

Chino Valley Unified School District

High School Course Description

CONTACTS	
1. School Information:	School: Chino Valley Unified School District Street Address: 5130 Riverside Dr., Chino, CA 91710 Mailing Address: 5130 Riverside Dr., Chino, CA 91710 Phone: (909) 628-1201 Web Site: http://www.chino.k12.ca.us
2. Course Contact:	Teacher Contact: Linda L. Zeigler Position/Title: Work Experience Coordinator Phone: (909) 628-1201 E-mail: linda_zeigler@chino.k12.ca.us
A. COVER PAGE - COURSE ID	
1. Course Title:	Career Technical Work Experience (Internship)
2. Transcript Title/Abbreviation:	C.T.W.E. Internship
3. Transcript Course Code/Number:	5E19
4. Seeking Honors Distinction:	No
5. Subject Area/Category:	Elective
6. Grade level(s):	10-12
7. Unit Value:	5 credits – May be repeated not to exceed 20 credits – elective
8. Length of Course:	One (1) semester
9. Was this course previously approved by UC?	No
10. Is this course classified as a Career Technical Education course:	Yes
11. Is this course modeled after an UC-approved course?	No
12. Board Approved:	January 7, 2016
13. Brief Course Description:	<p>Career Technical Work Experience is an elective course combining paid or non-paid work-based learning experiences (job shadowing, observations, and internships) with classroom instruction in employability skills and career exploration. The course is aligned with the state and federal guidelines, Education Code 51760 and 51775, the California Association of Work Experience Educators (CAWEE) Work Experience Framework, and Content Standards for California Public Schools. Students develop positive work habits, self-confidence, job skills, and a personal career exploration portfolio.</p>
14. Prerequisites:	Teacher Approved Internship
15. Context for Course:	<p>Students attend one class period of instruction and serve an average of six hours a week at their work-based learning site each week. All work-based learning experiences, tasks, duties, and work sites must meet all child labor codes and be approved by the Work Experience coordinator. Credit for this course will be earned by completion of the course requirements based on time sheets, employer evaluation and industry specific assessments, journals, class assignments, and Chino Valley Unified School District required forms (Hold Harmless Waiver, Training Agreements and Volunteer Work Permits).</p>
16. History of Course Development:	<p>Students learn on the job skills as interns, job shadowing, or community servants and earn credits for these work based learning opportunities through enrollment in the Work Experience course to meet the Link Learning guidelines, and protect the District's liability. Colleges wish to have a separate designation for Career Technical Work Experience Internships on the student's transcripts.</p>

Chino Valley Unified School District

High School Course Description

B. COURSE CONTENT

Course Purpose:

Career Technical Work Experience is a course designed to introduce students to a broad spectrum of employability skills and career awareness. The purpose of this course is to prepare, train, monitor, support, and expand students' knowledge, and skills in industry specific areas related to their academy focus.

Course Outline:

1. Career Exploration
2. The Intern Process
3. Employability Skills
4. Business Interviews and Orientations
5. Labor Laws
6. Safety in the Work Place
7. Success on the Job
8. Ethics in the Work Place
9. Advancement and Promotions
10. Leaving a Job
11. College and Career Planning

Course Objective:

1. Identify personal interest, aptitudes, information, and skills necessary for informed career decision making.
2. Understand the steps of the hiring process and demonstrate ways to successfully obtain employment or a non-paid work-based learning experience.
3. Demonstrate personal employability skills for seeking a job internship.
4. Understand how to properly compose and format a business letter, resume, and thank you note.
5. Identify and demonstrate effective job interview skills and techniques, including hand shaking, eye contact, active listening, professional dress, and practicing appropriate responses to potential interview questions.
6. Evaluate personal character traits, such as trust, respect, and responsibility and understand the impact personal characteristics have on career success.
7. Understand employer expectations, responding to a supervisor's evaluation and taking steps to improve job performance.
8. Understand basic labor laws, including safety regulations, sexual harassment, employment contracts, union agreements, etc.
9. Participate in employer orientations to understand employer expectations, training plans, and performance evaluations.
10. Recognize and explain pride on the job, professionalism, work ethics, workplace privacy, initiative, and personnel records.
11. Identify the most common work place accidents, the steps to take to avoid these potential hazards, and steps to take when and if an accident occurs.
12. Understand the potential for crime or natural disasters to occur while working and the appropriate steps the employer wants taken in these events.
13. Identify situations and the process and procedures at work that require ethical actions and decision making, such as reasons for missing work, being late, reporting actions of others to supervisors, issues of honesty, etc.
14. Understand the definition of and how to recognize sexual harassment when it occurs and know the appropriate actions that need to be taken to have a non-offensive work environment.
15. Understand the common reasons that employees dismissed and identify steps to be taken to avoid being let go.
16. Demonstrate how to show initiative and confidence on the job, to learn additional job tasks, duties and responsibilities that can lead to obtaining pay raises, and/or promotions.

Chino Valley Unified School District

High School Course Description

17. Create a properly formatted letter of appreciation and resignation that result in a letter of recommendation from an employer.
18. Understand how personal skill development and education affects employability and income potential.
19. Investigate the job outlook and employment projections for a career area of interest.
20. Understand career paths and strategies for obtaining post-secondary education and entry-level employment within chosen field, culminating in development of a personal career plan.

Key Assignments:

- Interest and Aptitude Test
- Employability Skills
- Preparing a Resume and Cover Letter
- Techniques to Search for a Job or Internship
- Preparing for an Interview - grooming/dress/appearance/body language/hand shake/eye contact
- Job Interview Questions
- Mock Interviewing
- Job Training and Orientations
- Labor Laws
- First Impressions
- Positive Work Skills
- Job Survival - getting along with others
- Ethics in the Work Place
- Safety on the Job
- Sexual Harassment in the Work Place
- Career Portfolio
- Getting the Paid Job or Promotion
- Career Exploration and Post-Secondary Training
- Networking
- Employer Appreciation

Instructional Methods and/or Strategies:

- Direct Instruction
- Simulations/Job Shadowing/Internship
- Journaling
- Discussions/Debates
- Group Projects and Presentations
- Computer Research and Reports
- Audio Visual Presentations
- Worksheets
- Scientific Analysis

Chino Valley Unified School District

High School Course Description

Assessment Including Methods and/or Tools:

- Program Application, Cover Letter, Resume, and Interviews
- Program Notebook: Journals, Video Notes, and Worksheets
- Code Quizzes and Industry Test
- Student Presentations/Skills Demonstrations
- Internship Hours Logs
- Employer/Mentor Evaluations