**Career and Technical Education (CTE) Internship Training Plan**

Student-Learner Name:

Business Partner Employer-Mentor:

Business Partner Company:

Teacher-Coordinator:

Student-Learner Career Goal: To obtain a CTE Internship experience in the field of my CTE program.

CTE Program of Study:

CTE Program Courses Complete & Dates of Enrollment:

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CTE Program Courses in Progress & Dates of Enrollment:

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Prior attainment of CTE program standards: (attached)

CTE program standards to be assessed at work site: (attached)

*Purpose of the Training Plan:*

The Training Plan is a mutually agreed upon guide among the Business Partner Employer-Mentor, the Student-Learner and Teacher-Coordinator as the targeted progression of skills to be obtained by the Student-Learner on the training site by the conclusion of the CTE Internship experience. The minimal State Standards (including State Workplace Standards and State CTE Program Standards) listed are to be addressed according to the agreed upon training plan. The student’s career goal will be used as the focus for the development of the training plan. Progress checks will be conducted quarterly.

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| **Professional Skills Standards** | Goal Date | Date Achieved | Mentor’s Initials |
| **Complex Communication** – Employs complex communication skills in a manner that adds to organizational productivity |  |  |  |
| **Collaboration** – Collaborates, in person and virtually, to complete tasks aimed at organizational goals. |  |  |  |
| **Thinking and Innovation** – Integrates expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutions |  |  |  |
| **Professionalism –** Conducts oneself in a professional manner appropriate to organizational expectations |  |  |  |
| **Initiative and Self-Direction –** Exercises initiative and self-direction |  |  |  |
| **Intergenerational Cross-Cultural Competence –** Interacts effectively with different cultures and generations to achieve organizational mission, goals and objectives |  |  |  |
| **Organizational Culture** – Functions effectively within an organizational culture |  |  |  |
| **Legal and Ethical Practices –** Observes laws, rules and ethical practices |  |  |  |
| **Financial Practices** – Applies knowledge of finances for the profitability and viability of the organization |  |  |  |

***Select the six CTE program standards that best relate to your internship responsibilities.***

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| **CTE Program Standards** | Goal Date | Date Achieved | Mentor’s Initials |
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***Identify with your mentor at least three other goals.***

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| **Business Partner Mentor-Employer Goals**  *(goals can include specific job functions or goals)* | Goal Date | Date Achieved | Mentor’s Initials |
| Read company philosophy and/or mission statement |  |  |  |
| Follow company policy and procedures including attendance  *(Who do I contact when I need to miss?)* |  |  |  |
| Comply with company safety standards |  |  |  |
| Describe company hierarchy |  |  |  |
| Learn company hiring and promotion process |  |  |  |
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**Identify at least three other goals**

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| **Student-Learning Goals**  *(Goals will include skill sets leading to career goal)* | Goal Date | Date Achieved | Mentor’s Initials |
| Obtain a CTE Internship experience in my career choice |  |  |  |
| Complete the required hours for my CTE Internship experience |  |  |  |
| Identify next steps in my career plan |  |  |  |
| Receive a recommendation letter from my employer/mentor |  |  |  |
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The Business Partner Employer-Mentor carries the responsibility to comply with all applicable federal and state laws. The CTE Internship Experience will not interfere with the schooling of the minors or with their health and well-being.

***I have received and read a copy of my responsibilities and will abide by them:***

Business Partner Employer-Mentor: Date:

Student-Learner: Date:

Teacher-Coordinator: Date:

Project Area Advisor Date: