

Please check one:  Clinical  Cooperative Education  Internship (CTE, FTA, etc.)  
 Other: \_\_\_\_\_

Student Name: Nicolette Olsen  
Mentor Name: Dave Hubbard  
Company Name (Internship Site): Peace Lutheran Church  
Teacher Name: Bencic

Purpose of the Training Plan: The Training Plan is a mutually agreed upon guide among the Mentor, the Student and Teacher as the targeted progression of skills to be obtained by the Student at the internship site by the conclusion of the Work Based Learning experience. The minimal State Standards (including State Workplace Standards and State CTE Program Standards) listed are to be addressed according to the agreed upon training plan. The student's career goal will be used as the focus for the development of the training plan. Progress checks will be conducted periodically.

**SECTION 1:**

<u>Internship Program Standards</u> <i>(Program expectations met in the classroom)</i>	<u>Date Achieved</u>	<u>Mentor's Initials</u>
1.0 Develop an individual career plan	4/15	DH
2.0 Prepare for employment	4/15	DH
3.0 Participate in a work-based learning experience	4/15	DH
4.0 Demonstrate oral communication skills	4/15	DH
5.0 Demonstrate written communication skills	4/15	DH

**SECTION 2:**

<u>Internship Site Standards</u> <i>(Program expectations met at the Internship Site)</i>	<u>Date Achieved</u>	<u>Mentor's Initials</u>
1.0 Help with Administration Details	4/15	DH
1.1 Make phone calls, create a calendar for events	4/15	DH
1.2 Assist office staff with printing, copies, etc	4/15	DH
2.0 Discuss regularly the purpose of youth ministry	4/15	DH
2.1 work on implementing our purpose through planning	4/15	DH
2.2 Assess your strengths and weaknesses in ministry	4/15	DH
3.0 Participate in weekly conversation with a small group	4/15	DH
3.1 Help with setup and cleanup for small group meetings	4/15	DH
3.2 Attend meetings for small group/event planning	4/15	DH

**Please note:** Your goal is to complete at least 8 of the 10 standards listed above – 80%.