

Division of Career and Technical Education

INTERNSHIP INSTRUCTOR MANUAL



2021 - 2022

Work-Based Learning

Work-Based Learning is defined as a structured learning experience at the worksite for a specific timeframe that leads to a career path (Workforce Innovation and Opportunity Act). WBL programs contain three key components: the alignment of classroom and workplace learning; application of academic, technical, and employability skills in a work setting; and support from classroom and worksite mentors (cte.ed.gov/wbltoolkit/).

The Division of Career and Technical Education offers four types of work-based learning opportunities:

1. Internship
2. Career Practicum
2. Youth Apprenticeship
3. Pre-Apprenticeship

Internship is experiential learning that can be paid or unpaid which integrates knowledge and theory learning in the classroom with practical application and skills development in a professional setting. Students will earn an industry recognized credential while in the program. Students in grades 10 - 12 are eligible to enroll in this course. It will not count toward concentrator status.

Career Practicum is an unpaid work experience designed to assist students in grades 11 – 12 in their specific CTE career pathway where students earn an industry recognized credential in one of many high-demand occupations. A student must be at least 16 years of age. The student must currently be enrolled or have completed at least two courses in a chosen CTE career pathway area to be eligible for this course.

Youth Apprenticeship must be a paid work experience designed to assist students in grades 11 - 12 in their specific CTE career pathway where students receive a paycheck through work while earning an industry recognized credential in one of many high-demand occupations. A student must be at least 16 years of age. **This course is eligible for an employer tax credit.** The student must currently be enrolled or have completed at least two courses in a chosen CTE career pathway area to be eligible for this course.

Pre-Apprenticeship is defined as a program or set of strategies designed to prepare individuals to enter and succeed in a Registered Department of Labor Apprenticeship (DOL) program and has a documented partnership with at least one, if not more, Registered DOL Apprenticeship Programs. It may be an unpaid or paid Pre-Apprenticeship. A student must be at least 16 years of age. This course is eligible for an employer tax credit, if paid. Completers of this program may be given special consideration for entry into a DOL apprenticeship program and/or applied time served or credits earned toward fulfilling program requirements.

For any questions, call the Office of Career Readiness/Work-Based Learning at (501) 682-4834.

Course Code:

| Course Name | Code |
|-------------|--------|
| Internship | 493860 |

COURSE DESCRIPTION

The Internship course is a paid or unpaid experiential learning experience that integrates knowledge and theory learning in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields, and it gives employers the opportunity to guide and evaluate talent (2018 Advance CTE, *Career Technical Education Glossary*). Internship includes both classroom and worksite experience. Per the Strengthening Career and Technical Education for the 21st Century Act, this is a component of work-based learning where there is sustained interactions with industry or community professionals in a real worksite environment. It is to the extent practicable or simulated environments at an educational institution that allows firsthand experience with tasks in the given career, that are aligned to curriculum (2018 Perkins V, Section 3, Number 55; WIOA). The course will serve as an introductory work experience course for 10-12 grade students. A student may enroll in the Internship course for up to two years.

This course is **not** considered eligible for employer tax credit, and it is **not** considered an elective course for completer status. The student and Internship teacher must develop an Internship agreement. The Internship teacher and the workplace mentor will evaluate the student.

ELIGIBILITY OF STUDENTS

The Internship course is designed to serve 10–12 grade students. The Internship course includes both classroom and worksite instruction.

- **The Interns must be employed prior to enrolling in the class or at the end of the second week of school.**
- Students that **are not employed** by the end of the second week **must be withdrawn from the class.**
- Students receive guided classroom and worksite instruction that incorporates applied learning activities.

Course Credits

Students can earn up to 4 credits, in a two-year period. To earn 2 credits PER YEAR, an Intern will need 36 hours of classroom instruction (at least 1 hour per week) and 360 work hours (10 hours per week).

| Hours of Classroom Instruction - Semester | Hours of Work Experience - Semester | Credits Earned |
|---|-------------------------------------|----------------|
| At least 18 hours | 180 hours | 1 credit |
| At least 36 hours | 360 hours | 2 credits |
| At least 54 hours | 540 hours | 3 credits |
| At least 72 hours | 720 hours | 4 credits |

1 credit may be granted for an entire year for students that work 180 hours throughout the year and are in class at least 18 hours.

Classroom hours should include all students and should incorporate discussions about soft skills, employability skills, and pre-employment and employment documents.

Hours of work experience should be on the job site working weekly to meet the above required hours.

