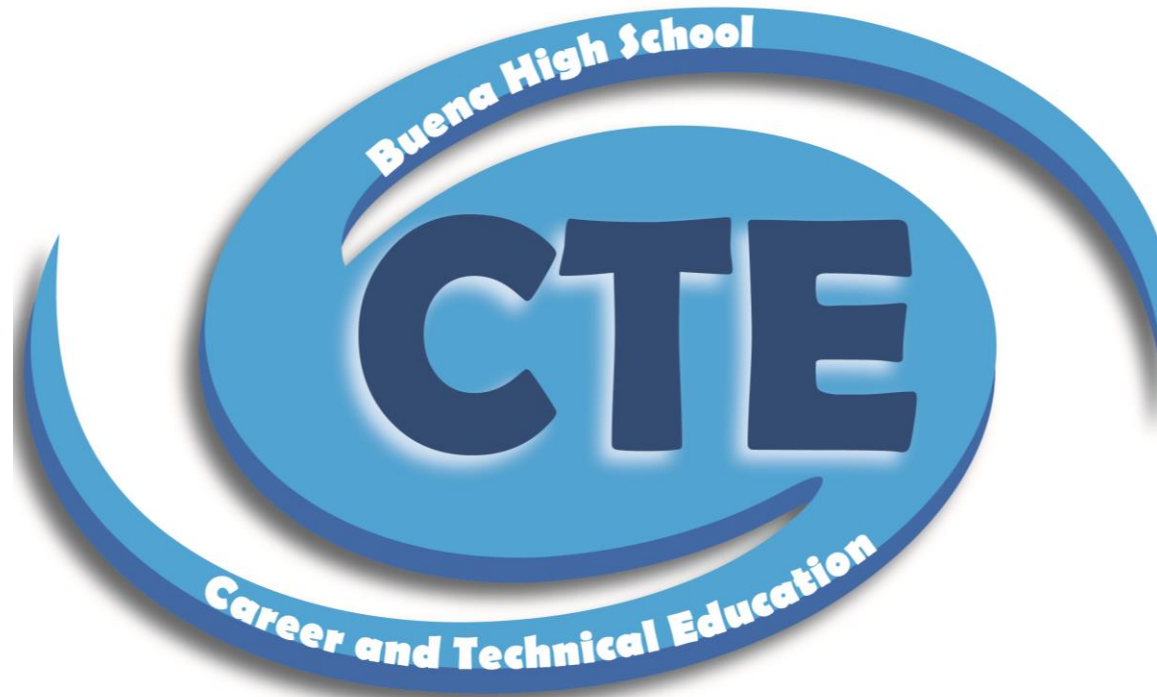
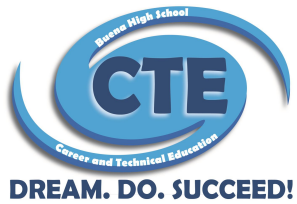


**Buena High School**



**DREAM. DO. SUCCEED**

**CTE Internships**



# CTE Internships

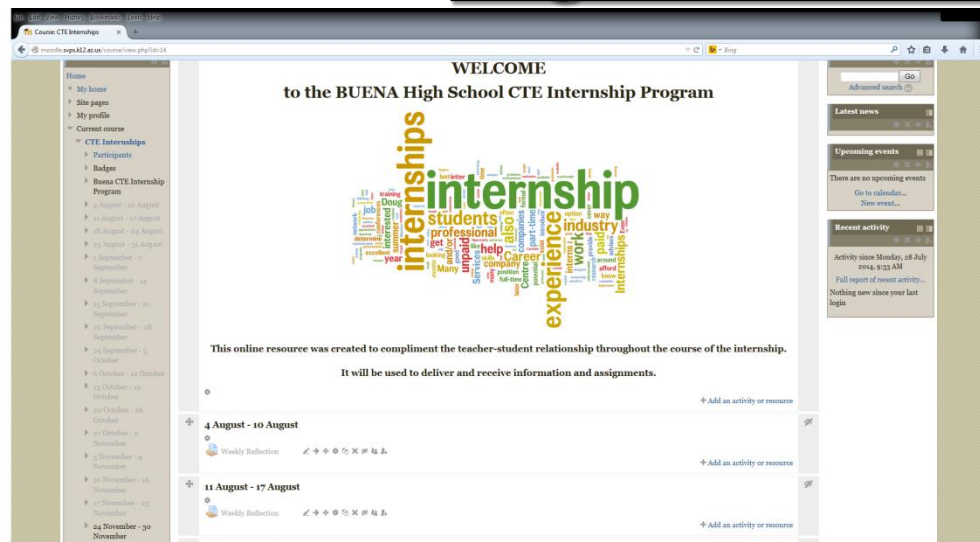
- The Buena Career & Technical Education Internship Program provides an excellent opportunity for students to **earn credit** for work while in high school. The course meets several state standards for the CTE program of completion as well as the Workplace Skills standards as developed by the Department of Education.

# Responsibilities Include

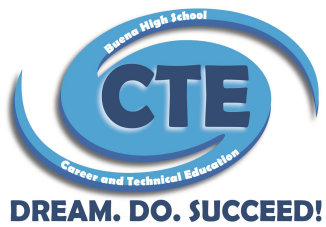
- Completed Portfolio by the end of the year:
  - Signed Internship Agreement includes
    - Training Plan Goals to be met by EOY
  - Resume'
  - cover letter
  - work hours log due December and May
  - Letters of Recommendation by EOY
- Weekly reflections due via Moodle.
- Appropriate business appearance and behavior.

# Moodle.svps.k12.az.us

- Create a new account
- Enroll in CTE Internships
  - Enrollment key: 2015%Bhs
- Your Weekly Reflections are due midnight Sunday every week.
- Your first one is due August 10<sup>th</sup> 11:59pm



The screenshot shows a Moodle course page for 'BUENA High School CTE Internship Program'. The page features a central word cloud with the word 'internship' as the largest and most prominent. Other words in the cloud include 'students', 'professional', 'help', 'experience', 'industry', 'work', 'career', 'support', 'also', 'job', 'learning', 'center', 'program', 'participation', 'helpful', 'supportive', 'learning', 'center', 'program', 'participation', 'helpful', 'supportive'. Below the word cloud, there is a message: 'This online resource was created to compliment the teacher-student relationship throughout the course of the internship. It will be used to deliver and receive information and assignments.' The page also includes a sidebar with navigation options like 'Home', 'My home', 'Site pages', 'My profile', and 'Current course'. The 'Current course' section is expanded to show 'CTE Internships' and 'Buena CTE Internship Program'. The main content area shows a list of activities, including '4 August - 10 August' and '11 August - 17 August', each with a 'Weekly Reflection' activity and an 'Add an activity or resource' button.



# Important Dates

- Evaluation due dates:
  - Week of **October 6-10** with all goals set
  - Week of **December 15-19** with hours worked so far
  - Week of **March 2-6**
  - Week of **May 4-8** will all goals met and final hours
- 2 On-site visits:
  - While student is present to observe them in work environment. Done before December 19th.
  - Another visit sometime before school ends.

# Questions??

*See Mrs.  
Sedore*



## **DREAM. DO. SUCCEED!**

Rm 1540

office # 515-5152

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# **Before you leave:**

Please meet with me individually for a quick check of your paperwork and portfolio/folder.