

Sample Internship Curriculum

Learning Target 1: Conduct career research and the job search process.

Success Criteria:

- Explain the process of researching careers (and related careers).
- Explain the need to plan for the career search process.
- Provide examples of how career decisions affect the lives of individuals.
- Describe the process of searching and finding an open career with an organization.

Learning Target 2: Develop career goals.

Success Criteria:

- Identify personal aptitudes, skills, experiences, accomplishments and interests.
- List career-related strengths.
- Identify weaknesses and explain how they can be communicated in a positive way.
- Identify career wants and needs to provide career satisfaction.
- Write clear short- and long-term career goals.
- Create a professional reference list.
- Evaluate how online presence and digital citizenship can impact career opportunities.

Learning Target 3: Demonstrate the ability to create a professional resume, cover letter and application.

Success Criteria:

- Assess the job market with a potential list of employers of interest.
- Prepare a professional resume.
- Write a cover letter.
- Complete an employment application professionally.
- Evaluate application materials to ensure professional consistency.

Learning Target 4: Examine effective interviewing skills.

Success Criteria:

- Demonstrate proper telephone and email communication to obtain and confirm an interview.
- Prepare responses for commonly asked interview questions to effectively sell abilities during the interview.
- Demonstrate effective first impression techniques with appearance and behavior during the interview.
- Role-play effective techniques for a phone or virtual interview.
- Complete a mock interview and review feedback to improve interview skills.
- Demonstrate the appropriate way to end an interview.
- Identify techniques for negotiating salary and benefits.
- Write a follow-up note to the interviewer.

Note: This document is for educational purposes only.

Sample Internship Curriculum (page 2)

Learning Target 5: Demonstrate a professional appearance.

Success Criteria:

- Differentiate how body language, posture, facial expressions and confidence impact professional appearance.
- Explain how professional attire, appearance and hygiene impact workplace success.
- Apply knowledge of professional attire and image for a workplace of interest.

Learning Target 6: Evaluate professional communication and behavior in the workplace.

Success Criteria:

- Discuss the value of professional communication for success in the workplace.
- Demonstrate professional verbal and written communication.
- Develop conflict resolution strategies with customers, colleagues and supervisors to maintain professionalism in the workplace.
- Identify common safety issues in the workplace.
- Develop strategies for identifying and handling safety issues in the workplace.
- Develop strategies for identifying and handling harassment in the workplace.
- Describe appropriate and inappropriate relationships with supervisors, colleagues and customers.

Learning Target 7: Develop a professional portfolio.

Success Criteria:

- Explain the value of developing a professional portfolio.
- Identify important elements to maximize professional portfolio impact.
- Create an online professional portfolio.
- Apply online portfolio tools to maximize professional connections and skill validation.

Learning Target 8: Examine professional career transition strategies.

Success Criteria:

- Determine approaches to adapt to a new work environment.
- Identify appropriate methods for ending employment.
- Develop a letter of resignation.

Note: This document is for educational purposes only.