A Training Plan shall be developed and completed for each student.

CLASSROOM AND WORKSITE EXPECTATIONS:

1. Evaluate qualities of effective employees, modeling positive job performance.
2. Critique personal work ethics and soft skills needed in the workplace.
3. Identify behaviors essential to succeed in the workplace.
4. Demonstrate mastery of effective communication.
5. Identify characteristics of an effective team and leadership ability.
6. Manage financial resources – paycheck, budgeting, credit accounts, and investing.

ESSENTIAL ELEMENTS OF THE INTERNSHIP TEACHER:

1. Internship shall be coordinated at the local level by at least one Internship teacher who:
 - a. currently has a valid Arkansas teaching license; AND
 - b. is endorsed with the 412 licensure code.

INTERNSHIP TEACHER SUPERVISION PERIOD REQUIRED:

1. One supervision period for 1-25 students
2. Two supervision periods for 26-50 students
3. Three supervision periods for 51 or more students.
The conference/planning period may count as one of the three (3) supervision periods.

Example documents are included in the manual that may be used.

The following documents are required to be kept on file:

1. Site Agreement
2. Student/Guardian Agreement
3. Student Training Plan – These are the goals you want the student to accomplish. Example included.
4. Unpaid Work Experience Signature Form or copy of check stub
5. Supervisor Evaluations Forms
6. Internship Placement Report
7. Internship Accountability Report

The following documents are required to be submitted to the Office of Career Readiness/Work-Based Learning:

1. Internship Placement Report – October 1 and January 15
2. Internship Accountability Report – October 30, January 10, March 30, and May 20.

Responsibility Guidelines

The school may modify requirements based on local needs.

| | |
|---------------------|--|
| Student | <ul style="list-style-type: none"> • Academic standing determined by the school administration. • Acceptable attendance record as determined by the school administration. • Internship Training Plan and certifications that are applicable. • Complete and sign site agreement. • Provide transportation. • Complete and maintain Intern Experience form. • Complete a self-evaluation in mid-October, mid-December, mid-March, and mid-May. |
| Internship Teacher | <ul style="list-style-type: none"> • Provide interns with classroom instruction in curriculum that reinforces basic workplace skills and soft skills. • Establish local business partnerships. • Work with employers to develop an Internship experience for interns. • Provide Internship Training Plan and certifications that are applicable. • Conduct four visits (one per quarter) to intern placements and complete Site Visit Form. • Create and sign a site agreement. • Maintain the four evaluation and/or improvement plans for interns: <ul style="list-style-type: none"> • Mid-October, Mid-December, Mid-March, and Mid-May • Submit Internship Placement Report to the Office of Career Readiness/Work-Based Learning on October 1 and January 15. • Submit Internship Accountability to the Office of Career Readiness/Work-Based Learning on October 30, January 10, March 30, and May 20. |
| Worksite Supervisor | <ul style="list-style-type: none"> • Meet with Internship teacher to review standards of Internship. • Provide safe conditions. • Complete and sign a site agreement. • Provide safety instructions to the student for all tasks and duties to be performed. • Meet and/or communicate with the Internship teacher at periodic intervals to discuss the intern's progress. • Mentor students in developing their job skills and knowledge. • Monitor intern's attendance. • Complete evaluation and/or improvement plan for interns: <ul style="list-style-type: none"> • Mid-October, Mid-December, Mid-March, and Mid-May |
| Administration | <ul style="list-style-type: none"> • Provide Internship teacher time for adequate supervision according to Page 5. • Support and implement rules and regulations related to student release time and procedures. |
| Parent/Guardian | <ul style="list-style-type: none"> • Complete and sign site agreement. |

Student Signature: _____

SITE AGREEMENT

The student, a parent or guardian of the student, employer, and Internship teacher must complete the following training agreement.

Training Site Supervisor

1. The supervisor at the training site will complete evaluations as scheduled by the Internship teacher.
2. The student employment will be within the provisions of all state and federal child labor laws and existing labor management agreements.
3. The employer will accept and assign students to jobs without discrimination on the basis of race, color, national origin, gender, or handicap.
4. The employer/facility will provide adequate staffing in the instructional areas so that no intern will be expected to perform duties without supervision.
5. The employer will supply safety orientation and procedures instruction pertaining to the training site.
6. Report a worksite related injury to the Youth Apprenticeship teacher immediately.
7. The employer/facility will provide an opportunity for the student to keep up to date with policy and new technology by notifying the school of changes in policy and technology.
8. To assure that the employer/facility has sufficient resources to meet its obligations under the agreement, both parties shall confer prior to the start of each semester regarding the interns who will participate in the program at the facility and their approximate schedule for the semester.
9. It is the responsibility of the student, parent, and the employer/facility to notify the Internship teacher in writing of any accident that occurred while at the training site.

