TOLLESON UNION HIGH SCHOOL DISTRICT

CTE

CAREER & TECHNICAL EDUCATION

Internship

Notice of Nondiscrimination in CTE Programs: TUHSD does not discriminate on the basis of race, color, national origin, gender, age, or disability in its CTE programs, services, or activities as required by the Title VI of the Civil Rights Act in 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972, as amended; The Age of Discrimination Act of 1975, as amended; and the Americans with Disabilities Act of 1990, as amended.

CTE Internship Program

Course Title: CTE Program Area Internship/varies depending upon CTE program completed

Course Description:

This course provides students with an opportunity to apply previously developed knowledge and skills during a structured fieldwork experience. Students spend at least fifty hours per semester working in the internship and will earn 0.5 credits per semester.

NOTE: Applicants must be seniors, at least 16 years of age, and provide their own transportation and insurance. Application forms and other paperwork must be on file with the instructor.

Instructor/s and Contact Information:	Teacher Name and Contact Info

Occupational/Employment Opportunities:

Varies according to CTE program pathways

Program Pathway:

CTE Course 1-2 → CTE Course 3-4 → CTE Program Internship

Program Standards/Skills:

PROGRAM TECHNICAL STANDARDS:

VARIES ACCORDING TO CTE PROGRAM AREA HTTPS://WWW.AZED.GOV/CTE/PROGRAMS

WORKPLACE EMPLOYABILITY SKILLS:

1.0- COMPLEX COMMUNICATION: Employs complex communication* skills in a manner that adds to organizational productivity. (*Complex communication refers to the need to combine traditional communication skills with technical workplace content transmitted via rapidly evolving technologies to increasingly diverse audiences.)

2.0- COLLABORATION: Collaborates, in person and virtually, to complete tasks aimed at organizational goals.

3.0- THINKING AND INNOVATION: Integrates expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutions.

4.0- PROFESSIONALISM: Conducts oneself in a professional manner appropriate to organizational expectations.

5.0- INITIATIVE AND SELF-DIRECTION: Exercises initiative and self-direction in the workplace.

6.0- INTERGENERATIONAL AND CROSS-CULTURAL COMPETENCE: Interacts effectively with different cultures and generations to achieve organizational mission, goals, and objectives.

7.0- ORGANIZATIONAL CULTURE: Functions effectively within an organizational culture.

8.0- LEGAL AND ETHICAL PRACTICES: Observes laws, rules, and ethical practices in the workplace.

9.0- FINANCIAL PRACTICES: Applies knowledge of finances for the profitability and viability of the organization.

COLLEGE AND CAREER READINESS STANDARDS will also be integrated throughout the coursework within this program.

Course Textbook(s) & Resource(s):	*No Textbook is required for this course; however, each student will maintain a journal of field work experiences that will be used to develop a presentation/marketing tool for Internship as well as a personal portfolio for future employment.*

Total Program Delivery Model:

In TUHSD, the Total Program Delivery Model within Career and Technical Education provides opportunities for students to not only receive academic classroom instruction within the CTE program/course they are enrolled, but to also engage daily in a hands-on laboratory setting where industry and workplace standards as well as leadership development are key to the learning that takes place. Students in this CTE capstone course are highly encouraged to join the Career and Technical Student Organization (CTSO) aligned to their CTE program internship. Students will become affiliated members of a CTSO chapter at their local high school.

Evaluation System:

Students earn points throughout the course according to their willingness and ability to demonstrate mastery of program area technical standards, workplace employability skills, and college and career ready standards in the form of class participation, assignments, and assessments. Points earned during the semester will be used to calculate a letter grade per the scale below. The semester grade is based on the quarter grades and the final exam grade for that semester.

CTE Internship Program

GRADING SCALE:
100-90%: Content Mastery Exceeds Expectations, A
89-80%: Content Mastery Above Expectations, B
79-70%: Content Mastery at Expectations, C
69-60%: Content Mastery Below Expectations, D
59 & below: Content Mastery was not Attained, F
Note: The instructor may adapt assignments or course content to meet the evolving needs of the class and optimize learning outcomes.

