

**2010/2011 Career Practicum I - III**  
**PTW501- 36 weeks**  
**DoDEA Course Description and Competencies**

**About the Program**

Career Practicum prepares students for their future careers. The course sequence focuses on duties and tasks performed by professionals as well as pre-employment and employment skills.

**Major Concepts/Content:** Career Practicum is designed to provide school-to-career experiences and training through a work practicum related to their career goal. Important aspects are to provide students an opportunity to acquire an understanding of actual employment settings utilizing their skills and aptitudes, apply problem solving skills in the work environment, develop communication techniques, utilize electronic information systems to search for career information, explore information resources, acquire learning and self-management tools, develop intrapersonal and interpersonal competencies. In addition, the exploration of different occupations will aid the students in making important career decisions. Career Practicum extends student educational opportunities beyond the curricular, physical, and financial resources of the school.

**Major Instructional Activities:** Instructional activities will emphasize the community as a classroom. Every training site provides unique hands-on experiences that are related to students' particular interests. In addition students will complete job applications, participate in job interviews, prepare a resume with a cover letter, research careers utilizing the Internet as well as traditional means, complete interest and aptitude instruments, participate in career-related classroom activities and develop a career plan with input from the Career Development Coordinator, guidance counselor, and parents.

**Major Evaluative Techniques:** Student evaluations will include supervisor's evaluations, coordinator's evaluations, weekly attendance/time sheets and classroom assignments.

The table below is a competency list for the Career Practicum courses. The competencies are considered essential and are required of all students.

PTW501 36 weeks	Career Practicum I - III <b>TASKS/COMPETENCIES</b>
<b>Implementing DoDEA's CTE Course Requirements</b>	
• 001	Demonstrate DoDEA's Workplace Readiness Skills in course activities.
• 002	Identify issues related to this field of study that affect the environment and impact local and global communities.
• 003	Identify Internet safety issues and procedures for complying with acceptable use standards.
<b>Developing Communication and Interpersonal Skills</b>	
• 004	Demonstrate verbal and nonverbal communication (e.g. shaking hands, making eye contact, making introductions).
• 005	Explain how behavior affects interpersonal relations.
• 006	Differentiate between positive and negative interpersonal skills in a variety of workplace settings.
• 007	Apply effective interpersonal skills in a workplace settings.
• 008	Critique positive interpersonal skills contributing to effective workplace interactions.

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•009	Develop a network of contacts that may be able to provide information, assistance, or support for employment goals.
<b>Preparing for Employment</b>	
•010	Access accurate and current career information.
•011	Evaluate individual characteristics/traits in relation to setting career goals.
•012	Evaluate interests/preferences in relation to setting career goals.
•013	Prepare a resume.
•014	Create or update a portfolio containing representative samples of student work.
•015	Complete a job application.
•016	Demonstrate appropriate job interview skills.
<b>Maintaining Successful Employment</b>	
•017	Arrive at work alert, well groomed, and dressed appropriately for the job.
•018	Complete job related activities.
•019	Utilize technology appropriate to career interests.
•020	Describe positive work ethic.
•021	Demonstrate employability skills such as working on a team, problem-solving and organizational skills.
•022	Demonstrate respect for others through word and action.
•023	Optimize time management.
•024	Handles responsibility in a dependable manner.
•025	Respond to praise or criticism.
•026	Provide constructive praise and criticism.
•027	Apply conflict management skills.
•028	Explain sexual intimidation/harassment policy.
<b>Communicating on the Job</b>	
•029	Demonstrate initiative.
•030	Demonstrate effective verbal and non verbal communication skills.
•031	Facilitate effective telephone communication skills.
•032	Create written communication (e-mail, electronic files, memos, letter of resignation).
<b>Develop Life Skills</b>	
•033	Critique work experience in terms of personal characteristics and preferences.
•034	Use training experience to create a work portfolio.
•035	Demonstrate transferable skills that can apply to a variety of occupations and changing occupational requirements.
<b>Solve Problems and Thinking Critically</b>	
•036	Build team skills.
•037	Identify a problem at work and use the problem solving process to select a solution.