

COURSE TOPICS

CONTACT HOURS
PER TOPIC

- I. Job Search to include resume and cover letter preparation, contacts with employer(s), interviews and contact agreement development, orientation.
- II. Discipline Related Work Experience
- III. Reporting and Evaluation

165 (Minimum)

15 (Minimum)

PROGRAM TITLE: Various

COURSE TITLE: Internship

CIP NUMBER:

LIST PERFORMANCE STANDARD ADDRESSED:

NUMBER(S): TITLES(S):

- 04.01 Follow oral and written instructions.
- 04.09 Compose reports, documentation and other appropriate material.
- 04.10 Communicate orally with personnel of various backgrounds and technical skills.

- 05.01 Demonstrate appropriate work habits.

- 06.01 Demonstrate appropriate attire and grooming for a business office.

- 08.04 Demonstrate self-motivation and responsibility to complete an assigned task(s).

- 10.02 Demonstrate the ability to determine the proper priority for work.
- 10.03 Choose appropriate actions in situations requiring application of business ethics.
- 10.04 Choose appropriate action in situations requiring effective time management.

Other performance standards will be assigned by program manager (s) and internship supervisor(s) as determined by discipline and specific job/task assignments.

