**Class Title – Term/Year Offered**

**Smart Internship**

***Instructor Information:***

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| **Instructor:** Click here to enter text. |  |
| **E-mail:** Click here to enter text. | **HS/Agency Course Website:** Click here to enter text. |
| **Phone:** Click here to enter text. | **High School Connections Website:** [www.clackamas.edu/highschoolconnections](http://www.clackamas.edu/highschoolconnections) |

***Course Information:***

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| **High School/Agency Course Title:** Click here to enter text. | **College Course Title: Career Development Internship** |
| **High School Course Number:** Click here to enter text. | **College Course Number: HD-180** |
| **High School Credits:** Click here to enter text. | **College Credits: 1-6** |
| **High School Prerequisites:** Click here to enter text. | **College Prerequisites: None** |
| **Length of Course:** Click here to enter text. | **High School Grade Level(s):** Click here to enter text. |

**High School/Agency Course Description**: Click here to enter text.

**College Course Description:** Develop skills in a specific occupation and practice the career management skills necessary to obtain, sustain, and advance employment. A Training and Evaluation Plan is developed and managed in consultation with student, internship supervisor, and faculty. This class is offered for variable credit ranging from 1 credit up to 6 credits maximum.

**Required Text/Instructional Materials:** Click here to enter text.

**Supplemental Texts:** Click here to enter text.

**HS/Agency Student Learning Objectives:** Click here to enter text.

**College Student Learning Outcomes:** 1. Demonstrate occupation specific entry level skills, general work behaviors required for specific career field, and effective interviewing techniques; 2. describe the abilities, interests, and values related to an occupation and techniques and skill sets that advance careers; 3. conduct and report market research for a specific occupation; 4. create and adapt a personal resume and cover letter; 5. locate and sort suitable employers and openings; 6. explain or demonstrate employer expectations for specific work place behavior and basic skills.

***Grading Criteria:***

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| **Evaluation** | | | |
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| **Categories:** | |
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| **Grading:** | |
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***Class Policies:***

Click here to enter text.

**Registration**

Students are responsible for meeting all registration, drop, and payment deadlines for their Smart Internship college classes. Registration instructions and deadlines are found at: [www.clackamas.edu/highschoolconnections](http://www.clackamas.edu/highschoolconnections)

***Course Schedule:***

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| --- | --- | --- |
| ***Week*** | ***Topic/Activities*** | ***Homework/Assignments/Assessments*** |
| *1* | Click here to enter text. | Click here to enter text. |
| *2* | Click here to enter text. | Click here to enter text. |
| *3* | Click here to enter text. | Click here to enter text. |
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| *11* | Click here to enter text. | Click here to enter text. |
| *12* | Click here to enter text. | Click here to enter text. |
| ***Week*** | ***Topic/Activities*** | ***Homework/Assignments/Assessments*** |
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