

Syracuse City School District 725 Harrison Street, Syracuse, NY 13210

CTE Internship Training Plan

(Form #4)

Student's Name	Email	
Student's Address	Telephone	Date of Birth
CTE Program Career Cluster	Working Papers Certificate #	
School Coordinator		
Phone Number		
Fax Number		
Email		
Employer		
Phone Number		
Fax Number		
Email		
Immediate Job Supervisor		
Phone Number		
Email		
Corporate Address		

Training Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Insurance Coverage

Student is a non-paid intern - Worker's Compensation

Student is a non-paid observer – Worker's Compensation

Transportation Provided by

Student/parent will provide own transportation

School district will provide transportation during school hours

Goals for this Work-Based Learning Student:

- 1. To explore, learn and develop the skills necessary for this career.
- 2. To develop the Career Ready Practices necessary for success in the global, competitive world.
- 3. To be trained in the safe operations of this job title.
- 4. To be able to demonstrate positive behavior and appropriate dress.



JOB TASKS AND LEARNING OUTCOMES (Determined by the Employer and Coordinator)	ACHIEVEMENT LEVEL AND COMMENTS 1. Mastered skill 2. Needs more training at the work site. 3. Needs more training at school. 4. Has not reached this training area.
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

CAREER READY PRACTICES	Always	Frequently	Occasionally	Rarely
1. Student works cooperatively as a team member?				
2. Student is able to read instructions for information and application.				
3. Student can calculate and measure for information and application.				
4. Student can behave in a responsible manner without supervision.				
5. Student can communicate verbally and in writing to evoke clear understanding.				
6. Student demonstrates good listening and follow through skills.				
7. Student demonstrates critical thinking and problem solving skills.				
8. Student can locate and manage resources for problem solving.				
9. Student demonstrates a positive work ethic.				
10. Student demonstrates computer literacy.				



(Form #4 Continued)

SAFETY TRAINING	DATE OF SAFETY TRAINING	ACHIEVEMENT LEVEL AND COMMENTS 1. Mastered safety training instruction. 2. Needs more safety training at work site. 3. Needs more safety training at school. 4. Has not reached this training area.
1. Safety precautions related to stairs, floors, office equipment and furniture.		
2. Safety precaution related to proper dress apparel, shoes, gloves, head, eye and ear protection.		
3. Safety precaution related to use of tools, machines, and chemicals.		
4. Safety precautions related to fire, weather and other natural disasters.		
5. Safety precautions related to sexual harassment and workplace violence.		

DRESS AND BEHAVIOR CODE FOR POSITION	ACHIEVEMENT LEVEL AND COMMENTS Dresses/behaves appropriately Needs to modify dress/behavior. Needs personal consultation.

		/	/
Employer Name	Employer Signature	Date	
		/	/
Work-based Learning Coordinator Name	Work Based Learning Coordinator Signature	Date	
		/	/
Parent/ Guardian Name	Parent/Guardian Signature	Date	
		/	/
Student Name	Student Signature	Date	
If you have any questions pleas	e do not hesitate to contact me at (315) 435		
Thank you for your coope	eration!, CTE	Teacher	
educational opportunities, including career and technical education oppor marital status, sex, sexual orientation, age, gender identity or expression,	oyees and the general public that it is committed to providing equal access to all ca ortunities, regardless of actual or perceived race, color, national origin, Native Ama disability or any other legally protected category under federal, state or local law. ent Support Services, Civil Rights Compliance Officer, Syracuse City School District,	erican ancestry/ethnic Inquiries regarding th	ity, creed or religion ne District's non-