GRADES WILL BE CALCULATED ACCORDING TO THE FOLLOWING TASKS:
15%, Participation
15%, Assignments
20%, Summative Assessments
40%, Performance Assessments/Labs
10%, EOCA Final Exam

Safety:

This course emphasizes classroom and/or workplace hands-on learning. There is a potential risk in participating in these activities over the course of the year. Students will be instructed in safe laboratory procedures, and all safety measures must be followed at all times. Safety equipment is provided and must be used by all students. By signing below, I agree to follow classroom and fieldwork rules to help ensure safety for all.

Student: _____ Date: _____

Parent/Guardian: _____ Date: _____

Parent/Guardian Email: _____

Parent/Guardian Phone Number: _____

CTE INTERNSHIP
COURSE OVERVIEW
SEMESTER 1

AUGUST	
Week 1	**Unit 1 -** Introduction to Class ✓ Forms – **Assignment #1 – Internship Forms** ✓ Responsibilities ✓ Procedures ✓ Internship Folders
Week 2	**Unit 2 -** Applications and Resumes ✓ Application Process – **Assignment #2** ✓ Create Professional Resume – **Assignment #3** ✓ Cover Letter – **Assignment #4** ✓ Professional Dress – **Assignment #5**
Week 3	**Unit 3 -** Job Interview ✓ Practice Professional Interview Skills ✓ Professional Interview with Area Professionals – **Assignment #6** ✓ Internship Placement ***Work Based Learning Journals due weekly in Canvas***
OCTOBER-DECEMBER	
	• ***Work Based Learning Journals due weekly in Canvas*** • ***Monthly logs*** • ***Communicate and check email with internship teacher as needed***

CTE Internship Grading Criteria		
Coursework	**Points**	**Percentage of Total Grade**
Assignments • **Work Based Learning Journals due weekly** • **P#1 - Internship Forms**	25 points each	30%
Summative Assessments - Projects: • **P#2 - Application** • **P#3 – Resume** • **P#4 – Cover Letter** • **P#5 – Professional Dress X 3 days** • **P#6 – Interview**	50 points each 50 points each 50 points each 50 points each 50 points each	30%
Formative Assessment - (Internship Hours)	In order to earn a passing grade a student must complete at least 60 hours of **fieldwork experience (Internship).** **Class Attendance** during required class meeting times will be incorporated to assure Carnegie Unit requirement will be met. Hours required are a minimum 27 hours.	30%
EOCA • Reflection Paper each semester • Mentor Evaluations – 20+ points for punctuality, signatures, and proper completion = 100 points • Internship PSA	100 points 100 points 100 points	10%

CTE INTERNSHIP
COURSE OVERVIEW
Spring Semester

JANUARY	
Weeks 1-2	**Unit 4 -** Review ✓ Review Internship Expectations/Paper work ✓ 2nd Semester Expectations PowerPoint ✓ Prepare Internship PowerPoint Presentation **Unit 5 -** Internship Presentations ✓ Peer Internship Presentations–**Assignment #1** o Presentation for feedback – 1st practice o Final peer evaluation – 2nd practice ✓ Final grade course presentation **–Assignment #2**
FEBRUARY- APRIL	
Early Release days:	***Work Based Learning Journals weekly in Canvas**
MAY	
Early Release days:	✓ Update Resume ✓ On Track for Program Completion o Lab Hours o Journals o Assignments o Presentations ***Work Based Learning Journals weekly in Canvas** ✓ Complete EOCA

CTE Internship Grading Criteria		
Coursework	**Points**	**Percentage of Total Grade**
Assignments ∉ **Work Based Learning Journals due weekly**	25 points each \	30%
Summative Assessments - Projects: ∉ **Assignment #1 - Internship PowerPoint Presentation** ∉ **Assignment #2 - Internship Oral Presentation**	190 points 50 points	30%
Formative Assessment - (Internship Hours)	In order to earn a passing grade a student must complete at least 60 hours of **fieldwork experience. (Internship)** **Attendance** during required class meeting times will be incorporated to assure Carnegie Unit requirement will be met. Hours required are at least 62.5 hours.	30%
EOCA • Updated Resume/Cover Letter • Mentor Evaluations	100 points 100 points	10%

Fall Semester	Spring Semester
August-September – 20+ hours (starting 8/25)	January – 15+ hours (starting 1/20)
October – 15+ hours	February – 15+ hours
November – 15+ hours	March – 15+ hours
December – 10+ hours (all hours/evaluations due by 12/12)	April – 15+ hours (all hours/evaluations due by 4/30
Total Hours: 60+ hours	Total Hours: 60+ hours