| | |
|--|-----------------------------|
| Training Facility: | |
| Training Supervisor: | Contact Information: |
| <i>I have read the above training agreement and understand my responsibilities as outlined by the agreement.</i> | |
| Supervisor Signature: _____ Date: _____ | |

INSTRUCTOR AGREEMENT

School/Internship Teacher Agreement

1. The Internship teacher will visit and/or contact the training site supervisor four times (one per quarter) to assess the student, to discuss the student's progress, and determine what related instruction is needed.
2. The teacher will provide weekly instruction in the classroom.
3. The school assumes full responsibility for offering an accredited education program.
4. A student may be removed due to the lack of attendance.
5. Student will be given two weeks to obtain another job if the student quits, or the student will be removed from the program.
6. Students and faculty will abide by existing rules and regulations of the Internship program. The facility supervisor and Internship teacher may remove students immediately that are not following the guidelines of the Internship program.

| | |
|--|-----------------------------|
| Internship Teacher Name: | Contact Information: |
| <i>I have read the above training agreement and understand my responsibilities as outlined by the agreement.</i> | |
| Internship Teacher Signature: _____ Date: _____ | |

STUDENT/GUARDIAN AGREEMENT

Student Agreement:

Complete designated instructional time and curriculum while maintaining academic grades, attendance, and graduation requirements to progress to the Internship experience.

1. Complete the designated minimum hours of supervised training at assigned facility as directed by the school program.
2. Will have employment with the first two weeks of school or be removed from the program.
3. Maintain minimum dress standards determined by your training site and/or program coordinator for professionalism and safety expectations.
4. Perform tasks and/or projects at the training facility that are appropriate and within the training instructions.
5. Contact the employer and instructor prior to the scheduled work time if you will be absent from or tardy to the training facility for any reason.
6. Provide his/her own transportation to and from the training site.
7. Be removed from the program if released from the worksite for a justified reason.
8. Given two weeks to obtain another job if the student quits, or the student will be removed from the program.
9. Attendances is of utmost importance. A student may be removed due to the lack of attendance.
10. Report a worksite related injury to the Internship teacher immediately.
11. Follow the provisions of the state and federal child labor laws.
12. Students must follow all confidentiality rules of the worksite.

| |
|---|
| Student Name: |
| High School: |
| School District: |
| Parent or Guardian Name: |
| Parent or Guardian contact information: |
| Employer: |
| <i>I have read the above training agreement and understand my responsibilities and relationship to the program as outlined by the agreement.</i> Student Signature: _____ Date: _____ |
| <i>I have read the above training agreement and understand the responsibilities assigned to my child and the relationship to the program.</i> Parent/Guardian Signature: _____ Date: _____ |

STUDENT TRAINING PLAN

This should be completed with the teacher, supervisor, and student upon placement and can be used in guiding the evaluation process.

STUDENT NAME _____

DATE OF BIRTH _____

SCHOOL _____

EMPLOYER _____

WORK SUPERVISOR _____

JOB TITLE (RELATED OCCUPATIONAL OBJECTIVE) _____

TRAINING PLAN:

1. The student will be prompt and regular in attendance, both at school and on the job. A student who fails to attend any school day is not allowed to report to work without the Internship teacher's permission.
2. The Internship teacher will assist with resolution of any on-job problems of the student.
3. The student will adhere to company policy and may be terminated from employment for the same reasons as other employees.
4. Employment shall not be terminated by the student without the prior approval of Internship teacher.
5. The employer will contact the Internship teacher immediately in the event the student is dismissed from the job.
6. Students should have a minimum of 180 clock hours of on-the-job training per school semester.
7. The student will not be eligible for unemployment compensation.
8. There is no obligation on the employer's part to offer the student regular employment if the student is dismissed from or voluntarily leaves the Internship program.

