

Course Title:	Content Area:	Credit (if applicable)
Cooperative Work Experience 50/100	CTE	CWE 50 Hours: 0.50 credit CWE 100 Hours: 1.00 credit
Course Description:		
<p>The Career Work Experience course provides students with the opportunity to gain real-world experience through a 50- or 100-hour internship in a career field of interest. Students will apply academic knowledge and develop essential workplace skills such as communication, teamwork, time management, and problem-solving. Through hands-on learning, students will gain a better understanding of professional expectations, workplace safety, and ethical responsibilities. They will engage in meaningful reflection to identify their strengths, areas for growth, and future career goals. Students will also create and maintain a career portfolio to support their career readiness. This course helps students connect classroom learning to real-world applications, build confidence, and prepare for life beyond high school.</p>		
Aligned Core Resources:	Connection to the <i>BPS Vision of the Graduate</i>	
Work Based Learning Software <ul style="list-style-type: none"> <li>- Tracking internship hours and job placements</li> </ul>	Meaningfully Contribute to a Global Society <ul style="list-style-type: none"> <li>• Collaboration</li> <li>• Social and Cross-Cultural Skills</li> <li>• Empathy</li> </ul> Effectively Communicate in a Global Society <ul style="list-style-type: none"> <li>• Communication</li> <li>• Technology Literacy</li> </ul> Successfully Employ Skills for Self-Sufficiency <ul style="list-style-type: none"> <li>• Goal Directed</li> </ul>	
Additional Course Information:		Link to <i>Completed Equity Audit</i>
Knowledge/Skill Dependent courses/prerequisites		
Prerequisite BPS Course: Introduction to Cooperative Work Experience - successful completion with a course grade of 75% or better and teacher recommendation		<a href="#">CWE 50/100 Equity Curriculum Review</a>
Standard Matrix		
District Learning Expectations and Standards NBEA National Standards 2023		Internship
<b>Career Development</b>		
<b>4. School-to-Career Transition</b> Develop strategies to effectively transition from school to career		<b>X</b>
<b>5. Lifelong Learning</b> Relate the importance of lifelong learning to personal career success.		<b>X</b>
<b>Communication</b>		
<b>1. Foundations of Communication</b> Listen actively, use the communication, read and research information, and integrate technology to enhance communication effectiveness.		<b>X</b>
<b>2. Interpersonal Skills</b> Apply interpersonal skills in personal and professional environments to communicate effectively.		<b>X</b>
<b>3. Written Communication</b> Prepare clear, complete, concise, correct, and courteous written messages for personal and professional uses.		<b>X</b>
<b>4. Spoken Communication</b> Demonstrate professional speaking techniques and strategies.		<b>X</b>
Unit Links		
<a href="#">Internship</a>		

Unit Title:	
Internship	
Relevant Standards: Bold indicates priority	
<b>NBEA Standards 2023</b> Career Development 4. School-to-Career Transition Develop strategies to effectively transition from school to career 5. Lifelong Learning Relate the importance of lifelong learning to personal career success. Communication 1. Foundations of Communication Listen actively, use the communication, read and research information, and integrate technology to enhance communication effectiveness. 2. Interpersonal Skills Apply interpersonal skills in personal and professional environments to communicate effectively. 3. Written Communication Prepare clear, complete, concise, correct, and courteous written messages for personal and professional uses. 4. Spoken Communication Demonstrate professional speaking techniques and strategies.	
Essential Question(s):	Enduring Understanding(s):
<ul style="list-style-type: none"> <li>• What skills are essential in the workplace, and how can I develop them?</li> <li>• How can I apply what I have learned in school to real-world situations?</li> <li>• What are my strengths and areas for growth in the workplace, and how can I improve?</li> <li>• What are ethical considerations I should be aware of in the workplace?</li> <li>• How can I evaluate my internship experience and use it to inform my future career goals?</li> </ul>	<ul style="list-style-type: none"> <li>• Students will participate in an internship within their chosen career.</li> <li>• Students will demonstrate language arts &amp; mathematics knowledge and skills as applicable in their individual internship placements.</li> <li>• Students will use a variety of communication techniques in their individual internship placements.</li> <li>• Students will effectively communicate with their co-workers and supervisors through oral, written, and nonverbal communication.</li> <li>• Students will employ proper grammar, punctuation, and spelling in all written communications and documents.</li> <li>• Students will demonstrate critical thinking and problem solving skills as needed in individual internship placements.</li> <li>• Students will use technology as appropriate for their individual workplace internships.</li> <li>• Students will demonstrate proper use of workplace technology as applicable.</li> <li>• Students will be able to describe the nature of the business they are in.</li> <li>• Students will demonstrate personal safety.</li> <li>• Students will follow all jobsite safety rules and regulations.</li> <li>• Students will be able to describe all emergency procedures.</li> <li>• Students will demonstrate leadership and teamwork skills at their individual placements.</li> <li>• Students will develop working professional relationships with their colleagues.</li> <li>• Students will be able to identify ethical and legal requirements within their individual internship placements.</li> </ul>

	<ul style="list-style-type: none"> <li>Students will demonstrate positive behaviors and employability skills throughout their internship placement.</li> <li>Students will maintain a career portfolio.</li> <li>Students will identify requirements for maintaining a position and furthering their career.</li> <li>Students will identify professional development opportunities in their career field.</li> <li>Students will research licensing, certification, and credentialing requirements.</li> <li>Students will use information management techniques and strategies in the workplace to assist in decision-making in their individual internship placements.</li> <li>Students will employ time management skills in their internship placements.</li> </ul>
<b>Demonstration of Learning:</b>	<b>Pacing for Unit</b>
<ul style="list-style-type: none"> <li>Internship</li> <li>Supervisor Evaluation</li> <li>Teacher Evaluation</li> <li>Self-Reflection</li> <li>Portfolio</li> <li>Weekly journal entries</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing - entirety of semester <ul style="list-style-type: none"> <li>50 hours (average 4-6 hours per week)</li> <li>100 hours (average 6-8 hours per week)</li> </ul> </li> </ul>
<b>Family Overview (link below)</b>	<b>Integration of Technology:</b>
<a href="#">CWE 50/100 Family Overview</a>  <a href="#">CWE 50/100 Family Overview - Spanish</a>	<p>Students will use Google Classroom and Google Docs to complete journal entries weekly.</p> <p>Students will use technology to create their portfolio. They can use among multiple Google tools: Sites, Sheets, Docs, or Slides</p>
<b>Unit-specific Vocabulary:</b>	<b>Aligned Unit Materials, Resources, and Technology (beyond core resources):</b>
<p>Internship, career, knowledge, skills, communication, strategies, active listening, grammar, punctuation, spelling, oral, nonverbal, critical thinking, solutions, problem solving, technology, applications, organizations, scope, OSHA, Safety, Health, Emergency, Rules, Regulations, leadership, teamwork, ethics, legal, policies, procedures, employability skills, career portfolio, professional development, licensing, certification, credentials, decision-making, information management, time management,</p>	N/A
<b>Opportunities for Interdisciplinary Connections:</b>	<b>Anticipated misconceptions:</b>
<p>Students will participate in an internship in their career field of choice. Students will be exposed to learning beyond the classroom.</p>	<ul style="list-style-type: none"> <li>Working in an internship/job is easy and requires minimal skill level.</li> <li>Internships are just about completing basic tasks.</li> <li>Students think they know everything before they start.</li> <li>Students will not make an impact on the business.</li> <li>Students will get a job offer at the end of the internship.</li> <li>Students will only learn technical skills, not soft skills.</li> </ul>
<b>Connections to Prior Units:</b>	<b>Connections to Future Units:</b>

N/A	N/A
<b>Differentiation through <a href="#">Universal Design for Learning</a></b>	
<b>UDL Indicator</b>	<b>Teacher Actions:</b>
<p><i>Engagement</i></p> <ul style="list-style-type: none"> <li>7.1 Optimize choice and autonomy</li> <li>7.2 Optimize relevance, value, and authenticity</li> </ul> <p><i>Representation</i></p> <ul style="list-style-type: none"> <li>3.1 Connect prior knowledge to new learning</li> </ul> <p><i>Action/Expression</i></p> <ul style="list-style-type: none"> <li>6.1 Set meaningful goals</li> <li>6.2 Anticipate and plan for challenges</li> <li>6.3 Enhance capacity for monitoring progress</li> </ul>	<p><i>Engagement</i></p> <ul style="list-style-type: none"> <li>7.1 Teachers will ensure students explore a field of interest and design a collaborative approach to design learning goals and activities</li> <li>7.2 Teachers will ensure activities are personalized, age, ability appropriate for the learners' lives; invite self-reflection to activities</li> </ul> <p><i>Representation</i></p> <ul style="list-style-type: none"> <li>3.1 Teachers will analyze student journal entries to understand their learning and help build connections between what was taught in the Introduction to Cooperative Work Experience course.</li> <li>3.1 Guide students in developing a portfolio that they can take with them post high school.</li> </ul> <p><i>Action/Expression</i></p> <ul style="list-style-type: none"> <li>6.1 - 6.3 Teacher will guide students in the development of goals and planning for their future through self-reflection and the development of their career portfolio.</li> </ul>
<b>Supporting Multilingual/English Learners</b>	
<b>Related <a href="#">CELP standards</a></b>	<b>Learning Targets</b>
<p><b>Communicate effectively in written and orally in a professional manner.</b></p> <ul style="list-style-type: none"> <li>I understand and can apply essential workplace skills, including communication, teamwork, and problem-solving. <ul style="list-style-type: none"> <li>Level 1: I can understand and use basic workplace phrases and vocabulary to ask simple questions and follow instructions in team activities.</li> <li>Level 2: I can use basic workplace language to participate in short conversations and ask for clarification or help when working with a team.</li> <li>Level 3: I can communicate effectively in the workplace by sharing my ideas, asking questions and working with others to solve problems.</li> <li>Level 4: I can use workplace-specific language to actively participate in team discussions, provide feedback, and solve problems independently and with others.</li> <li>Level 5: I can confidently communicate and collaborate in the workplace, solve complex problems, and lead team discussions using advanced language skills.</li> </ul> </li> <li>I can gain insights into industry-specific practices, trends, and challenges relevant to the internship field. <ul style="list-style-type: none"> <li>Level 1: I can recognize and understand basic industry-related vocabulary and phrases related to the internship field.</li> <li>Level 2: I can understand and use basic language to discuss industry practices, trends, and challenges in simple terms.</li> <li>Level 3: I can explain basic industry practices, trends, and challenges using appropriate language, and begin to understand how they apply to the internship.</li> <li>Level 4: I can analyze and explain industry-specific trends, practices, and challenges in more detail, using appropriate vocabulary and examples from my internship experience.</li> <li>Level 5: I can critically evaluate industry-specific trends, practices, and challenges, and clearly explain their implications in the context of the internship field.</li> </ul> </li> <li>I can learn to manage time effectively, prioritize tasks, and contribute to team projects. <ul style="list-style-type: none"> <li>Level 1: I can understand and follow basic instructions related to time management and team tasks.</li> <li>Level 2: I can use basic language to talk about time management and working on tasks as part of a team.</li> <li>Level 3: I can manage my time by following instructions to complete tasks and contribute to team projects.</li> <li>Level 4: I can manage my time effectively, prioritize tasks, and contribute meaningfully to team projects.</li> <li>Level 5: I can independently manage my time, prioritize tasks, and take a leadership role in team projects.</li> </ul> </li> </ul>	

- I can develop the ability to assess personal strengths and areas for improvement based on feedback and experiences.
  - Level 1: I can understand basic feedback and recognize simple strengths and areas for improvement with support.
  - Level 2: I can express simple thoughts about my strengths and areas of improvement based on feedback.
  - Level 3: I can reflect on feedback and describe my strengths and areas for improvement.
  - Level 4: I can assess my own strengths and weaknesses based on feedback and set goals to improve.
  - Level 5: I can independently assess my strengths and areas for growth, set clear improvement goals, and reflect on progress

Lesson Sequence	Learning Target	Success Criteria/ Assessment	Resources
Ongoing	I can understand and apply essential workplace skills, including communication, teamwork, and problem-solving.	<ul style="list-style-type: none"> <li>• I can demonstrate effective verbal and written communication skills in daily interactions.</li> <li>• I can actively contribute to team projects, showing the ability to collaborate and share responsibilities.</li> <li>• I can resolve conflicts or misunderstandings with peers using appropriate problem-solving techniques.</li> <li>• I can receive constructive feedback from supervisors on professional behavior and engagement.</li> </ul>	
Ongoing	I can gain insights into industry-specific practices, trends, and challenges relevant to the internship field.	<ul style="list-style-type: none"> <li>• I can complete a research project that includes key industry trends, terminology, and best practices.</li> <li>• I can engage in discussions about industry trends and apply insights to tasks.</li> <li>• I can shadow professionals in the field and summarize key takeaways in a reflective journal.</li> </ul>	
Ongoing	I can learn to manage time effectively, prioritize tasks, and contribute to team projects.	<ul style="list-style-type: none"> <li>• I can develop and submit a personal time management plan.</li> <li>• I can maintain a calendar, either on paper or electronically.</li> <li>• I complete all tasks on time and am accountable to my peers and employer.</li> </ul>	
Ongoing	I can develop the ability to assess personal strengths and areas for improvement based on feedback and experiences.	<ul style="list-style-type: none"> <li>• I can maintain a reflective journal documenting experiences, challenges, and learning outcomes.</li> <li>• I can submit a final self-assessment that includes goals achieved, skills developed, and plans for future growth.</li> </ul>	