**Josephine Scala, Business Teacher**

 **Student Training Plan**

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

Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Career Area Student Will Explore\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) and Time (s) of Experience:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsoring Business Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My son/daughter has permission to drive to above business: Yes No N/A

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsoring Business Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* While on this 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 (circle):

- Health Services - Engineering and Technology - Human and Public Services

- Natural and Agricultural Sciences - Business/Information Systems - Arts and Humanities

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

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. Students will observe the workings of a salon and the different positions held within the salon(receptionist, hairstylist, manager, owner and specialists).
2. Students will observe the professionalism of the salon and its employees.
3. Students will collect information about the following salon policies, hiring and employee dismissal, customer service, employee inventory and stock management and dress code.
* Other learning experiences student may experience over the course of the internship:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_