



*focusing on the future, today!*  
 CAREER & TECHNICAL EDUCATION  
 TOLLESON UNION HIGH SCHOOL DISTRICT

## CTE Internship Program

<b>Course Title: CTE Program Area Internship/varies depending upon CTE program completed</b>	
<b>Course Description:</b> This course provides students with an opportunity to apply previously developed knowledge and skills during a structured fieldwork experience. Students spend at least fifty hours per semester working in the internship and will earn 0.5 credits per semester. <b>NOTE:</b> Students MUST be a senior who is at least 16 years old and provide their own transportation and insurance. Application forms and other paperwork must be on file with the instructor.	
<b>Instructor/s and Contact Information:</b>	Mr./Mrs./Ms. First Name Last Name <a href="mailto:firstname.lastname@tuhsd.org">firstname.lastname@tuhsd.org</a> , Name of High School Room #####
<b>Occupational/Employment Opportunities:</b> Varies according to CTE program pathways	
<b>Program Pathway:</b> CTE Course 1-2 → CTE Course 3-4 → CTE Program Internship	
<b>Program Standards/Skills:</b> <b>PROGRAM TECHNICAL STANDARDS:</b> VARIES ACCORDING TO CTE PROGRAM AREA <a href="http://WWW.AZED.GOV/CAREER TECHNICAL EDUCATION">WWW.AZED.GOV/CAREER TECHNICAL EDUCATION</a>  <b>WORKPLACE EMPLOYABILITY SKILLS:</b> 1.0- COMPLEX COMMUNICATION: Employs complex communication* skills in a manner that adds to organizational productivity. (*Complex communication refers to the need to combine traditional communication skills with technical workplace content transmitted via rapidly evolving technologies to increasingly diverse audiences.) 2.0- COLLABORATION: Collaborates, in person and virtually, to complete tasks aimed at organizational goals 3.0- THINKING AND INNOVATION: Integrates expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutions. 4.0- PROFESSIONALISM: Conducts oneself in a professional manner appropriate to organizational expectations. 5.0- INITIATIVE AND SELF-DIRECTION: Exercises initiative and self-direction in the workplace. 6.0- INTERGENERATIONAL AND CROSS-CULTURAL COMPETENCE: Interacts effectively with different cultures and generations to achieve organizational mission, goals, and objectives. 7.0- ORGANIZATIONAL CULTURE: Functions effectively within an organizational culture. 8.0- LEGAL AND ETHICAL PRACTICES: Observes laws, rules, and ethical practices in the workplace. 9.0- FINANCIAL PRACTICES: Applies knowledge of finances for the profitability and viability of the organization.  <b>COLLEGE AND CAREER READINESS STANDARDS</b> will also be integrated throughout the coursework within this program.	
<b>Course Textbook(s) &amp; Resource(s):</b>	<i>No Textbook is required for this course; however each student will maintain a journal of field work experiences that will be used to develop a presentation/marketing tool for Internship as well as a personal portfolio for future employment.</i>
<b>Total Program Delivery Model:</b> In TUHSD, the Total Program Delivery Model within Career and Technical Education provides opportunities for students to not only receive academic classroom instruction within the CTE program/course they are enrolled, but to also engage daily in a hands-on, laboratory settings where industry and workplace standards as well as leadership development are key to the learning that goes on. Students in this CTE capstone course are highly encouraged to join the Career Technical Student Organization (CTSO) aligned to their CTE program internship. Students will become affiliated members of a <b>CTSO (Career Technical Student Organization)</b> chapter at their local high school.	
<b>Evaluation System:</b> Students earn points throughout the course according to their willingness and ability to demonstrate mastery of program area technical standards, workplace employability skills, and college and career ready standards in the form of class participation,	



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assignments, and assessments. Points earned during the semester will be used to calculate a letter grade per the scale below. The semester grade is based on the quarter grades and the final exam grade for that semester.

### GRADING SCALE:

100-90%: Content Mastery Exceeds Expectations, A

89-80%: Content Mastery Above Expectations, B

79-70%: Content Mastery at Expectations, C

69-60%: Content Mastery Below Expectations, D

59 & below: Content Mastery was not Attained, F

### GRADES WILL BE CALCULATED ACCORDING TO THE FOLLOWING TASKS:

15%, Participation

15%, Assignments

20%, Summative Assessments

40%, Performance Assessments/Labs

10%, EOCA Final Exam

### Safety:

This course emphasizes classroom and/or workplace hands-on learning. There is a potential risk in participating in these activities over the course of the year. Students will be instructed in safe laboratory procedures and all safety measures are required to be followed at all times. Safety equipment is provided and must be used by all students. By signing below, I agree to follow the general rules of appropriate behavior for a classroom/fieldwork at all times to avoid accidents and to provide a safe learning environment for everyone.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_