CTE INTERNSHIP CONTRACT
2026-2027

The following guidelines will be followed in the classroom and workplace for interns:

- **Be prompt to class**: All classwork missed will need to be made up on your own personal time.
- **Late/Missing work**: If assignments/projects/etc. are turned in late, points will be deducted.
- **Practice professional skills (workplace employability skills):**
    - Complex communication: Employs complex communication * skills in a manner that adds to organizational productivity. *Complex Communication refers to the need to combine traditional communication skills with technical workplace content transmitted via rapidly evolving technologies to increasingly diverse audiences.
    - Collaboration: Collaborates, in person and virtually, to complete tasks aimed at organizational goals.
    - Thinking and Innovation: Integrates expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutions.
    - Professionalism: Conducts oneself in a professional manner appropriate to organizational expectations.
    - Initiative and Self-Direction: Exercises initiative and self-direction in the workplace.
    - Intergenerational and Cross-Cultural Competence: Interacts effectively with different cultures and generations to achieve organizational mission, goals, and objectives.
    - Organizational Culture: Functions effectively within an organizational culture.
    - Legal and Ethical Practices: Observes laws, rules, and ethical practices in the workplace.
    - Financial Practices: Applies knowledge of finances for the profitability and viability of the organization.
- **Professional Attire:** It will be mandatory to dress up professionally as you prepare for the interview process for your internship placement. Dates to be announced.

_____ _____

Intern Signature ***Date***

_____ _____

Teacher Signature ***Date***

Tolleson Union High School District #214
CTE Internship Program
2026-2027
Parent/Intern Form

1. "Wage and Hour Reports" must be filled out weekly and signed by their mentor. This is the intern's responsibility to make sure that the "Wage and Hour Reports" are kept up to date.
2. Journals need to be filled out on a weekly basis and turned in weekly. These journals will have points in the grade book assigned to them. If journals are not turned-in in a timely matter for points, intern is still required to do them. These journal entries are state mandated for the internship program.
3. The intern needs to stay committed to the set schedule. Failure to stick to their schedule, may result in being dropped from their internship site and losing credit.
4. In case of an emergency call the mentor and internship coordinator immediately.
5. The intern must have 60 internship hours per semester in order to receive this credit. **If intern does not have 60 hours, they will not receive the full internship credit.**
6. No cell phones/electronics at the internship site. Cells phones/electronics must be kept in purse/backpack and not on the intern.
7. Intern must check email and phone daily for possible communication from internship coordinator or mentor.
8. Number of hours per month the intern should complete:

Fall Semester	Spring Semester
September – 15+ hours	January – 15+ hours
October – 15+ hours	February – 15+ hours
November – 15+ hours	March – 15+ hours
December – 15+hours (all hours/evaluations due by 12/8)	April – 15+ hours (all hours/evaluations due by 5/3)

Remember:

a. Professional skills are important (also known as soft skills).
b. Attitude and initiative is a large part of success.
c. Take advantage of each and every learning opportunity.
d. Skills, training and experience is according to each site mentors preferences.

This will be a wonderful experience for the intern, many possibilities may be awaiting him/her.

_____ _____
Intern Signature Date

_____ _____
Parent/Guardian Signature Date

Tolleson Union High School District #214
CTE Internship Program
2026-2027
FIELD EXPERIENCE SITE AGREEMENT

Student Name (Print)	Date of Birth
School	Age
Address	City/State/Zip Code
Home Phone	Cell Phone
Email Address	
Field Experience Mentor (Print)	Location/Site
Address	City/State/Zip Code
Phone	Cell Phone
Email Address	

For the CTE Internship Program to be fully effective, it is mandatory that certain rules and regulations are followed. The student, his/her parent/guardian, the teacher/coordinator, and the field experience mentor must agree to fulfill the following responsibilities.