JOB DESCRIPTION :(NAME OF JOB AND BRIEF DESCRIPTION)

Intern is evaluated in the following areas by checking the appropriate column opposite the work task.
4-Excellent; 3-Good; 2-Average; 1-Fair; 0-Poor

| WORK GOALS/EXPECTATIONS | 4 | 3 | 2 | 1 | 0 |
|--|---|---|---|---|---|
| 1. Uses a team approach to daily workplace expectations. | | | | | |
| 2. Listens, cooperates, and follows directions. | | | | | |
| 3. Student attends work as scheduled and on time. | | | | | |
| 4. Student is trustworthy, dedicated, and takes initiative. | | | | | |
| 5. Student follows instructions and performs work in a timely manner with a positive attitude. | | | | | |
| 6. Students has good communication skills and displays enthusiasm toward work. | | | | | |
| 7. Student is respectful with supervisor and staff. | | | | | |
| 8. Student displays professional attributes to customers and coworkers. | | | | | |
| 9. Uses constructive criticism to improve workplace performance. | | | | | |
| 10. Students are dressed appropriately for position according to company's dress code. | | | | | |

EMPLOYER SIGNATURE _____

DATE _____

COORDINATOR SIGNATURE _____

DATE _____

STUDENT SIGNATURE _____

DATE _____

PARENT/GUARDIAN SIGNATURE _____

DATE _____

STUDENT TRAINING PLAN

STUDENT NAME _____ DATE OF BIRTH _____

SCHOOL _____ EMPLOYER _____

WORK SUPERVISOR _____ JOB TITLE (RELATED OCCUPATIONAL OBJECTIVE) _____

TRAINING PLAN:

9. The student will be prompt and regular in attendance, both at school and on the job. A student who fails to attend any school day is not allowed to report to work without the Internship teacher's permission.
10. The Internship teacher will assist with resolution of any on-job problems of the student.
11. The student will adhere to company policy and may be terminated from employment for the same reasons as other employees.
12. Employment shall not be terminated by the student without the prior approval of Internship teacher.
13. The employer will contact the Internship teacher immediately in the event the student is dismissed from the job.
14. Students should have a minimum of 180 clock hours of on-the-job training per school semester.
15. The student will not be eligible for unemployment compensation.
16. There is no obligation on the employer's part to offer the student regular employment if the student is dismissed from or voluntarily leaves the Internship program.

JOB DESCRIPTION :(NAME OF JOB AND BRIEF DESCRIPTION)

Intern is evaluated in the following areas by checking the appropriate column opposite the work task.
4-Excellent; 3-Good; 2-Average; 1-Fair; 0-Poor

| WORK GOALS/EXPECTATIONS | 4 | 3 | 2 | 1 | 0 |
|-------------------------|---|---|---|---|---|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |

EMPLOYER SIGNATURE _____ DATE _____ COORDINATOR SIGNATURE _____ DATE _____

STUDENT SIGNATURE _____ DATE _____ PARENT/GUARDIAN SIGNATURE _____ DATE _____

INTERNSHIP PLACEMENT REPORT

The report will be added to our website with a link to download.

This report must be sent to the Office of Career Readiness/Work-Based Learning on October 1 and January 15. On the January 15 tab at the bottom of the spreadsheet, only list additional students, dropped students, and any change in employer on the January 15 tab.

INTERNSHIP ACCOUNTABILITY REPORT

The report will be added to our website with a link to download.

This report must be sent to Division of the Office of Career Readiness/Work-Based Learning by October 30, January 10, March 30, and May 20.

Unpaid Work Experience Signature Form Hours Per Week

_____ (student name) has worked _____ hours this week.

Student Signature

Worksite Supervisor Signature

WORK SITE SUPERVISOR EVALUATION REPORT (EXAMPLE)

Intern Name _____ Completion Deadline _____

Employer Name _____ Training Supervisor _____

Grading Period _____ Youth Apprenticeship Coordinator _____ Phone _____

Please indicate, on the scale from 1 to 10, your estimate of the intern in each area. Omit any traits which do not apply or cannot be properly evaluated at this time. It is suggested that you take time to discuss the evaluation with the intern after it is completed.

PERFORMANCE ON THE JOB:

| Quality of Work | Speed | Care of Working Area | Job Learning |
|-------------------------------|--------------|---------------------------|------------------------------|
| 10 Very accurate and thorough | 10 Very Fast | 10 Very clean and orderly | 10 Learns exceptionally well |
| 9 | 9 | 9 | 9 |
| 8 Careful, rarely inadequate | 8 Fast | 8 Keeps area clean | 8 Learns with ease |
| 7 | 7 | 7 | 7 |
| 6 Usually accurate | 6 Average | 6 Average | 6 Learns adequately |
| 5 | 5 | 5 | 5 |
| 4 Careless | 4 Slow | 4 Careless | 4 Learns with difficulty |
| 3 | 3 | 3 | 3 |
| 2 Makes many errors | 2 Very Slow | 2 Very untidy | 2 Little or no learning |
| 1 | 1 | 1 | 1 |

| Use of Working Time | Initiative | Use of Job Materials | Attendance |
|---------------------|----------------------------------|----------------------|---|
| 10 Very busy | 10 Self-motivated | 10 Very careful | 10 Always prompt and present when scheduled |
| 9 | 9 | 9 | 9 |
| 8 Busy | 8 Needs little direction | 8 Above average | 8 Seldom off – valid reasons only |
| 7 | 7 | 7 | 7 |
| 6 Average | 6 Performs as instructed | 6 Acceptable | 6 Absent occasionally |
| 5 | 5 | 5 | 5 |
| 4 Needs to improve | 4 Not a self-starter | 4 Careless | 4 Above average absences |
| 3 | 3 | 3 | 3 |
| 2 Very wasteful | 2 Must always be told what to do | 2 Wasteful | 2 Excessive absences |
| 1 | 1 | 1 | 1 |

ATTITUDES TOWARD WORK

| Attitude Toward Fellow Workers | Attitude Toward Superiors | Customer Contact |
|----------------------------------|--|------------------------|
| 10 Very cooperative and friendly | 10 Very respectful, helpful, accepts criticism | 10 Very courteous |
| 9 | 9 | 9 |
| 8 Cooperative and friendly | 8 Respectful, helpful, accepts criticism | 8 Pleasant and helpful |
| 7 | 7 | 7 |
| 6 Cooperative | 6 Average | 6 Average |
| 5 | 5 | 5 |
| 4 Has a negative attitude | 4 Does not accept criticism | 4 Needs improvement |
| 3 | 3 | 3 |
| 2 Unable to get along | 2 Disrespectful | 2 Discourteous |
| 1 | 1 | 1 |

| Enthusiasm | Responsibility | Dress and Grooming |
|--------------------------------|-------------------------------------|--------------------------------|
| 10 Very eager to learn | 10 Accepts readily and handles well | 10 Always good |
| 9 | 9 | 9 |
| 8 Enjoys work | 8 Accepts willingly | 8 Most often good |
| 7 | 7 | 7 |
| 6 Average | 6 Accepts | 6 Occasionally poor |
| 5 | 5 | 5 |
| 4 Shows little interest in job | 4 Needs to improve | 4 Often poor and inappropriate |
| 3 | 3 | 3 |
| 2 Does not seem to like work | 2 Unsatisfactory | 2 Always inappropriate |
| 1 | 1 | 1 |

SAMPLE

Work Site Supervisor Evaluation Report

Internship

Youth Apprenticeship

Pre- Apprenticeship

| | |
|----------------------------------|---------------------------|
| Student's Name: | Grade Level: |
| Place of Employment: | Supervisor's Name: |
| Supervisor's Telephone #: | Evaluation Date: |

Supervisor Responsibilities: Please complete the table below, share the rating with the student; give the form to the teacher/Work-Based Learning Coordinator.

Evaluation

Scale: 1 - Poor

2 – Needs Improvement

3 – Average

4 - Good

5 – Excellent

| | | | | | |
|--------------------------|---|---|---|---|---|
| Attendance/Punctuality | 1 | 2 | 3 | 4 | 5 |
| Appropriate Dress | 1 | 2 | 3 | 4 | 5 |
| Attitude\Enthusiasm | 1 | 2 | 3 | 4 | 5 |
| Dependability | 1 | 2 | 3 | 4 | 5 |
| Initiative | 1 | 2 | 3 | 4 | 5 |
| Following Directions | 1 | 2 | 3 | 4 | 5 |
| Cooperation | 1 | 2 | 3 | 4 | 5 |
| Adaptability/Flexibility | 1 | 2 | 3 | 4 | 5 |
| Teamwork with Co-workers | 1 | 2 | 3 | 4 | 5 |
| Time Management | 1 | 2 | 3 | 4 | 5 |
| Quality of Work | 1 | 2 | 3 | 4 | 5 |
| Quantity of Work | 1 | 2 | 3 | 4 | 5 |

Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Teacher/WBL Coordinator Signature: _____ Date: _____

