



# I CAN STATEMENTS

## Work Based Learning

Day 1: Go over Paperwork for internship and disclosure

Standard 2 Objective 2, 4

Standard 4 Objective 1 -- cell phone use, social media use

I can understand professional confidentiality and abide by the rules at my internship.

I can explain how worker's compensation applies to both unpaid and paid interns.

I can explain what paperwork needs to be signed by my employers and parents.

I can display responsibility, self-management, integrity, and honesty at my internship site.

\*Common assessment: District paperwork

Day 2: Finish paperwork and start resumes

Standard 1 Objective 1

I can design and create a resume that reflects my career and academic skills.

\*Common assessment: Resume rubric

Day 3: Finish resumes and start references page

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I can create a reference page with at least three references to complete my resume.

\*Common assessment: Resume rubric

Day 4: Letter of introduction and DWS/KSL jobs websites

Standard 1 Objective 2

I can plan and write a letter of introduction using proper business letter formatting.

I can research jobs in my area that are related to my career goal.

\*Common assessment:

Day 5: Job Applications/Interviewing

Standard 1 Objective 3

Standard 1 Objective 4

I can complete both an online and written job application.

I can identify appropriate questions and responses in a job interview and understand professional dress and behavior for an interview.

I can complete a job interview with my internship supervisor or WBL coordinator.

\*Common assessment: Job application

Day 6: Verbal Communication

Standard 4

I can understand the importance of having good verbal communication skills at my workplace.

I can write an effective workplace e-mail

\*Common assessment:

Day 7: Non-verbal Communication/Body Language

Standard 4

I can learn how body language will help me in my internship by being able to anticipate customer's needs/wants by their body language.

\*Common assessment:

Day 8: Teamwork

Standard 4 Objective 3

I can understand how vital it is to be a team player at my work site and how my personal qualities can contribute to a team effort.

\*Common assessment:

Day 9: Skills Grid/Ethics

Standard 5 Objective 1

Standard 3 Objective 1

I can generate a skills grid and choose personal goals that relate to my WBL experience.

I can compare and contrast ethical and unethical behavior and choose to make ethical choices at my worksite.

\*Common assessment: Ethics movie review, skills grids

Day 10: Sexual Harassment/Labor Laws

Standard 2 Objective 1, 3

I can listen to a guest speaker discuss discrimination, harassment, and labor laws.

\*Common assessment: Sexual harassment lecture guide

Day 11: Conflict Resolution

Standard 4 Objective 2

I can identify steps in the conflict resolution process and demonstrate effective conflict resolution skills.

\*Common assessment: How I Handle Conflict bell work

Day 12: Employer Evals to Students, FISH/Give 'em the Pickle, assign A Day at My Work final report

Standard 3 Objective 2

Standard 5 Objective 2

I can evaluate the influence of a good attitude in the workplace.

I can evaluate, in written format, my WBL experience.

\*Common assessment: Employer Evaluations, A Day at My Work report guidelines

Day 13: Thank-you notes, Intern Site Evals, update resumes, A Day at My Work class presentations

Standard 5 Objective 2, 3

Standard 1 Objective 1, 4

I can review my employer's evaluation of my performance at my internship site.

I can revise my resume to reflect my internship experience.

\*Common assessment: Intern Site Evaluations