Student

Student understands that the CTE internship experiences will contribute to his/her career objectives and agrees to:

1. Understand there is no guaranteed or assigned field experience site.
2. Accept responsibility for providing transportation to and from field experience site.
3. Abide by the rules, regulations, policies, and procedures of the field experience site, the Tolleson Union High School District, and the CTE Internship Program.
4. Understand that once a position is accepted, a commitment has been made to the field experience mentor. It is expected that the student will be at the field experience site for the length of the CTE internship.
5. Be at the field experience site every scheduled day at the appointed time.
6. Follow the directions of the field experience mentor.
7. Do nothing intentionally to disrupt the normal routine of the field experience site.
8. Exercise confidentiality and respect with regard to information gained at the field experience site and from staff with regard to the CTE Internship Program, teacher/coordinator, or student.

9. Be prompt and accurate in completing all required assignments, forms, and reports for the CTE Internship Program, the teacher/coordinator, and the field experience mentor.
10. Demonstrate courtesy, a cooperative attitude, appropriate dress, and a willingness to learn. Behavior to the contrary may lead to dismissal from the CTE Internship Program.
11. Understand that any breach of trust, professionalism, or ethical behavior (i.e., any evidence of dishonesty with records, equipment, time, or effort) may result in dismissal from the CTE Internship Program.
12. Communicate with the field experience mentor and the teacher/coordinator at all times.

Parent/Guardian

Parent/guardian agrees to:

1. Commit to support the student, field experience mentor, and CTE Internship Program.
2. Encourage the student to effectively carry out his/her duties and responsibilities both in the classroom and at the field experience site.
3. Contact the teacher/coordinator regarding questions and/or concerns pertaining to the CTE Internship Program.

My child wishes to participate in the Tolleson Union High School District CTE Internship Program. I realize there is inherent workplace risks (identified below) involved in my child's participation. Although a rare occurrence, I recognize the possibility that my child may suffer an injury as a result of participation in this program.

Workplace risks include, but are not limited to: Sprain, Cuts/Stiches, Broken Bone, Burns, Strain Muscles, etc.

I agree to accept these risks as a condition of my child's participation in this program. Pre-existing conditions that may create an additional risk for my child are disclosed below (if applicable). I understand the additional risks involved and agree to follow all directions and recommendations of my child's physician.

My child:

____ Does not have a pre-existing condition that may create an additional risk for him/her.

____ Has the following pre-existing condition(s) that may create a special risk(s) for him/her.

Condition(s): _____

Special Risk(s): _____

I understand that as the parent/guardian, I am responsible for any and all insurance coverage for my child during his/her participation in this program.

Field Experience Mentor

The field experience mentor agrees to:

1. Abide by federal, state, and local regulations regarding employment, internships, job duties, and the provisions of an equal opportunity employer.
2. Understand and enforce child labor laws regarding occupations; particularly, for the employment of minors between the ages of 16 and 18, with the exceptions to the order for non-agricultural work.
3. Understand that the work of the student in an occupation declared particularly hazardous shall be incidental to training; such work shall be intermittent, for short periods of time, and under the direct and close supervisions of a qualified and experienced person.
4. Provide applicable general safety guidelines to the work environment.
5. Understand the status of the student while in training shall be that of student; however, work standards expected of the student will be the same as those expected of other beginning workers.
6. Function as a training site; as such, a mentor will be assigned to the student. This mentor will be allowed time to work with the student so that this CTE internship experience will be a viable educational experience.
7. Provide a variety of related experiences for the student consistent with his/her career/occupational competencies.
8. Follow the training plan (a schedule of organized and progressive work experiences) to be performed at the training site.
9. Understand that once a position is accepted, a commitment has been made to the student. It is expected that the student will be at the field experience site for the duration of the CTE internship unless a serious situation arises or prior arrangements have been made.
10. Exercise confidentiality with regard to information gained during the CTE Internship Program.
11. Assist in the evaluation of the student.
12. Contact the teacher/coordinator if any problems arise regarding the student.
13. Work with the teacher/coordinator to mutually agree to transfer or withdraw the student when he/she deems such actions to be in the best interest of those concerned.

Teacher/Coordinator

The teacher/coordinator agrees to:

1. Ensure the enrollment of the student is in a state-approved Career and Technical Education Internship Program.
2. Provide related classroom instruction, including safety instruction (especially for hazardous occupations) and make provisions for the student to receive additional workplace readiness instruction.
3. Periodically observe the student at the field experience site and visit with the field experience mentor in order to aid in the student's development.
4. Consult with the field experience mentor in the evaluation of the student.

