



**CORVALLIS SCHOOL DISTRICT'S**  
Community Work-based Learning Program  
**Internship Experience**

## **Course Requirements**

- Junior/Senior status
- 1 credit per semester - 65 hours (unpaid work) = .50 credit
- Pass/No Pass
- Limit of 2 credits in the same internship
- Quitting your internship during the semester will jeopardize your credit.

## **Required Assignments and Forms**

The following assignments are required for the semester. They need to be turned in in a Portfolio. Please see the portfolio assignment details on the other side of this sheet. See the Career Education Specialist for help with assignments.

- **Learning Contract:** with the help of your supervisor, you will establish three learning goals that are realistic and specific to your internship environment.
- **Permission Forms:** parents must sign
- **Resume:** update or create a current working resume. Information on how to put together a resume is available in this packet.
- **Cover Letter:** compose a cover letter to a company you would like to work for in the future. Information on how to put together a resume is available in this packet.
- **Career Information Search:** using the CIS system in the Career Center, investigate one career in which you are interested. Use the form in this packet titled Exploring an Occupation on the Career Information System (CIS)
- **Sexual Harassment Report:** read and summarize a brochure on Sexual Harassment. Use the Sexual Harassment brochure and Sexual Harassment Brochure Report form included in this packet. Include what you would do and/or say if you were harassed or if you observed harassment.
- **Reflective journal of at least one page, to include:**
  - Dates and times of internship
  - Place/department of internship
  - Specific tasks you completed
  - Skills you were able to practice (technical skills; academic skills; interpersonal, problem solving, communication, teamwork and customer service skills)
  - What you liked doing, what you did not like doing, new skills you learned
  - Thoughts on how your internship will help you reach your career goals
- **Evaluations:** have employer complete evaluation form included in this packet.
- **Thank You Letter:** write and send a Thank You letter to the business where you completed your Structured Work Experience.