

HADDONFIELD PUBLIC SCHOOLS
Curriculum Map for **Career Internship**

September /February			
Targeted Standard(s): NJCCCS Career Development & Occupational Studies: Standard 1: Career Development Standard 2: Integrated learning Standard 3a: Universal Foundation Skills Interdisciplinary: NJCCCS Technological Literacy 8.1A, 8.1B			
Enduring Understandings (<i>The big ideas</i>): Students will understand that through the study of careful preparation and selection people are able to better understand the steps of starting a career as well as themselves.			
Essential Questions: What does the Internship class require from its students? <i>Why do you want an internship with this organization?</i> <i>Give an example of when you were able to learn something complex in a short period of time.</i> <i>Describe a time when you felt overwhelmed on a job, project or assignment. How did you deal with it?</i> <i>Tell me about recent feedback you received from a teacher or supervisor. What did you do with this knowledge?</i>			
Core Content/Objectives		Instructional Actions	
Concepts <i>What students will know</i>	Skills <i>What students will be able to do</i>	Activities/Strategies <i>Learning Activities/ Differentiation Interdisciplinary Connections</i>	Assessment <i>How learning will be assessed</i>
List available employees for internship Pre- Internship Prep./Activities	Identify employers and leads. Post up leads with job descriptions Write up resume Revise resume Write/revise a cover letter Filling out application forms Submit finalized resume to the transition counselor for file/back up computer storage		Mock Interview Competition of resume' and cover letter
Resources/Technology: Microsoft Office Software programs			

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October /March

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Enduring Understandings (<i>The big ideas</i>): Express views orally in a persuasive and reasoned manner with multiple viewpoints pertaining to internship interests · Listen respectfully and provide qualified feedback · Examine how personal background and history influence perspective			
Essential Questions: • <i>What is the role of management when starting and operating a business?</i> • <i>What are the qualities of a successful manager and employee?</i>			
Core Content/Objectives		Instructional Actions	
Concepts <i>What students will know</i>	Skills <i>What students will be able to do</i>	Activities/Strategies <i>Learning Activities/ Differentiation Interdisciplinary Connections</i>	Assessment <i>How learning will be assessed</i>
Interview Internship Placement	-Mock Interviewing -Interview with employer/site supervisor		-Self Assessment on mock interview and real interview
Resources/Technology: Online mock interview sites/tutorials, Microsoft Office Software programs, Videocamcorder			

Curriculum Map for **Career Internship**
November /April
Targeted Standard(s): NJCCCS Career Development & Occupational Studies:

Standard 1: Career Development

Standard 2: Integrated learning

Standard 3a: Universal Foundation Skills

Interdisciplinary: NJCCCS Technological Literacy 8.1A, 8.1B;

Enduring Understandings (*The big ideas*): Commitment, communication, caring and completion

Essential Questions: -What skills do I need to improve for second quarter internship evaluation?

-What steps are necessary to accomplish goal(s) for internship?

Core Content/Objectives		Instructional Actions	
Concepts <i>What students will know</i>	Skills <i>What students will be able to do</i>	Activities/Strategies <i>Learning Activities/ Differentiation Interdisciplinary Connections</i>	Assessment <i>How learning will be assessed</i>
Internship Placement	-Attend Internship timely -Learn work skills -Develop responsibilities of doing and completing tasks		-Completion of internship tasks -Weekly written journal entry
Resources/Technology: Software Programs: Microsoft Excel/PowerPoint/Publisher/Word, Email communications			

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December /May			
Targeted Standard(s): NJCCCS Career Development & Occupational Studies: Standard 1: Career Development Standard 2: Integrated learning Standard 3a: Universal Foundation Skills Interdisciplinary: NJCCCS Technological Literacy 8.1A, 8.1B;			
Enduring Understandings (<i>The big ideas</i>): The road one takes relies much on their ability to deal with a constant state of change			
Essential Questions: How can I direct my goals for my next internship? Career interest?			
Core Content/Objectives		Instructional Actions	
Concepts <i>What students will know</i>	Skills <i>What students will be able to do</i>	Activities/Strategies <i>Learning Activities/ Differentiation Interdisciplinary Connections</i>	Assessment <i>How learning will be assessed</i>
-Continue...	-Attend Internship timely -Learn work skills -Develop responsibilities of doing and completing tasks		-Quarterly Work Experience Evaluation from job sit supervisor and self-assessment for portfolio
Resources/Technology: Microsoft Office Software programs			

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Curriculum Map for **Career Internship**

January /June

Targeted Standard(s): NJCCCS Career Development & Occupational Studies: Standard 1: Career Development Standard 2: Integrated learning Standard 3a: Universal Foundation Skills Interdisciplinary: NJCCCS Technological Literacy 8.1A, 8.1B;			
Enduring Understandings (<i>The big ideas</i>): Putting it all together- rewards, reflections, decisions-Was this good for me?			
Essential Questions: Where can I get information for next internship placements? Am I satisfied with internship this year? Have I communicated with my supervisor efficiently and get what I want to accomplish at internship? Who Am I? What have I learned from internship this year? Am I ready for next internship placement? How Prepared and Motivated Am I? COURSE FINAL PROJECT			
Core Content/Objectives		Instructional Actions	
Concepts <i>What students will know</i>	Skills <i>What students will be able to do</i>	Activities/Strategies <i>Learning Activities/ Differentiation Interdisciplinary Connections</i>	Assessment <i>How learning will be assessed</i>
Post-Internship Planning COURSE FINAL PROJECT	-Revise/Update resume -Identify new work skills that I have learned from internship this year and put new information on resume -Communicate with internship supervisor about work experience evaluation/needs	Self-Assessment of work experience skills for 2 nd Qtr work experience evaluation 2 nd Qtr Work Experience evaluation from supervisor	

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	<p>-Completion of hours earned -Put work evaluation forms in portfolio/resume/cover letter and thank you letter</p> <p>COURSE FINAL PROJECT</p>	<p>Resume Work Experience Evaluation Self-Assessment/Evaluation Portfolio Presentation</p> <p>COURSE FINAL PROJECT</p>
Resources/Technology: Microsoft Office Software programs		