By signing below, each party agrees to the terms of this agreement and the rules, regulations, and provisions of the CTE Internship Program. Failure to comply with this agreement, in whole or in part, may result in the dismissal of the student from the CTE Internship Program, disciplinary action, possible failure of the course, and/or loss of credit.

Student (Print)	Signature	Date
Parent/Guardian (Print)	Signature	Date
Field Experience Mentor (Print)	Signature	Date
Teacher/Coordinator (Print)	Signature	Date

Tolleson Union High School District #214
CTE Internship Program
2026-2027

CONFIDENTIALITY AGREEMENT

I understand that I may have access to confidential patient/client information and confidential information about the business and financial interests of my employer (referred to as "Business Partner" in this Agreement). I understand that confidential information is protected in every form, such as written records and correspondence, oral communications, and computer programs and applications.

I agree to comply with all existing and future "Business Partner" policies and procedures to protect the confidentiality of confidential information. I agree not to use, copy, make notes regarding, remove, release, or disclose confidential information unless permitted by the "Business Partner" policy.

I agree not to share or release any authentication code or device, password, key card, or identification badge to any other person, and I agree not to use or release anyone else's authentication code or device, password, key card, or identification badge. I agree not to allow any other person to have access to the "Business Partner's" information systems under my authentication code or device, password, key card, or identification badge. I agree to notify the appropriate administrator immediately if I become aware that another person has access to my authentication code or device, password, key card, or identification badge, or otherwise has unauthorized access to the "Business Partner's" information system or records.

I agree that my obligations under this Agreement continue after my employment or my time as a volunteer/ employee intern is complete.

I agree that in the event I breach any provision of this Agreement, the "Business Partner" has the right to reprimand me or to suspend or terminate my employment or volunteer status with or without notice at the discretion of the "Business Partner," and that I may be subject to penalties or liabilities under state or federal laws. I agree that if the "Business Partner" prevails in any action to enforce this Agreement, the "Business Partner" will be entitled to collect its expenses, including reasonable attorney's fees and court costs.

If the student is under 18 years of age, the undersigned parent/guardian agrees to the terms and conditions above. The undersigned parent/guardian also agrees that he or she may be subject to liabilities incurred by the student.

Field Experience Mentor (Print)	Signature	Date
Student (Print)	Signature	Date

If student is under 18 years of age, a parent/guardian signature is required.

Parent/Guardian (Print)	Signature	Date

Tolleson Union High School District #214
CTE Internship Program
2026-2027
LIABILITY AND MEDIA RELEASE

Student Name (Print)	Age
Address	City/State/Zip Code
Parent/Guardian Phone Number	Email Address

In consideration of Tolleson Union High School District wishing to photograph or interview me and in consideration of the use of the facilities and services provided to me by the Tolleson Union High School District, the undersigned, both individually and on behalf of the undersigned's children, spouses, heirs and legal representatives, does hereby:

1. Consent to the use and release to Tolleson Union High School District the use of my name and my likeness, whether in still, motion pictures, or video tape, my photograph and/or other reproduction of me or my property, including my voice and features, with or without my name, for any editorial, promotion, trade business, or other purpose whatsoever. Tolleson Union High School District may exercise its rights in any way it sees fit for its productions, for advertising, and for other purposes. I intend for Tolleson Union High School District to rely upon this release and understand that it is irrevocable; and

2. Agrees to release, not to sue, and to indemnify and hold Tolleson Union High School District from, and against any and all injuries, claims, demands, damages, actions, causes of action, suits, or judgments of any kind or nature whatsoever (including attorneys' fees and other costs in the defense of any such claim or suit) brought by myself or on behalf of myself as a result of any loss, damage, or injury to any persons or property arising out of or in any way relating to any action, inaction, or participation in any video or photographic productions of the Tolleson Union High School District.

The undersigned further agrees that Tolleson Union High School District may use, or cause to be used, these items for any and all broadcasts, publications, or reproductions without limitation or reservation or any fee.

