

Honors Level Enhancement

Students wishing to obtain honors level internship credit must complete two (2) of the four (4) enhancement lessons. Lessons include, career interviews, career brochure, organizational chart, and policy manual.

Lesson 1: Career Interviews

Learning Objectives:

1. To acquire career skills and investigate fields of interest related to the intern's career and college goals
2. To link the internship experience to the skills and attributes needed to enter and succeed in the world of work and college.

Essential questions:

1. What skills and experiences are needed to be successful in work and college?
2. What do the jobs that the intern is investigating entail?

Lesson Plan: Three Career Interviews:

1. Interview three people matching the following descriptions.
 - A. **One must be your mentor (or assigned supervisor)** face-to-face interview.
 - B. **One other person at your site that is in the related career area.**
 - C. **Outside interview-** It cannot be someone you do not know or that works at the same place you are interning. Go outside your comfort zone!! Check with me if you have questions about this.
2. Interview the three people. This is your interview; ask questions you want to know. Questions below are only suggested questions.
 - A. What is your college major? (If they attended college).
 - B. Where did you attend college?
 - C. What are a few basic skills you need for your job? What college courses would be helpful for me to take?
 - D. What are some related careers if I don't get a job in this field right away?
 - E. What is the most rewarding part of your career?
 - F. What is the most challenging part of your career?
 - G. What type of personal characteristics has made you success at your career?
 - H. How long have you been working in this career field? How long have you worked at this current location?
 - I. Would you recommend this career to a young person today?
 - a. Why? Why not?
 - J. What advice would you give me if I choose to go into this career?
 - K. Other questions you would like to ask.....this is your interview.
 - L. Include the interviewees name, where they work, and their work position on the heading of the paper.
3. Final Product:
 - A. Three interviews: Questions with their answers
 - B. Summary: A page comparing and contrasting the jobs explores.

Rubric: Career Interviews Report

| | Exemplary 5 points | Solid 4 points | Developing 2-3 points | Needs Attention 0-1 points |
|--|---|---|--|--|
| Interviews | Interviews go above and beyond the usual questions. Information is used effectively. | Good topic Interviews and information integration is evident. | Some interviews were done or incomplete | Little to no Interviews are evident. |
| Comprehension of Subject Matter | All content is accurate and complete and communicates a complete understanding of the topic. | Most of the content is accurate and shows mastery of the topic. | Content shows some flaws and omissions and illustrates only partial knowledge of the topic. | Much of the content is inaccurate and confusing and communicates very little understanding of the topic. |
| Content Organization/ Flow | Content is clearly organized, with a logical flow of connected ideas and effective transitions. | Content is organized, and most ideas are well connected with effective transitions. | Ideas are sound, but the content is not well organized and needs more effective transitions. | Content is extremely disorganized. The transitions between ideas are unclear or nonexistent. |

Honors Level Enhancement (continued)

Lesson 2: Career Brochures

Learning Objectives:

1. To heighten student understanding of potential career opportunities and depicts a clear connection between the classroom and the workplace.
2. To link the internship experience to the skills and attributes needed to enter and succeed in the world of work and college.
3. To research careers

Essential questions:

1. What skills and abilities are needed for each career cluster?
2. What is the relationship between a level of education and the career options within a cluster?

Lesson Plan: Career Brochure

1. Create a two-sided, tri-fold, and computer generated brochure with information on both sides and on all three panels. The brochure must include the following career information:
 - A. Internship Career Title
 - B. Education Requirements
 - C. Salary Range
 - D. Job Outlook
 - E. Personal Characteristics
 - F. Any more career information you care to add
 - G. Include pictures or graphics

Rubric: Career Brochure

| | Exemplary 5 points | Solid 4 points | Developing 2-3 points | Needs Attention 0-1 points |
|--|---|--|--|--|
| Visual Design | Assignment is highly attractive, well designed, and professionally laid out. Appropriate graphics are used tastefully, effectively support the content, and make it easy to follow. | Assignment is attractive and has a good design and an organized layout. Graphics help support the content. | Assignment contains graphics and multimedia, but it lacks good design and organization. Too many or too few graphics are used and are ineffective in supporting the content. | Assignment is messy and contains no coherent visual design. Graphics are not present at all or, if present, distract from the content. |
| Comprehension of Subject Matter | All content is accurate and complete and communicates a complete understanding of the topic. | Most of the content is accurate and shows mastery of the topic. | Content shows some flaws and omissions and illustrates only partial knowledge of the topic. | Much of the content is inaccurate and confusing and communicates very little understanding of the topic. |

