

CAREER EXPLORATION INTERNSHIP PROGRAM (AOF)

North Tonawanda High School

Mrs. Saeli

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Course Description

This full unit course will enable students to explore a career of their interest. Students will spend one semester (20 weeks) in class developing an employability portfolio and spend 150 hours in a paid internship.

Credit: 1 unit NTHS
Time: 20 weeks (half year) + 150 hours in a paid internship
Examination: Local
Prerequisite: None

Supplies Needed

- Flash Drive – 1GB or more storage
- Pocket folder with prongs (specific color)
- White 2-inch binder with plastic sleeve on the front (portfolio)
- Dividers (5 dividers)
- Sheet Protectors (100)
- Pen or pencil

Grading

Assignments will be graded frequently using a point system. Grades will be based on class work and projects.

☺ **Late work will not be accepted.**

Attendance

ABSENT FOR WHOLE DAY	ABSENT JUST FOR CLASS
<ul style="list-style-type: none">• Turn in missed work the day after you return to school. For example, if absent on Tuesday, and you return on Wednesday, work missed for Tuesday is due Thursday.• If absent for an extended period of time, see me to make arrangements for missed assignments.	<ul style="list-style-type: none">• You must hand in work that was due for class that day. If I am not in my room, place it in my mailbox.• Check with me for assignments done in class and turn those assignments in the next day.
<p><i>Please remember that late work will not be accepted. If you skip class, you will receive a zero for the work missed.</i></p>	

Conduct

To be a professional, follow the Four P's:

- PREPARED
- PROMPT
- PRODUCTIVE
- POLITE