

## CAREER EXPLORATION INTERNSHIP PROGRAM (CEIP)

North Tonawanda High School

Mrs. Saeli Room 224C

kmsaeli@ntschoools.org

Prior to class: Application, interview with Mrs. Saeli, working papers, signed parent form

Week 1	Assign BEEP password Complete Career Plan	Week 11	Two signed competencies
Week 2	Workplace expectations & Networking/Decision Making* Professional Profile	Week 12	Two signed competencies
Week 3	Resume Reference sheet (6)	Week 13	Career Exploration Chart (2)
Week 4	Application Skills List	Week 14	College Exploration chart (2)
Week 5	Cover letter Progress Report	Week 15	Citizenship Attendance & Transcript - Part V
Week 6	Reference Letters	Week 16	Interview Handouts & Questions
Week 7	Reference Letters	Week 17	Class Interviews
Week 8	Two signed competencies	Week 18	BEEP review & thank you letter Presentation notes
Week 9	Two signed competencies	Week 19	PowerPoint
Week 10	Portfolio Review	Week 20	In class presentations

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\*Suggested supplemental readings: *The 7 Habits of Highly Effective Teens* by Sean Covey, *Preparing Teens for the Real World* by Chad Foster, *Fish* by Stephen C. Lundin, Ph.D, *Who Moved My Cheese* by Spencer Johnson, M.D., and *The World is Flat* by Thomas L. Friedman