Bristol Public Schools

Office of Teaching & Learning

Department	Career and Technical Education (CTE)
Department Philosophy	Bristol schools believe in providing students with rich opportunities to ensure career and college readiness. These opportunities include development of skills, practices, and exploration within several career clusters and pathways. Each CTE curriculum enables students to acquire and strengthen leadership, literacy, numeracy, decision-making, computer skills, and technology skills through 11 career clusters and pathways: (1) architecture and construction, (2) business management, (3) education and training, (4) finance, (5) health science, (6) hospitality and tourism, (7) information technology, (8) manufacturing, (9) marketing, (10) transportation, distribution and logistics, and (11) STEM. Each career cluster provides students with access to hand-on experiences that will allow for students development of skills that will support successful transition to their post secondary experiences.
Course	Cooperative Work Experience-50 Cooperative Work Experience-100
Course Description for Program of Studies	Students who successfully complete Cooperative Work Education the *Introduction to CWE* with a grade of 75 and receive teacher recommendation will earn the opportunity to participate in an internship within the student's chosen career pathway. Placements for the internships will be in positions that are high-skill, high-wage, and high-demand positions. The course will meet during the last period every other day where students will be released from school to attend the internship and earn credited hours on the job. Students must have their own transportation. Students must complete 50 hours to earn 1/2 credit and 100 hours to earn 1 credit. Students will complete approximately 18 hours in the classroom during Semester 2 for discussion and reflection. Maximum credit for this course is 1 credit.
Grade Level	11-12
Pre-requisites	Successful completion of CWE with a 75% or better and teacher recommendation.
Credit (if applicable)	CWE 50: 0.5 credits CWE 100: 1.0 credits

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P indicates standard will be a priority for the unit; S indicates a supporting standard

ADVANCE CTE Standards	Unit 1
ESS01: ACADEMIC FOUNDATIONS: Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.	P
ESS02: COMMUNICATIONS: Use oral and written communication in creating, expressing and interpreting information and ideas including technical terminology and information.	P
ESS03: PROBLEM-SOLVING & CRITICAL THINKING: Solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams. Solve problems using creativity and innovation.	P
ESS04: INFORMATION TECHNOLOGY APPLICATIONS: Use information technology tools specific to the career cluster to access, manage, integrate and create information.	S
ESS05 SYSTEMS: Understand roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment. Identify how key organizational systems affect organizational performance and the quality of products and services. Understand global context of industries and careers.	S
ESS06: SAFETY, HEALTH, & ENVIRONMENTAL: Understand the importance of health, safety, and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. Follow organizational policies and procedures and contribute to continuous improvement in performance and compliance.	P
ESS07 LEADERSHIP AND TEAMWORK: Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.	P
ESS08 ETHICS AND LEGAL RESPONSIBILITIES: Know and understand the importance of professional ethics and legal responsibilities.	P
ESS09 EMPLOYABILITY AND CAREER DEVELOPMENT: Know and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.	P

ESS10 TECHNICAL SKILLS: Use of technical knowledge and skills required to pursue careers in all career clusters, including knowledge of design, operation, and maintenance of technological systems critical to the career cluster.	P

INTERNSHIP

UNWRAPPED STANDARDS

Advance CTE Standard	Performance Elements	Key Concepts/Big Ideas	Academic Vocabulary
ESS01: ACADEMIC FOUNDATIONS: Achieve additional academic knowledge and skills required to pursue the full range of career and postsecondary education opportunities within a career cluster.	ESS01.01 Complete required training, education, and certification to prepare for employment in a particular career field. ESS01.02 Demonstrate language arts knowledge and skills required to pursue the full range of post-secondary education and career opportunities. ESS01.03 Demonstrate mathematics knowledge and skills required to pursue the full range of post-secondary education and career opportunities.	Students will participate in an internship within their chosen career. Students will demonstrate language arts & mathematics knowledge and skills as applicable in their individual internship placements.	● Internship ● Career ● Knowledge ● Skills
ESS02: COMMUNICATIONS: Use oral and written communication in creating, expressing and interpreting information and ideas including technical terminology and information.	ESS02.01 Select and employ appropriate reading and communication strategies to learn and use technical concepts and vocabulary in practice. ESS02.02 Demonstrate use of the concepts, strategies, and systems for obtaining and conveying ideas and information to enhance communication in the workplace. ESS02.03 Locate, organize and reference written information from various sources to communicate with co-workers and clients/participants. ESS02.04 Evaluate and use information	Students will use a variety of communication techniques in their individual internship placements. Students will effectively communicate with their co-workers and supervisors through oral, written, and nonverbal communication. Students will employ proper grammar, punctuation, and spelling in all written communications and documents.	● Communication ● Strategies ● Active Listening ● Grammar ● Punctuation ● Spelling ● Oral ● Nonverbal

