**Josephine Scala, Work Based Learning Coordinator**

**Student Training Plan**

**P/NW BOCES Career and Technical Internship Exploration Program**

Student Intern: Age:

Career Area Student Will Explore:

Student’s Address:

Parent/Guardian: Phone:

Total Internship On-Site Hours: Total Hours of Related Classroom Instruction:

Sponsoring Business and Address:

Contact: Phone Number:

* While on this internship experience the student will observe and begin to understand the following work related attitudes and behaviors:

1. Punctuality/timeliness 8. Maturity/professionalism

2. Expected workplace behaviors 9. Positive attitude

3. Initiative/responsibility 10. Proper work dress/appearance

4. Human relations skills 11. Problem-solving ability

5. Decision-making processes 12. Teamwork and how teams operate

6. Need for continual learning/education 13. Responsibility

7. Appropriate personal/business ethics 14. Integrity and loyalty

15. Health and Safety Training

* Students should collect information and assemble a report that would provide answers to the following questions related to their chosen career area:

1. What level of education is needed to gain employment in this occupation?

2. What postsecondary institutions offer programs to prepare for this occupation?

3. What is the salary range for individuals who work in this occupation?

4. What is the projected short-term and long-term employment demand for individuals entering this career field?

5. Are state or federal testing and certification requirements needed for this occupation?

6. How did your mentor progress to their current career level?

7. What are the possibilities for career advancement in this field?

8. What is the level of employee turnover in this field?

9. What general and specific industry regulations are required related to the health and safety of employees?

10. How are employees in this career area generally evaluated? How often? How is the evaluation discussed with the employee?

11. How well do employees interact with one another? How are conflicts resolved? New York State Education Department *Curriculum, Instruction, and Assessment Frameworks* have divided occupations into six general career clusters, this student intern’s occupation falls into the following career cluster (underline):

Health Services Engineering and Technology

Human and Public Services Natural and Agricultural Sciences

Business Arts and Humanities

The specific occupational area is (e.g., nursing, accounting):

Students will observe, learn about and use the following information and skills relating to their specific occupation of exploration (outline the planned job rotations and what the student will see, learn, and do):

1.

2.

3.

Other learning experiences student may experience over the course of the internship: