

Lesson Plan – Career Internship Practices

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Lesson Overview

This lesson aims to provide internship students with technology and productivity skills that integrate communication interfaces with a web-based notebook application for reporting internship activities to the career instructor or intern supervisor. After watching an instructional video and a how-to video, the intern will be able to use and demonstrate four tasks with hands-on learning of the skills shown in the how-to instructional video and will be able to use the technology to send the instructor a reflection (feedback) on the learning experience.

Objective

Given an iPhone and Apple Watch with the Notebook App, the learner will create transferrable audio and text media files to a media and text card, assessed using a scoring rubric.

Intended Audience

1. The lesson is for high school students ages 16-18 exploring careers and preparing to enter the workforce.
2. Homeschool, public or private high school students can participate in the learning exercise.
3. Homeschool students should check with their state education agency or homeschool office for internship transcript credit.

Textbook reference for homeschool students:

Seligson, S., (2017). *Internship for High School Credit*. Apologia Education Ministries, Inc.

Material Requirements

Technology

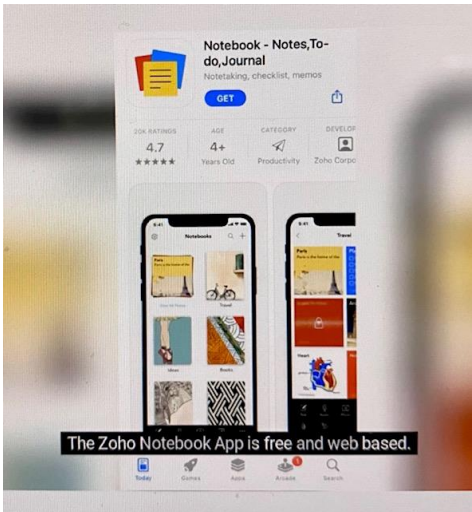
1. Access to the Internet, the web-based lesson is at this Internet address:
<https://cyborglifestyle.com/itde-7007>
2. Mobile device storage to download web-based Notebook app (Zoho Corporation) on Apple iPhone iOS 11.0 or later and Apple Watch. Permissions must be enabled so that notes will sync on the Zoho cloud and be accessible on multiple devices.
3. An Apple Watch will need to be paired with an iPhone with cellular service.

If Apple iPhone or mobile access is not available,

4. Access to a laptop or desktop with the internet.
5. Access Zoho Notebook Account on Laptop or desktop (create an online account).
6. A student email account and an instructor email address to send media are needed.

Media

7. Notebook App by Zoho Corporation, Looks like this:



(Picture of web app for identification)

8. Media created for an audio file(s), text file(s), and content for email.
9. Introductory video describing the lesson.
10. Video created of four steps, a how-to video that describes the four steps and skills needed to complete the lesson.

Employers that host a student intern may have safety policies and may not allow cell phones on the job because of web searching distractions and social media. Still, an Apple Watch wearable technology allows organizational structure and messages and aids attention and focus. The rationale for selecting the technology is that the Apple iPhone and Watch pair together, and with the Zoho Notebook app downloaded to both devices, it syncs communications.

The rationale for selecting the Zoho Notebook app is that it is a web-based platform and is better for an individual student who can control privacy features and even access the account after graduation who no longer can access a school's cloud-based learning management system such as Canvas or Google Classroom. The Zoho Notebook app

syncs media across devices, and a student does not have to “save” because the “syncing” is an automated function.

The rationale for creating two videos is that keyword searches were done on YouTube on the subject matter, and nothing was found.

Timeline

1. Introduction video with objectives and rubric explanation, **1:42 minutes**
2. How-to video with four practice steps, **1:07 minutes**
3. Students will identify, practice, and perform hand-on learning and repeat the steps discussed and shown in the rubric and video to create audio and text media from the Notebook App on the Apple Watch, **8 minutes**
4. The student will record a reflection on learning the skill, **1 minute**
5. When finished creating the text and audio files, the student will open the Zoho Notebook app on their Apple iPhone and access the synced media files (should be 3) from the Notebook app, and transfer the text, audio, and reflection feedback file to Kelly@CyborgLifestyle.com, **1 minute**
6. Lesson plan feedback survey with five multiple choice questions, **1 minute**

Assessment Plan

A rubric will be created. There is a total of 5 points in the assessment. The feedback reflection is weighted more. If all four tasks are completed, it would be 5 points. If a career instructor or supervisor only receives the audio media without a reflection or text, it would be 2 points.

Student name	Audio media, (1 pt)	Text media, (1 pt)	Reflection (2 pt)	Email (1 pt)
Jane Doe	X	X	X	X

Evaluation Plan

A Survey Monkey link will be provided to intern students for their feedback that will be used for lesson plan edits.

Example questionnaire questions:

1. How often do you send internship activity reports to your instructor?
2. Did you find the Zoho Notebook App easy to use with the Apple Watch and iPhone technology?
3. If you were to edit the lesson, what would you change?
4. What other internship skills would you like to learn?
5. In reviewing and learning the lesson, will you recommend it and share it with your friends?

References

Survey Monkey. (n.d.). Momentive Inc. Retrieved August 5, 2022, from <https://www.surveymonkey.com>

Zoho. (n.d.). Zoho Corporation Pvt. Ltd., Retrieved August 5, 2022, from <https://www.zoho.com/notebook/>

Apple. (n.d.). Apple Corporation, Retrieved August 5, 2022, from

<https://apps.apple.com/us/app/notebook-notes-to-do-journal/id973801089>

Seligson, S., (2017). *Internship for High School Credit*. Apologia Education Ministries, Inc.