	resources to accomplish specific occupational tasks. ESS02.05 Use correct grammar, punctuation and terminology to write and edit documents. ESS02.06 Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences. ESS02.07 Interpret verbal and nonverbal cues/behaviors to enhance communication with co-workers and clients/participants. ESS02.08 Apply active listening skills to obtain and clarify information. ESS02.10 Listen to and speak with diverse individuals to enhance communication skills. ESS02.11 Exhibit public relations skills to increase internal and external customer/client satisfaction.		
ESS03: PROBLEM-SOLVING & CRITICAL THINKING: Solve problems using critical thinking skills (analyze, synthesize, and evaluate) independently and in teams. Solve problems using creativity and innovation.	ESS03.01 Employ critical thinking skills independently and in teams to solve problems and make decisions (e.g., analyze, synthesize and evaluate). ESS03.02 Employ critical thinking and interpersonal skills to resolve conflicts with staff and/or customers. ESS03.03 Identify, write and monitor workplace performance goals to guide progress in assigned areas of responsibility and accountability.	Students will demonstrate critical thinking and problem solving skills as needed in individual internship placements.	● Critical Thinking ● Solutions ● Problem Solving
ESS04: INFORMATION TECHNOLOGY APPLICATIONS: Use information technology tools specific to the career cluster to	ESS04.01 Use Personal Information Management (PIM) applications to increase workplace efficiency. ESS04.02 Employ technological tools to expedite workflow.	Students will use technology as appropriate for their individual workplace internships. Students will demonstrate proper use of workplace technology.	● Technology ● Applications

access, manage, integrate and create information.	ESS04.03 Operate electronic mail applications to communicate within a workplace. ESS04.05 Operate writing and publishing applications to prepare business communications. ESS04.06 Operate presentation applications to prepare presentations. ESS04.07 Employ spreadsheet applications to organize and manipulate data. ESS04.08 Employ database applications to manage data. ESS04.09 Employ collaborative/groupware applications to facilitate group work. ESS04.10 Employ computer operations applications to manage work tasks. ESS04.11 Use computer-based equipment (containing embedded computers or processors) to control devices.		
ESS05 SYSTEMS: Understand roles within teams, work units, departments, organizations, inter-organizational systems, and the larger environment. Identify how key organizational systems affect organizational performance and the quality of products and services. Understand global context of industries and careers.	ESS05.01 Describe the nature and types of business organizations to build an understanding of the scope of organizations.	Students will be able to describe the nature of the business they are in.	● Organizations ● Scope
ESS06: SAFETY, HEALTH, & ENVIRONMENTAL: Understand the importance of health, safety,	ESS06.01 Implement personal and jobsite safety rules and regulations to maintain safe and healthful working conditions and environments.	Students will demonstrate personal safety.	● OSHA ● Safety ● Health

		Students will follow all jobsite safety rules and regulations.	• Emergency
and environmental management systems in organizations and their importance to organizational performance and regulatory compliance. Follow organizational policies and procedures and contribute to continuous improvement in performance and compliance.	ESS06.02 Complete work tasks in accordance with employee rights and responsibilities and employers obligations to maintain workplace safety and health. ESS06.03 Employ emergency procedures as necessary to provide aid in workplace accidents. ESS06.04 Employ knowledge of response techniques to create a disaster and/or emergency response plan.	Students will follow all jobsite safety rules and regulations. Students will be able to describe all emergency procedures.	• Emergency • Rules • Regulations
ESS07 LEADERSHIP AND TEAMWORK: Use leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.	ESS07.01 Employ leadership skills to accomplish organizational goals and objectives. ESS07.02 Employ organizational and staff development skills to foster positive working relationships and accomplish organizational goals. ESS07.03 Employ teamwork skills to achieve collective goals and use team members' talents effectively. ESS07.04 Establish and maintain effective working relationships with all levels of personnel and other departments in order to accomplish objectives and tasks. ESS07.05 Conduct and participate in meetings to accomplish work tasks.	Students will demonstrate leadership and teamwork skills at their individual placements. Students will develop working professional relationships with their colleagues.	• Leadership • Teamwork
ESS08 ETHICS AND LEGAL RESPONSIBILITIES: Know and understand the importance of professional ethics and legal responsibilities.	ESS08.01 Apply ethical reasoning to a variety of workplace situations in order to make ethical decisions. ESS08.02 Interpret and explain written organizational policies and procedures to help employees perform their jobs according to employer rules and expectations.	Students will be able to identify ethical and legal requirements within their individual internship placements.	• Ethics • Legal • Policies • Procedures
ESS09 EMPLOYABILITY AND CAREER DEVELOPMENT: Know	ESS09.01 Identify and demonstrate positive work behaviors and personal qualities needed to be	Students will demonstrate positive behaviors and employability skills	• Employability skills • Career portfolio

and understand the importance of employability skills. Explore, plan, and effectively manage careers. Know and understand the importance of entrepreneurship skills.	employable. ESS09.04 Maintain a career portfolio to document knowledge, skills and experience in a career field. ESS09.06 Identify and exhibit traits for retaining employment to maintain employment once secured. ESS09.08 Recognize and act upon requirements for career advancement to plan for continuing education and training. ESS09.09 Continue professional development to keep current on relevant trends and information within the industry. ESS09.10 Examine licensing, certification and credentialing requirements at the national, state and local levels to maintain compliance with industry requirements.	throughout their internship placement. Students will maintain a career portfolio. Students will identify requirements for maintaining a position and furthering their career. Students will identify professional development opportunities in their career field. Students will research licensing, certification, and credentialing requirements.	● Professional development ● Licensing ● Certification ● Credentials
ESS10 TECHNICAL SKILLS: Use of technical knowledge and skills required to pursue careers in all career clusters, including knowledge of design, operation, and maintenance of technological systems critical to the career cluster.	ESS10.01 Employ information management techniques and strategies in the workplace to assist in decision-making. ESS10.02 Employ planning and time management skills and tools to enhance results and complete work tasks.	Students will use information management techniques and strategies in the workplace to assist in decision-making in their individual internship placements. Students will employ time management skills in their internship placements.	● Decision-making ● Information Management ● Time Management

			UNIT 1: ESSENTIAL QUESTIONS	

UNIT 1: ESSENTIAL QUESTIONS

- What skills do I need to continue to develop to be successful in my career?
- How can I be a life-long learner in my career choice?

CTE Standard	Learning Targets: I can	Summative Assessment Strategy		Lesson Progression and Connection to ELA/Math CCSS	Common Learning Experiences and Assessments
ESS01	I can demonstrate language arts and mathematics skills in a career setting.		Selected Response	**Lesson Progression and Standards Connection:** ● ESS01.01 Complete required training, education, and certification to prepare for employment in a particular career field. ● ESS01.02 Demonstrate language arts knowledge and skills required to pursue the full range of post-secondary education and career opportunities. ● ESS01.03 Demonstrate mathematics knowledge and skills required to pursue the full range of post-secondary education and career opportunities.	**Mandatory Lessons/Activities:** ● Internship ● Reflection/Portfolio
			Constructed Response		
			Performance		
		x	Observation		
Pacing: Ongoing 1 block				**CCSS Connections:** CCSS.ELA-LITERACY.CCRA.SL.1 ● Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing their own clearly and persuasively. CCSS.ELA-LITERACY.CCRA.SL.2 ● Integrate and evaluate information presented in diverse media and formats, including visually, quantitatively, and orally. CCSS.ELA-LITERACY.CCRA.SL.3 ● Evaluate a speaker's point of view, reasoning, and use of evidence and rhetoric. ● Presentation of Knowledge and Ideas:	**Assessments:** ● Supervisor Evaluation ● Teacher Evaluation ● Reflection/Portfolio
ESS02	I can effectively communicate with colleagues and my supervisor through verbal, nonverbal, and written communication.		Selected Response	**Lesson Progression and Standards Connection:** ● ESS02.01 Select and employ appropriate reading and communication strategies to	**Mandatory Lessons/Activities:** ● Internship ● Reflection/Portfolio

				learn and use technical concepts and vocabulary in practice.	
		x	Constructed Response	● ESS02.02 Demonstrate use of the concepts, strategies, and systems for obtaining and conveying ideas and information to enhance communication in the workplace.	
			Performance	● ESS02.03 Locate, organize and reference written information from various sources to communicate with co-workers and clients/participants.	
		x	Observation	● ESS02.04 Evaluate and use information resources to accomplish specific occupational tasks.	
				● ESS02.05 Use correct grammar, punctuation and terminology to write and edit documents.	
				● ESS02.06 Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences.	
				● ESS02.07 Interpret verbal and nonverbal cues/behaviors to enhance communication with co-workers and clients/participants.	
				● ESS02.08 Apply active listening skills to obtain and clarify information.	
				● ESS02.10 Listen to and speak with diverse individuals to enhance communication skills.	
				● ESS02.11 Exhibit public relations skills to increase internal and external customer/client satisfaction.	
Pacing: Ongoing 1.5 blocks				**CCSS Connections:** CCSS.ELA-LITERACY.CCRA.SL.4 ● Present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience. CCSS.ELA-LITERACY.CCRA.SL.5 ● Make strategic use of digital media and visual displays of data to express information and enhance understanding of presentations. CCSS.ELA-LITERACY.CCRA.SL.6	**Assessments:** ● Supervisor Evaluation ● Teacher Evaluation ● Reflection/Portfolio

				● Adapt speech to a variety of contexts and communicative tasks, demonstrating command of formal English when indicated or appropriate.	
ESS03	I can effectively critically think and problem solve in the workplace.		Selected Response	**Lesson Progression and Standards Connection:** ● ESS03.01 Employ critical thinking skills independently and in teams to solve problems and make decisions (e.g., analyze, synthesize and evaluate). ● ESS03.02 Employ critical thinking and interpersonal skills to resolve conflicts with staff and/or customers. ● ESS03.03 Identify, write and monitor workplace performance goals to guide progress in assigned areas of responsibility and accountability.	**Mandatory Lessons/Activities:** ● Internship ● Reflection/Portfolio
		x	Constructed Response		
			Performance		
			Observation		
Pacing: Ongoing 1 block				**CCSS Connections:** CCSS.ELA-LITERACY.CCRA.R.7 ● Integrate and evaluate content presented in diverse media and formats, including visually and quantitatively, as well as in words.1 CCSS.ELA-LITERACY.CCRA.R.8 ● Delineate and evaluate the argument and specific claims in a text, including the validity of the reasoning as well as the relevance and sufficiency of the evidence.	**Assessments:** ● Supervisor Evaluation ● Teacher Evaluation ● Reflection/Portfolio
ESS04	I can effectively use technology as it relates to my career.		Selected Response	**Lesson Progression and Standards Connection:** ● ESS04.01 Use Personal Information Management (PIM) applications to increase workplace efficiency. ● ESS04.02 Employ technological tools to expedite workflow. ● ESS04.03 Operate electronic mail applications to communicate within a workplace. ● ESS04.05 Operate writing and publishing applications to prepare business	**Mandatory Lessons/Activities:** ● Internship ● Reflection/Portfolio
		x	Constructed Response		
			Performance		
		x	Observation		

			communications. ● ESS04.06 Operate presentation applications to prepare presentations. ● ESS04.07 Employ spreadsheet applications to organize and manipulate data. ● ESS04.08 Employ database applications to manage data. ● ESS04.09 Employ collaborative/groupware applications to facilitate group work. ● ESS04.10 Employ computer operations applications to manage work tasks. ● ESS04.11 Use computer-based equipment (containing embedded computers or processors) to control devices.	
Pacing: Ongoing 1 block			**CCSS Connections:** ●	**Assessments:** ● Supervisor Evaluation ● Teacher Evaluation ● Reflection/Portfolio
ESS05	I can explain how organizations in my career field work.		Selected Response		**Lesson Progression and Standards Connection:** ● ESS05.01 Describe the nature and types of business organizations to build an understanding of the scope of organizations.	**Mandatory Lessons/Activities:** ● Reflection/Portfolio ● Internship
		x	Constructed Response			
Pacing: Ongoing 1.5 blocks			Performance		**CCSS Connections:** ●	**Assessments:** ● Reflection/Portfolio
			Observation			
ESS06	I can demonstrate safe and healthy workplace practices at my internship placement.		Selected Response		**Lesson Progression and Standards Connection:** ● ESS06.01 Implement personal and jobsite safety rules and regulations to maintain safe and healthful working conditions and environments. ● ESS06.02 Complete work tasks in accordance with employee rights and responsibilities and employers obligations to maintain workplace safety and health. ● ESS06.03 Employ emergency procedures	**Mandatory Lessons/Activities:** ● Internship ● Reflection/Portfolio
		x	Constructed Response			
			Performance			
		x	Observation			

				as necessary to provide aid in workplace accidents. ● ESS06.04 Employ knowledge of response techniques to create a disaster and/or emergency response plan.	
Pacing: Ongoing 1 block				**CCSS Connections:** ●	**Assessments:** ● Supervisor Evaluation ● Teacher Evaluation ● Reflection/Portfolio
ESS07	I can demonstrate leadership and teamwork skills.		Selected Response	**Lesson Progression and Standards Connection:** ● ESS07.01 Employ leadership skills to accomplish organizational goals and objectives. ● ESS07.02 Employ organizational and staff development skills to foster positive working relationships and accomplish organizational goals. ● ESS07.03 Employ teamwork skills to achieve collective goals and use team members' talents effectively. ● ESS07.04 Establish and maintain effective working relationships with all levels of personnel and other departments in order to accomplish objectives and tasks. ● ESS07.05 Conduct and participate in meetings to accomplish work tasks.	**Mandatory Lessons/Activities:** ● Internship ● Reflection
		x	Constructed Response		
			Performance		
		x	Observation		
Pacing: Ongoing 1 block				**CCSS Connections:** ●	**Assessments:** ● Supervisor Evaluation ● Teacher Evaluation ● Reflection/Portfolio
ESS08	I can practice ethical and legal behavior.		Selected Response	**Lesson Progression and Standards Connection:** ● ESS08.01 Apply ethical reasoning to a variety of workplace situations in order to make ethical decisions. ● ESS08.02 Interpret and explain written organizational policies and procedures to help employees perform their jobs	**Mandatory Lessons/Activities:** ● Internship ● Reflection/Portfolio
		x	Constructed Response		
			Performance		

		x	Observation	according to employer rules and expectations.	
Pacing: Ongoing 1 block				**CCSS Connections:** ●	**Assessments:** ● Supervisor Evaluation ● Teacher Evaluation ● Reflection/Portfolio
ESS09	I can demonstrate positive employability skills. I can reflect on the skills that I need to continue to develop.		Selected Response	**Lesson Progression and Standards Connection:** ● ESS09.01 Identify and demonstrate positive work behaviors and personal qualities needed to be employable. ● ESS09.04 Maintain a career portfolio to document knowledge, skills and experience in a career field. ● ESS09.06 Identify and exhibit traits for retaining employment to maintain employment once secured. ● ESS09.08 Recognize and act upon requirements for career advancement to plan for continuing education and training. ● ESS09.09 Continue professional development to keep current on relevant trends and information within the industry. ● ESS09.10 Examine licensing, certification and credentialing requirements at the national, state and local levels to maintain compliance with industry requirements.	**Mandatory Lessons/Activities:** ● Internship ● Reflection/Portfolio
		x	Constructed Response		
			Performance		
		x	Observation		
Pacing: Ongoing 1 block				**CCSS Connections:** CCSS.ELA-LITERACY.SL.11-12.1 ● Initiate and participate effectively in a range of collaborative discussions (one-on-one, in groups, and teacher-led) with diverse partners on grades 11-12 topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively.	**Assessments:** ● Supervisor Evaluation ● Teacher Evaluation ● Reflection/Portfolio
ESS10	I can demonstrate time management skills.		Selected Response	**Lesson Progression and Standards Connection:** ● ESS10.01 Employ information management	**Mandatory Lessons/Activities:** ● Internship ● Reflection/Portfolio

	I can demonstrate decision-making skills.	x	Constructed Response	techniques and strategies in the workplace to assist in decision-making. ● ESS10.02 Employ planning and time management skills and tools to enhance results and complete work tasks.	
			Performance		
Pacing: Ongoing 1 block		x	Observation	**CCSS Connections:** CCSS.ELA-LITERACY.SL.11-12.1.A ● Come to discussions prepared, having read and researched material under study; explicitly draw on that preparation by referring to evidence from texts and other research on the topic or issue to stimulate a thoughtful, well-reasoned exchange of ideas.	**Assessments:** ● Supervisor Evaluation ● Teacher Evaluation ● Reflection/Portfolio

ADDITIONAL CONSIDERATIONS			
COMMON MISCONCEPTIONS	**PRIOR KNOWLEDGE NEEDED TO MASTER STANDARDS FOR THIS UNIT**	**ADVANCED STANDARDS FOR STUDENTS WHO HAVE DEMONSTRATED PRIOR MASTERY**	**OPPORTUNITIES FOR STUDENT-DIRECTED LEARNING WITHIN THE UNIT**
Working in an internship/job is easy and requires minimal skill level.	Employability Skills Safety/Health Regulations Labor Laws Basic Technology Skills Communication Skills		Students will participate in an internship in their career field of choice. The student's effort into the job shadow will dictate what they are able to get out of the placement. Students will have the opportunity to choose between 50 hours or 100 hours for their job shadow. Students will participate in class discussion every 2 weeks. During these class periods, students will also conduct self-reflections and evaluations of their progress and skills.
RESOURCES			
Reflection Questions Supervisor Evaluation Form			

| Teacher Evaluation Form |
| Portfolio |