

SUPERVISED BUSINESS EXPERIENCE INTERNSHIP

OVERVIEW

I. CAREER AWARENESS

GOAL: To select a prospective career in the field of business.

ASSESSMENT: After researching employment opportunities and successfully completing the hiring process, students will obtain a job working in an approved Supervised Business Experience Internship program. The cooperating employer and Supervised Business Experienced coordinator will use an evaluation form to assess the students' performance on a job.

OBJECTIVE:

a. The learner will research business job openings in the Greater Kansas City area in order to select a prospective career in the field of business.

GOAL: To perform actual business and office skills in an office position by working in a Supervised Business Experience Internship program for a minimum of 10 hours per week (80 hours each semester) to earn ½ unit per semester or 1 unit for the year or for a minimum of 20 or more hours per week (360 hours each semester) to earn 1 unit for each semester or a total of 2 units for the school year.

ASSESSMENT: After researching employment opportunities and successfully completing the hiring process, students will obtain a job working in an approved Supervised Business Experience Internship program. The cooperating employer and Supervised Business Experienced coordinator will use an evaluation form to assess the students' performance on a job.

OBJECTIVE:

b. The learner will perform actual business and office skills in a business in the Greater Kansas City area for a minimum of 10 hours per week (180 hours each semester) to earn ½ unit per semester of 1 unit for the year or for a minimum of 20 or more hours per week (360 hours each semester) to earn 1 unit for each semester or a total of 2 units for the year.

GOAL: To develop good job-seeking techniques and competencies for successful employment in the field of business.

ASSESSMENT: After researching employment opportunities and successfully completing the hiring process, students will obtain a job working in an approved Supervised Business Experience Internship program. The cooperating employer and Supervised Business Experience coordinator will use an evaluation form to assess the students' performance on a job.

OBJECTIVE:

c. The learner will develop good job-seeking techniques and competencies for successful employment in the field of business.