Student (Print)	Signature	Date
Parent/Guardian (Print)	Signature	Date

Tolleson Union High School District #214
CTE Internship Program
Medical/Emergency Contact Form
2026-2027

GENERAL INFORMATION

Student Name/Student ID #	Gender	Grade	DOB

Home Address	Mailing Address
Custodial Information (Name)	**Phone Number**
Cell Phone	**Email Address**
Home Address	**Other Notes:**

IN CASE OF EMERGENCY: Names of persons who can assume temporary responsibility

Name	Relationship	Home Phone	Work Phone	Other Phone
Name	**Relationship**	**Home Phone**	**Work Phone**	**Other Phone**

Physician	Phone Number	Other

_____I, the undersigned parent/guardian, give my consent for the internship mentor to receive this contact information.
_____I, the undersigned parent/guardian, give my consent for the internship mentor to release my child to be taken by ambulance to the nearest hospital in case of emergency.

_____I understand that Tolleson Union High School District nor my child's internship mentor not provide accident medical/dental coverage for students for injuries/illnesses occurring at school or at the internship site.
_____I further acknowledge that I am financially responsible for medical, dental, ambulance, or other health care expenses or transportation of my child home, which might occur as a result of such illness or injury.

Signature Parent/Guardian _____ Date: _____

Tolleson Union High School District #214
CTE Internship Program
2026-2027
PRIVATE VEHICLE CONSENT FORM

We/I give my permission for my son/daughter, _____, to:

_____ Drive his/her private vehicle from the high school to and from/home from their internship site

_____ Drive himself/herself and other interns from the high school to and from/home from their internship site

_____ Ride with other interns from the high school to and from/home from their internship site

I understand that I am responsible for insurance on the private vehicle that my son/daughter will be driving, and that the instructor and Tolleson Union High School District is not responsible for the insurance on private vehicles in which my son/daughter is a passenger. I also understand the instructor and Tolleson Union High School District is not responsible for the route taken by my son/daughter in a private vehicle to and from the internship class and that there will be no supervision by the instructor or Tolleson Union High School District in a private vehicle.

I understand that Tolleson Union High School District, Tolleson Union High School District Administration, and the instructor assume no responsibility when a student travels in a private vehicle.

Please Note: Release to be initialed by Parent and Student Intern

____ and ____ **Release/Flextime:** During the student's internship time, they ***will not*** be in class. Some students will complete their internship hours during their scheduled class time, while others will complete their hours before/after school and/or on weekends. This flextime schedule means the student will be released and ***should not be on campus***.

Student (Print)	Signature	Date
Parent/Guardian (Print)	Signature	Date

Tolleson Union High School District #214
CTE Internship Program--Work Based Learning Journal
2026-2027

Intern Name _____ Mentor Signature _____

Completed Logs will be uploaded to student's Canvas weekly.

Intern Hours Log **Week of _____**							
Dates	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times							
Total Hours							

Total Hours for Week _____

Journal Writing Prompts (select a few writing prompts for your intern journal log)

1. What did you do today? What was your role? What did you contribute?
2. What was accomplished?
3. Were you comfortable or uncomfortable today?
4. Did anything frustrate you?
5. What was the best/worst/most challenging thing that happened?
6. Describe the people you met today. What were your interactions like?
7. How did people respond to you?
8. Describe the atmosphere. Invite reflection on the senses: What did you see? Hear? Smell? Taste? Touch?
9. What happened as a result of your work? Who or what will see a benefit?
10. What was this experience like for you?
11. What feelings or emotions (if any) did you experience?
12. What did you appreciate about another person, the site, your experience, etc.?
13. How did the actual experience compare to your expectations?
14. What did you learn about yourself from this experience?
15. How did this experience affect your future career goals?
16. Describe the main points you learned today providing specific examples. What did you learn today that surprised you? Be sure to write down any questions you have at the end of the day.
17. Describe those activities you found most and least effective in terms of your learning throughout the day and why.
18. When did you feel uncomfortable and/or unprepared? Why?
19. Describe a communication encounter you experienced at your site today?
20. What was your Aha Moment this week?

Use a variety of journal entry prompts, do not repeat them.