Honors Level Enhancement (continued)

Lesson 3: Organizational chart

Learning Objectives:

1. To investigate the organizational structure in a workplace.
2. To give each student a realistic perspective of work and work expectations

Essential questions:

1. What is the structure of an organization and the relationships and relative ranks of its parts and positions/jobs?



Lesson Plan: Organizational Chart

1. Design an organizational chart of your internship site. "An organizational chart is a diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs".
 - A. The charts must be computer generated. There are templates on Microsoft Word under "New", "templates", on left side.
 - B. Organizational charts must be DETAILED, not 3 or 4 positions unless that is the case.
2. Write a page reflection on how important teamwork is to this chart.

Rubric: Organizational Chart

| | Exemplary 5 points | Solid 4 points | Developing 2-3 points | Needs Attention 0-1 points |
|--|--|---|--|---|
| Comprehension of Subject Matter in Reflection | All content is accurate and complete and communicates a complete understanding of the topic. | Most of the content is accurate and shows mastery of the topic. | Content shows some flaws and omissions and illustrates only partial knowledge of the topic. | Much of the content is inaccurate and confusing and communicates very little understanding of the topic. |
| Chart Construction | Chart is thoughtfully constructed and conveys a clear understanding of the relationships and ranks of the variety of jobs. | Chart is adequately constructed and conveys an understanding of the relationships and ranks of the variety of jobs. | Chart has some construction flaws but conveys a basic understanding of the relationships and ranks of the variety of jobs. | Chart is poorly constructed and does not convey an understanding of the relationships and ranks of the variety of jobs. |

Honors Level Enhancement (continued)

Lesson 4: Policy Manual Project

Learning Objectives:

1. To acquire soft skills and investigate fields of interest related to the intern's career and college goals
2. To give each student a realistic perspective of work and work expectations

Essential questions:

1. What skills and behaviors are needed to be successful in the workplace?
2. What is professionalism?

Lesson Plan: Policy Manual project

1. Questions from Employee Training Guide/Policy Manual:

- A. Ask your mentor for a copy (access) to the company's employee/policy manual (sometimes the manual is on-line).
- B. Answer the following questions below.
- C. If the site does not have a written manual, you will have to interview your mentor to find out the answers.
- D. You may include the manual or pages from the manual. Questions must be answered in complete sentences. (You are answering these as employees, not students.)
 - 1) Does your site have a written policy manual?
 - 2) Do the employees have to keep some type of **Time Card**? Electronically or on paper.
 - 3) Do employees have to log in/out in and for meals?
 - 4) What is the sites employees **attendance policy/procedure**? Briefly explain.
 - 5) Is there a **social media policy**? If so, what is it?
 - 6) What is the **dress code** for your internship site?
 - 7) Give me a few reasons an employee can be punished, put on probation, or dismissed. Please specify which action above that you are explaining.
 - 8) What is **the personal cell phone use** policy/rule at your site?
 - 9) What is the internship sites **smoking policy**?
 - 10) What is the sites **drug policy**?

2. Final product:

- A. Questions with answers in complete sentences.
- B. Evaluation of the manual: Write a paragraph summarizing the strengths and weaknesses of the manual.

Rubric: Policy Manual

| | Exemplary 5 points | Solid 4 points | Developing 2-3 points | Needs Attention 0-1 points |
|--|--|---|---|--|
| Content | Questions answered go above and beyond the usual questions. Information is used effectively. | Questions answered and information integration is evident. | Some Questions answered were done or incomplete. | Little to no questions answered. |
| Comprehension of Subject Matter | All content in the evaluation is accurate and complete and communicates a complete understanding of the topic. | Most of the content is accurate and shows mastery of the topic. | Content shows some flaws and omissions and illustrates only partial knowledge of the topic. | Much of the content is inaccurate and confusing and communicates very little understanding of the topic. |