



## Business Education Internship

### Grade 12

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# Hazelwood School District

## Mission Statement

In a culture of **high expectation** and **excellence**, our students will become lifelong learners equipped with 21<sup>st</sup> Century skills for success as global citizens.

## Core Value Statements

- High student achievement based on multiple measures as we prepare students to become global citizens.
- A diverse staff that is caring, culturally competent, well trained, and highly effective in their roles.
- Holding ourselves accountable for a culture of excellence with high standards in both academics and behavior.
- Maintaining fiscal responsibility of the district's assets and resources while utilizing best financial practices.
- A supportive learning environment that fosters healthy socio-emotional development for all students.
- Preparing students with global thinking and skills to make them productive in college, career, and life in the 21st century.
- Community involvement that drives high parental and community/stakeholder engagement, effective partnerships, and positive relationships with informative communication.

## Goals

Goal 1 – Improve Student Achievement

Goal 2 – Differentiate and Expand Resources and Services for Students

Goal 3 – Enhance Professional Growth

Goal 4 – Maintain Fiscal Responsibility

Goal 5 – Increase Parent and Community Involvement

## Curriculum Overview

### Business Education Internship

Missouri Career Education combines academics and occupational skill training to prepare students of all ages. Training programs are offered in Agriculture, Business, Health Sciences, Family and Consumer Sciences, Skilled Technical Sciences, Technology and Engineering, and Marketing and Cooperative Education. Missouri Career Education prepares Missourians for the 21st century to better serve the needs of students, parents, educators, and employers through challenging, relevant, and accountable programs. Career Clusters provide a way for schools to organize instruction and student experiences around 16 broad categories that encompass virtually all occupations from entry through professional levels. These groupings of occupations are used as an organizing tool for curriculum design, a model for guidance and instruction, and a mechanism for seamless transition from secondary education to postsecondary and/or career. The career cluster of Human services meets the needs of students interested in the career fields of Family and Community Services, Early Childhood Development and Services, Counseling and Mental Health Services, Personal Care Services, and Consumer Services. (<https://dese.mo.gov>)

Business Education Internship serves as the capstone course for various pathways within the Business Education program. Students in this internship must be concurrently enrolled in Business Technology. This course allows students to gain authentic work related experiences with the business pathway. Students will be required to keep track of work hours, pay stubs, and journals relating to their work experience. Students will be graded based on employer evaluations and hours worked.

As part of many pathways in the Hazelwood School District, the students will be able to take this knowledge and apply it to various career paths. Students in this pathway are encouraged to become members of Future Business Leaders of America (FBLA). This is a Department of Elementary and Secondary Education approved Career and Technical Student Organization.

COURSE TITLE: Business Education Internship

GRADE LEVEL: 12

CONTENT AREA: Career and Technical Education

### Course Description

This course is the application of school experiences in a business setting. Students are released from school early for supervised on-the-job training. Students also must be enrolled in Business Technology or Accounting 2. Criteria for internship will be identified through the application process. (Prerequisite: Business Technology class taken concurrently)

### Course Rationale

Current research indicates that industry is looking for workers skilled in areas of computer technology, telecommunications, business ethics, communications, and soft skills. The Business Education Internship program is a workplace learning experience which is an extension of the business education classroom. Training is designed for students in approved business education programs currently enrolled in a course such as Business Technology or Accounting 2. The program provides on-the-job work experience that gives students the opportunity to master academic and workplace skills. Students can make the connection with real world expectations in terms of accuracy of work, production, staying on task, responsibility for work—all components which are stressed in the classroom setting. The work experience reinforces the importance of interpersonal skills, which gives students a forum to develop positive workplace experiences as they enter the workforce or prepare for continued education. The program facilitates the transition from the classroom to the workplace.

### Course Scope and Sequence

Unit 1: Workplace Stations/Conflict Resolution (ongoing throughout school year)	Unit 2: Professionalism (ongoing throughout school year)
Unit 3: Workplace Communication (ongoing throughout school year)	Unit 4: Future Business Leaders of America (FBLA)(ongoing throughout school year)
Unit 5: Credit (ongoing throughout school year)	Unit 6: Workplace Readiness (ongoing throughout school year)

### Course Materials and Resources

- Business Education Internship Application
- Hazelwood School District Cooperative Training Agreement
- Cooperative Education Rules and Regulations
- Business Education Work Progress Report
- Business Education Internship Instructional Management Plans (IMP)
- *Soft Skills Solutions: Play Nice & Stay Employed!* (Jist Publications)
- *Soft Skills Solutions: How You Act & Dress Matters* (Jist Publications)
- *Soft Skills Solutions: Stepping Stones to Success!* (Jist Publications)
- *Soft Skills Solutions: Make Yourself Heard!* (Jist Publications)

- *Soft Skills Solutions: Wake Up & Work!* (Jist Publications)
- *Soft Skills Solutions: Demonstrate Your Value Through Collaboration* (Jist Publications)

## Course Objectives

The following objectives will be applied to each unit throughout the school year.

1. The students will be able to complete sufficient training and experience to secure full-time employment in a business occupation upon graduation from high school or to continue education toward career objective.
2. The students will be able to develop good attendance and punctuality habits necessary for successful employment.
3. The students will be able to develop the ability to deal effectively with other workers and to accept supervision.
4. The students will be able to develop personal traits and attitudes necessary for success in a career in business.
5. The students will be able to be fiscally responsible by maintaining good work related records and by understanding credit and financial responsibility.

## Essential Terminology/Vocabulary

**Unit 1:** Career choices, careers, compare, contracts, contrast, cover letters, employability skills, employment outlook, employment questions, interview questions, job applications, job requirements, jobs, personality tests, portfolios, resumes, thank-you letters.

**Unit 2:** Attendance, body language, business etiquette, document formatting, email, leadership, post-secondary, professionalism, social media, soft skills, team work, time management.

**Unit 3:** Business practices, continuing education, ethical decision making, evaluations, organizational charts, professional organizations, structures, student organizations, workplace responsibilities.

**Unit 4:** Business correspondence, customer service, diversity, emails, global communication, grammar, human relations, letters, listening skills, memo's, nonverbal communication, proofreader's marks, punctuation, soft skills, various software programs, verbal communication, written communication.

**Unit 5:** 1099, analyze, bad credit, career goals, compare, credit, credit applications, credit cards, credit impact on employment, credit scores, establishing credit, good credit, payment options, paystubs, taxes, W-2, W-4.

**Unit 6:** Charts, formulas and functions, graphs, labels, letters, mail merge, multimedia, online resources, reports, software applications and functions, tables, workplace documents.