



**Tolleson Union High School District #214
CTE Internship Program
2017-2018**

TRAINING PLAN

Student's Name

Mentor's Name

Company Name (Internship Site)

Teacher's Name

PURPOSE OF TRAINING PLAN

The training plan is a mutually agreed upon guide among the mentor, the intern, and the teacher as the targeted progression of skills to be obtained by the intern at the internship site by the conclusion of the CTE Internship experience. The minimal state standards (including state workplace standards and state CTE program standards) listed are to be addressed according to the agreed upon training plan. The student's career goal will be used as the focus for the development of the training plan. Progress checks will be conducted periodically.

SECTION 1 – CLASSROOM SITE STANDARDS

Classroom Site Standards (Program expectations met in the classroom)		Date Achieved	Teacher's Initials
1.	Develop an individual career plan.		
2.	Prepare for employment.		
3.	Demonstrate written communication skills.		
4.	Demonstrate oral communication skills.		
5.	Participate in WES.		

SECTION 2 – INTERNSHIP SITE STANDARDS

Internship Site Standards (Program expectations met at the internship site)		Date Achieved	Mentor's Initials
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

SECTION 3 – MENTOR GOALS

Mentor Goals		Date Achieved	Mentor's Initials
1.	Company philosophy and/or mission statement.		
2.	Company policy and procedures, including attendance (i.e., who do I contract when I need to miss a day?).		
3.	Company safety standards.		

Mentor Goals		Date Achieved	Mentor's Initials
4.	Company hierarchy.		
5.	Company hiring and promotion process.		

The Mentor carries the responsibility to comply with all applicable federal and state labor laws. The TUHSD Professional Internship experience will not interfere with the schooling of the minors or with their health and wellbeing. The work of the interns in the occupations declared particularly hazardous shall be incidental in his/her training; such work shall be intermittent, for short periods of time, and under the direct and close supervision of a qualified and experienced person who has given prior instructions to the student.

I have received and read a copy of my responsibilities and will abide by them. Yes No

_____	_____	_____
Student (Print)	Signature	Date
_____	_____	_____
Teacher (Print)	Signature	Date
_____	_____	_____
Mentor (Print)	Signature	Date