Intern Experience Form (EXAMPLE)

| | | |
|--|-------|------------------|
| Student Name | | |
| Workplace Location | | |
| Supervisor Name Contact Information | | |
| Week 1 | Date: | Hours Completed: |
| My responsibilities this week and what I learned from my experience: | | |
| Week 2 | Date: | Hours Completed: |
| My responsibilities this week and what I learned from my experience: | | |
| Week 3 | Date: | Hours Completed: |
| My responsibilities this week and what I learned from my experience: | | |
| Week 4 | Date: | Hours Completed: |
| My responsibilities this week and what I learned from my experience: | | |
| Week 5 | Date: | Hours Completed: |
| My responsibilities this week and what I learned from my experience: | | |
| Week 6 | Date: | Hours Completed: |
| My responsibilities this week and what I learned from my experience: | | |
| Week 7 | Date: | Hours Completed: |
| My responsibilities this week and what I learned from my experience: | | |

| | | |
|--|-------|------------------|
| Week 8 | Date: | Hours Completed: |
| My responsibilities this week and what I learned from my experience: | | |

| | | |
|--|-------|------------------|
| Week 9 | Date: | Hours Completed: |
| My responsibilities this week and what I learned from my experience: | | |

Intern Signature: _____

Supervisor Signature: _____

Comments:

Internship Teacher Site Visit Record (EXAMPLE)

| | | | |
|-----------------------------------|--|-----------------|--|
| Student's Name | | Date and Time | |
| Site | | Site Supervisor | |
| Contact Person (today's visit) | | | |

Purpose of Visit: Student Observation Conference
 Problem Resolution Other: _____

This form must be completed for work site visits. Remember to record observations, actions to be taken, and recommendations. Identify specific strengths and needed improvements.

General Observations:

Student Conference/Comments:

Work Site Supervisor Conference/Comments:

Internship teacher Signature: _____

Intern Signature: _____

Program Portfolio Guidelines (EXAMPLE)

Students enrolled in Internship Program must complete a portfolio (traditional or electronic). Suggested items to include which can be modified by Internship teacher:

| | |
|--------------------------------------|--|
| Cover Page | This will be on the outside of your binder or first page. |
| Table of Contents | Do last. |
| Five Year Goal Plan | Five year goal plan should include educational, professional, and personal goals. |
| Cover Letter | Cover letter written with a purpose and in the correct format. |
| Resume | Detailed description of activities in the correct format. |
| Reference list | List at least 3 references that an employer may contact...no friends or relatives. |
| High School Transcript | All available grading periods included. |
| Letters of Recommendation | General letters of recommendation (2 to 3—these can be copies of letters that you may already have). Letters should be from a work supervisor, Internship teacher, coach, etc.— no family or friends. |
| Skills List | Specialized classes, hardware/software skills, technical competencies, workshops completed, soft skills—be detailed. |
| Internship Evaluation reports | The evaluations completed by supervisor and Internship teacher. |
| | |
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Portfolio Rubric

| Category | Beginning Proficiency 1 | Approaching Proficiency 2 | Meets Proficiency 3 | Exceeds Proficiency 4 | Self-Score | Points Earned/Comments |
|--------------------------------------|--|---|--|---|------------|------------------------|
| Cover Page | Needs improvement | A little added design | Meets requirement | Well-designed with all parts | | |
| Table of Contents | Missing multiple | Missing 2 items | Missing 1 item | Completely correct | | |
| Five Year Goal Plan | Includes some goals and some areas. | Includes five year plan but not all areas. | Includes five year plan for educational, professional, and personal goals. | Includes well-developed five year plan for educational, professional, and personal goals. | | |
| Cover Letter | No clear purpose or lack of focus. | Clear purpose not focused on career area of interest. | Well- Developed Purpose, correct grammar and formatting. | Well-Developed Purpose, focused on career area of interest, correct grammar and formatting. | | |
| Resume | Not all information included. Not formatted correctly. | Most information included. Minor formatting issues. | Correct information, detailed work and learning experiences, correct format. | Useful and correct information, detailed work and learning experiences, correct format. | | |
| Reference List | Not complete | Missing 2 | Missing 1 | Completely correct | | |
| HS Transcript | Not Included | | | Included and accurate | | |
| Letters of Recommendation | Letters not from an appropriate source. | Only one letter included from appropriate source. | At least two letters included from appropriate references. | More than two letters included from appropriate references. | | |
| Skills List | Few or not relevant skills included. | Some skills included related to career pathway. | Majority of skills related to career pathway. | Mastered skills related to career pathway. | | |
| Internship Evaluation Reports | No included | Less than two reports | At least three reports | More than three reports | | |