Tolleson Union High School District #214
CTE Internship Program--Work Based Learning Journal
2026-2027

Week of _____ Day: _____
Journal Entry:

Week of _____ Day: _____
Journal Entry:

Week of _____ Day: _____
Journal Entry:

Week of _____ Day: _____
Journal Entry:

Week of _____ Day: _____
Journal Entry:

Tolleson Union High School District #214
CTE Internship Program
2026-2027

PROFESSIONAL INTERNSHIP STUDENT PERFORMANCE EVALUATION

Student's Name

School Name

Mentor's Name

Mentor's Phone Number

Evaluation, each quarter (each 9 weeks)
(Check One) ☐ 1st ☐ 2nd
(Check One) ☐ 3rd ☐ 4th

Mentor's Title/Company

DIRECTIONS
Please put a check mark in the box for each section of the evaluation using the following rating scale.

1	2	3	4
Unacceptable **(Consistently or excessively poor performance)**	**Below Expectations** **(Remedial intervention needed to be brought up to appropriate level)**	**Meets Expectations** **(Represents the student's fair share of the work or a reasonable level of conduct; sometimes exceeds or falls slightly below expectations)**	**Exceeds Expectations** **(Consistently meets expectations)**

WORK HABITS

		1	2	3	4	N/A
1.	Understands job responsibilities and related operations.					
2.	Completes work assignments accurately, thoroughly, and on time.					

		1	2	3	4	N/A
3.	Read and complies with all federal, state, and local laws, rules, guidelines, and policies (i.e., safety, attendance, sexual harassment, FLSA, OSHA, time reporting, etc.).					
4.	Clearly and effectively communicates and expresses ideas and information to customers, co-workers, members of the public, supervisors, and management.					
5.	Resolves problems in an efficient, safe, and effective manner.					
6.	Accountable and accepts responsibility for own actions.					
7.	Organizes and plans work assignments to meet objectives.					
8.	Responsive and courteous to customers, members of the public, co-workers, supervisors, and management.					
9.	Receptive to directions and accepts feedback in a positive manner.					
10.	Adheres to ethical standards of profession while conducting activities.					

WORK SKILLS

		1	2	3	4	N/A
1.	Regularly reports to internship site and on time.					
2.	Works effectively and cooperatively with others.					
3.	Displays enthusiasm toward the work site.					
4.	Follows verbal and written directions effectively.					
5.	Displays initiative and self-motivation.					

CAREER DEVELOPMENT

		1	2	3	4	N/A
1.	Demonstrates progress in learning career-related skills.					

		1	2	3	4	N/A
2.	Contributes to and/or improves existing processes and/or introduces new methods.					
3.	Increases personal skills, knowledge, and technical basics.					
4.	Displays skills/abilities necessary for success in the career field.					
5.	Displays interest and continued learning in the career field.					

I have reviewed the above evaluation with my mentor. ☐ Yes ☐ No

Student (Print)	Signature	Date
Mentor (Print)	Signature	Date
Internship Teacher (Print)	Signature	Date

CTE Internship Class Essay

- Must have at least **five** complete sentences for each paragraph typed.
- 10 pts. off if paragraphs are not five sentences long/not done using detail.

First Paragraph:

Why did you want to participate in Work Based Learning and take the CTE Internship course? What lessons were most helpful to you during the time you spent in your 2-year CTE program and why? (Resumes, interviewing skills, soft skills, etc.)

Second Paragraph:

What were the most important/interesting/learning experiences you were expecting to attain during your time in the CTE Internship Program? (Soft skills, communication, technical skills, etc.) What skills have you developed that have better prepared you for the workforce after taking the CTE Internship Class?

Third Paragraph:

What are your goals for second semester. Please include academic and internship goals.

Name: _____

_____/ 100

CTE Internship Class Essay

- Must have at least **five** complete sentences for each paragraph typed.
- 10 pts. off if paragraphs are not five sentences long/not done using detail.

First Paragraph:

Why did you want to participate in Work Based Learning and take the CTE Internship course? What lessons were most helpful to you during the time you spent in your 2-year CTE program and why? (Resumes, interviewing skills, soft skills, etc.)

Second Paragraph:

What were the most important/interesting/learning experiences you were expecting to attain during your time in the CTE Internship Program? (Soft skills, communication, technical skills, etc.) What skills have you developed that have better prepared you for the workforce after taking the CTE Internship Class?

Third Paragraph:

What are your future goals after high school? What would you recommend for improvements for next year's CTE programs?

Fourth Paragraph:

A thank you to your CTE program area teacher/s and internship mentor.

Name: _____

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