cteworks
Career & Technical Education
Peoria Unified School District

Peoria Unified School District
CTE/Professional Internship Program
Work Based Learning
TRAINING PLAN

Please check one: ☐ Clinical ☐ Cooperative Education ☒ Internship (CTE, FTA, etc.) ☐ Other: _____

Student Name: Andrew Leonard

Mentor Name: Tracy Kreck

Company Name (Internship Site): Photographic Passion

Teacher Name: Mr. Stevenson

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:

Internship Program Standards *(Program expectations met in the classroom)*	Date Achieved	Mentor's Initials
1.0 Develop an individual career plan	5/5/12	T.K.
2.0 Prepare for employment	"	T.K.
3.0 Participate in a work-based learning experience	"	T.K.
4.0 Demonstrate oral communication skills	"	T.K.
5.0 Demonstrate written communication skills	"	T.K.

SECTION 2:

Internship Site Standards *(Program expectations met at the Internship Site)*	Date Achieved	Mentor's Initials
EXPLORE PROBLEM SOLVING AND DECISION MAKING PROCESSES TO IMAGING SITUATIONS	5/5/12	T.K.
DEMONSTRATE TECHNOLOGICAL LITERACY	"	T.K.
REVIEW FINANCIAL RECORDS AND ACCOUNTS	"	T.K.
EXPLORE THE LEGAL AND ETHICAL ENVIRONMENT	"	T.K.
EXPLORE MARKETING PRINCIPLES	"	T.K.
CREATE DIGITAL MEDIA PRODUCTS	"	T.K.
DEMONSTRATE ORAL COMMUNICATION SKILLS	"	T.K.
EVALUATE THE ROLE OF SMALL BUSINESSES INCLUDING FREELANCE PHOTOGRAPHY IN THE ECONOMY	"	T.K.
DEMONSTRATE BUSINESS AND FINANCIAL MANAGEMENT PRACTICES NEEDED FOR FREELANCE ARTISTS AND ENTREPRENEURS	"	T.K.
MANAGE BASIC COMPUTER CONCEPTS, OPERATIONS, AND APPLICATIONS	"	T.K.

Please note: *Your goal is to complete at least 12 of the 15 standards listed above – 80%.*

SECTION 3:

Mentor Goals	Date Achieved	Mentor's Initials
Company philosophy and/or mission statement	5/5/12	J.K.
Company policy and procedures including attendance *(Who do I contact when I need to miss a day?)*	"	J.K.
Company safety standards	"	J.K.
Company hierarchy	"	J.K.
Company hiring and promotion process	"	J.K.

SECTION 4:

Student Goals	Date Achieved	Mentor's Initials
To obtain mastery in 80% of my standards/competencies.	5/5/12	J.K.
To complete the required hours for my work-based learning experience.	"	J.K.

The Mentor carries the responsibility to comply with all applicable federal and state laws. The Student is covered by Valley Schools Insurance Trust and Workers' Compensation Pool. The PUSD Work Based Learning Experience will not interfere with the schooling of the minors or with their health and well being. The work of the Student in the occupations declared particularly hazardous shall be incidental in his/her training; such work shall be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person, who has given prior instructions to the student.

I have received and read a copy of my responsibilities and will abide by them:

Mentor Name: _____ Date: 2/1/12

Student Name: _____ Date: 2/1/12

Teacher Name: _____ Date: _____