Internships

Internships help students move from school to the workplace by offering "hands-on" learning, in real work settings, over a relatively long period of time. They are school-supervised and may be paid or unpaid. The internship is designed to give students a better sense of the jobs within a particular industry; to provide students with information about all aspects of the business; and to aid them in understanding, through experience, how each part of a company aids another in meeting the goals and objectives of a business or industry.

Work Experience Programs

The goal of a Work Experience program is for students to learn employability skills in a work setting. This program is implemented in much the same way as the Employability Skills Certificate Program, except the work-based training plan is based on either 21st Century Skills or local employability skills.

Youth Leadership Skill Standards Certificate Program

Youth leadership skill standards certificate programs are designed to help youth gain confidence and competence as leaders in school, workplace, and community settings.

Cooperative Education Programs (Co-op)

"Traditional" cooperative education programs are implemented in much the same way as the state certified co-op programs, except that the work-based training plan typically includes local competencies and no state certificate is issued, although many districts award local certificates. Please see the chart in the center of this document for program areas.

Assistant Child Care Teacher Program (ACCT)

To work as an assistant in a child care center, students can choose the ACCT program. To receive certification as an Assistant Child Care Teacher, student enrollees must be 16 or 12th graders or at least 17 years of age in the semester of enrollment. Students must also be enrolled in a DPI approved ACCT course taught by a vocationally certified teacher in child services.

The student may enroll in a co-operative education skill standards certificate program leading to a DPI certificate as a Child Care Teacher (CCT). Students with an ACCT certificate may work in a child care facility beginning at age 17. Without this certificate, individuals are prohibited from working as an ACCT prior to age 18.

Infant Toddler Skills Certificate

In addition to the ACCT Certification, a student could enroll in the Infant Toddler Certificate program. This enables students to work in a child care setting with children ages birth to three in a regulated child care setting.

Information regarding DPI Programs is available on the DPI Workbased Education website: http://dpi.wi.gov/cte/workbase.html

Service Learning:

Academic service-learning meaningfully engages students as they adapt, synthesize, and apply the skills and knowledge gained in the formal academic curriculum as they address an identified need in the community. Teachers guide students through a learning process that facilitates high academic performance and empowers students to enact genuine social change on relevant issues. Information regarding Service Learning Programs can be obtained by contacting http://dpi.wi.gov/cte/hr/myserv.html.

School-Based Enterprise

"School-based enterprises (SBE) are effective educational tools in helping to prepare students for the transition from school to work or college. For many students, they provide the first work experience; for others, they provide an opportunity to build management, supervision and leadership skills." SBE activities help increase students' skills in management, problem solving, business operations, management and working in teams. For more information, please see http://schoolsbasedenterprises.org/

Supervised Agriculture Experience (SAE) Program

The Supervised Agricultural Experience (SAE) programs are school-supervised work experiences in any agricultural-related area. The SAE allows for the application of concepts and principles learned in agriculture education classes. Students may start their own businesses or work for others. There are 47 areas of proficiency recognized by Wisconsin's agricultural businesses and industries; they reward outstanding FFA members with $70,000 worth of sponsorship annually. For more information, see https://www.ffa.org/AboutWhoWeAre/SAE/Pages/default.aspx

Wisconsin Department of Public Instruction (DPI)

Department of Workforce Development (DWD)

09/2012

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability.

Wisconsin Youth Apprenticeship Program

The standard Youth Apprenticeship model is a two-year program for high school juniors and seniors requiring a minimum of 900 hours of paid work-based learning and four components of classroom instruction, on industry-developed skill standards and a state-issued competency checklist. Students may enroll in a Level One program where they must complete a minimum of 450 hours of paid work-based learning and two semesters of related classroom instruction while they are in the program. Classroom instruction must be integrated with worksite training. The Department of Workforce Development (DWD) issues a Certificate of Occupational Proficiency to students who successfully complete the program. Local youth apprenticeship partnerships must be approved by the DWD to operate a youth apprenticeship program. Information about the Youth Apprenticeship Program can be obtained from the Department of Workforce Development website at: http://dwd.wisconsin.gov/youth apprenticeship/ or by calling (608) 267-7944.

