

Cornwall-Lebanon School District Curriculum Overview

Future Professional's Internship, Grade 12

| 18 | length of time in weeks | Concepts & Competencies | Common Assessments | Academic Standards (PA Core if applicable) |
|--------|-------------------------|---|--|---|
| Unit 1 | 1 | <p style="text-align: center;"><u>Benefits of Internships, Preparing for the Internship, and Branding Yourself</u></p> <p>Describe the benefits of an internship. Define networking and explain its importance. Describe how interns can make lasting professional impressions. Create a resume suitable for an internship. Research a career. List actions that can be taken to ensure a good first impression. Explain the importance of a professional reputation. Discuss the importance of manners and etiquette in the workplace. Explain the importance of goal setting. Recommend ways to practice self-management.</p> | <ul style="list-style-type: none"> ➤ Daily assignment ➤ Resume evaluation ➤ Research paper evaluation | 13.1.11.A 13.1.11.B 13.1.11.C 13.1.11.D 13.1.11.F 13.2.11.A 13.2.11.B 13.2.11.C 15.2.12.A 15.2.12.B 15.2.12.H 15.3.12.I 15.3.12.L 15.3.12.M 15.4.12.L |
| Unit 2 | 17 | <p style="text-align: center;"><u>On-the-Job Learning Experiences</u></p> <p>List and describe the elements of a service learning contract. Explain the importance of the evaluation process. Maintain a daily internship journal. Demonstrate the characteristics of an effective intern.</p> | <ul style="list-style-type: none"> ➤ Daily internship journal/weekly time sheet log evaluation ➤ Supervisor evaluation ➤ Coordinator evaluation | 15.3.12.N |