clusters ▪ Types of Research and Resources ▪ Conduct an Exploratory Interview ▪ Research Top Career Choices <ul style="list-style-type: none"> ○ Job Duties ○ Work Environment ○ Qualifications ○ Salary ○ Job Outlook ○ Related Occupations
Finding and Applying for a Job Term 2 December	<ul style="list-style-type: none"> ▪ Job Leads ▪ Building a Network ▪ Effective Phone Calls ▪ Professional Emails ▪ Complete a Job Application ▪ Resumé Research and Tips ▪ Create a Professional Resumé ▪ References ▪ Write a Cover Letter ▪ Impact of Social Media ▪ Consider a LinkedIn Profile
Interviewing Term 2 January	<ul style="list-style-type: none"> ▪ Interview Do's and Don'ts ▪ Dress for Success ▪ Common Interview Questions ▪ Preparing for an Interview, including Developing Responses to Common Questions ▪ Interview Role-Play ▪ Video Interviews ▪ After the Interview
Internship Experience Terms 3 & 4 February - June	<ul style="list-style-type: none"> ▪ 4 Hours Per Week in a Field of Interest ▪ Weekly Reflection with Connection to Professional Topics (Ethics, Attitude, Leadership, etc.) ▪ Mentor Evaluation (MA Work-Based Learning Plan) of Skills and Performance