

Career Exploration Internship Program

Guilderland High School

8 School Road

Guilderland Center, NY 12085

Career Exploration Internship Program Coordinators: Joan McGrath and Sarah Hubbard

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STUDENT TRAINING PLAN FOR THE CAREER EXPLORATION INTERNSHIP PROGRAM

Student Intern: _____ Age: _____

Student Address: _____

Parents/Guardian Name(s): _____ Phone: _____

Sponsoring Business/Agency: _____

Address: _____

Contact Person: _____ Title: _____ Phone: _____

Career Area Student will explore: _____

Total Hours Student expects to complete in this internship: _____

The student will learn about, use and/or observe the following items relating to his/her career area during the internship experience:

AREAS OF INTEREST TO BE EXPLORED BY STUDENT - WHAT WILL STUDENT DO?	
1.	_____ _____
2.	_____ _____
3.	_____ _____
4.	_____ _____
5.	_____ _____
6.	_____ _____
7.	_____ _____

During the internship experience the student should observe and see the following work related attitudes and behaviors demonstrated:

- Punctuality/timeliness
- Maturity/professionalism
- Initiative
- Decision Making Processes
- Proper work dress/appearance
- Teamwork and teams operate
- Expected workplace behaviors
- Positive attitude
- Human Relations skills
- Willingness to Learn
- Problem solving ability
- Responsibility

Students should also seek to explore and/or observe learning opportunities and outcomes in the following general areas:

Personal Development:

- Self-evaluation of work
- Methods of establishing personal and professional goals
- Acceptance of authority and supervision
- Development of good self-esteem and a positive self-image
- Demonstration of emotional stability and patience
- Demonstration of honesty and integrity in the work place
- Practicing good personal hygiene
- Appropriate dress for the work place
- Demonstration of mature behavior

Work Ethic:

- Demonstration of reliability and dependability
- Observe and follow organizational policies
- Demonstrate interest and enthusiasm for the job
- Exhibit loyalty to the organization and its employees
- Demonstration of improvement in job performance
- Demonstration of care for tools and materials
- Seek new assignments and opportunities to learn new skills
- Completion of assignments in a timely and appropriate manner
- Demonstrate a commitment to quality

Communication:

- Demonstration of good listening and responding skills
- Demonstration of effective oral & written communication skills
- Demonstration of appropriate telephone skills
- Use of proper grammar, spelling and language usage
- Demonstration of ability to follow oral & written directions
- Demonstration of good questioning skills

Human Relations:

- Acceptance of constructive feedback
- Ability to work cooperatively in teams
- Demonstration of friendly and cooperative behaviors
- Demonstration of tactfulness in difficult situations
- Awareness and acceptance of cultural differences
- Respect for the rights and property of others
- Demonstration of leadership qualities
- Awareness of different management styles
- Exhibit appropriate levels of assertiveness

Reasoning and Problem Solving:

- Integration of creative and innovative ideas
- Adaptability to changing demands on the job
- Ability to reason and make objective judgments
- Understand rules, procedures and employer expectations
- Application of basic skills relating to the career area
- Organization of work and effective time management

Employment Related Knowledge:

- Familiarity with possible employment benefits
- Understanding of career ladders and advancement
- Understanding of career flexibility and adaptability
- Educational requirements and opportunities
- On-going Professional Development within career area
- Access to career information and resources

In order to enhance student awareness and understanding of the career area, while completing the internship students will need to gather information regarding the following topics:

1. What level of education is needed to gain employment in this occupation?
2. What is the salary range for individuals who work in this occupation?
3. What is the employment demand for individuals entering this career field expected to be after their high school/college graduation?
4. What are the state or federal testing and certification requirements needed for this occupation?
5. How did your mentor(s) get to where they are today?
6. What are the possibilities for career advancement in this field?
7. What is the level of employment turnover in this field?
8. What regulations are required related to the health and safety of employees in this field?
9. How are employees evaluated? How often? On what basis? And how is the evaluation presented to the employee?
10. How well do employees interact with one another? How are conflicts resolved?

Throughout the Student Internship, the student and mentor will have periodic dialogue relating to the above areas. In addition, the mentor will complete a Career Exploration Internship Program (“CEIP”) Evaluation Form approximately once for every 15-20 hours that the student has completed of their internship. The student will be evaluated in the following categories (as detailed on the Evaluation Form):

- Attendance & Punctuality
- Attitude and Willingness to Learn
- Appearance and Overall Presence
- Demonstration of Skills relating to:
 - Human Relations
 - Problem Solving
 - Decision Making
 - Career Related Knowledge
 - Communication
- Maturity and Professionalism

The Mentor agrees to discuss the evaluation with the Student Intern and provide the Intern and the CEIP Coordinator with a copy of the completed CEIP Evaluation Form.

In addition to the above, the CEIP Coordinator will complete at least one field observation of the Student at the internship site for approximately every 37 hours that the Student has completed of the internship and provide the Student with feedback relating thereto.

I, the undersigned, have assisted in the development of the above Training Plan as required by the Career Exploration Internship Program.

_____	_____	_____
Sponsoring Business/Agency	Officer's Signature and Title	Date
_____	_____	_____
Guilderland High School	CEIP Coordinator's Signature	Date
_____	_____	_____
Student Intern's Name	Student Intern Signature	Date