Employability Skills Certificate Program

The intent of the Wisconsin Employability Skills Certificate Program is to recognize a student's mastery of employability skills valued by employers, to help students explore career interests, and to provide a state credential of student mastery. This program allows:

- Students to document their employability skills
- Employers to assess student's skills they are looking for in quality employees
- Educators to customize instruction to help learners to acquire skills that today's workplace requires.

The Employability Skills Certificate Program consists of the following required components:

- Reinforcing 21st Century Skills in Personal Work Habits and Attitude
- Completion of 90 on-the-job paid work hours
- Career Exploration and Planning.

Information regarding DPI Programs is available on the DPI Workbased Education website: http://dpi.wi.gov/cte/workbase.html

Cooperative Education Skill Standards Certificate Program

Wisconsin's Cooperative Education Skill Standards Certificate Program is designed in partnership with business and industry representatives, and educators around the integration of school-based and work-based learning and appropriate career development practices. The program is designed to provide paid work experience for junior and senior high school students which contributes substantially to their educational and occupational development. Students learn technical tasks and employability skills validated by business and industry representatives in cooperation with high school, technical college and university instructors. The student attends school part of the day and works part of the day. A licensed teacher supervises this arrangement in one of the following areas: agriculture, business, family and consumer, health science, marketing, or technology education.

The student's job is matched with a career interest in one of these areas. The student also takes a high school course in the related area; this course may be eligible for transfer credits to a technical college or four-year college.

Job Shadowing

Job shadowing is a school-supervised career exploration activity, which can begin in middle school and continue through high school. Students visit workplaces and "shadow" employees as they work and perform their jobs. Job shadows are designed to be short term. Job shadowing emphasizes observing the workplace, not participating as a productive worker. The job shadow provides the student a meaningful introduction to the world of work and provides a context for understanding the relationship and interaction between the academics taught in the classroom and the workplace.
## School-Supervised Work-Based Opportunities for Wisconsin Secondary Students

Wisconsin students have many opportunities to learn about the world of work. The majority of students work sometime during their high school years. Students who participate in school-supervised work-based learning have additional opportunities to gain employability skills, and with many programs, occupational skills related to their high school courses. School-supervised work-based learning reinforces the connection between work and school, provides an opportunity for meaningful contact with adults/mentors, improves their chances for successful employment as young adults, and helps solidify career interests.

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<td>Typical Time to Complete</td>
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<td>1 year</td>
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<td>Varies</td>
<td>1 year</td>
<td>Varies</td>
<td>hours/days</td>
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## Content Areas

### Content Areas:

- Auto Collision
- Auto Technician
- Biotechnology
- Drafting & Design/Architecture
- Drafting & Design/Engineering
- Drafting & Design/Mechanical
- Finance
- Graphic Arts/Printing
- Health Services
- Hospitality, Lodging & Tourism
- Information Technology
- Logistics
- Manufacturing
- Production Ag/Animal
- Production Ag/Soils & Crops
- Welding

### Content Areas with skills related to:

1. Communicates, collaborates and fosters positive relationships with others
2. Demonstrates integrity and performs quality work
3. Shows initiative and adapts to change
4. Applies job-related technology, information and media

### Content Areas including:

1) Industry Certification
2) Internships
3) School-Based Enterprise
4) Supervised Agriculture Experience

### Content Areas:

- Agriculture Education
- Business Education
- Family & Consumer Education
- Health Occupations
- Marketing Education
- Technology Education

### Any content area:

1. Self management
2. Communication and critical-thinking skills: listening, reading, speaking, writing, and observation
3. Information, media, technology
4. Interpersonal, conflict management, democratic, organizational and small group skills
5. Ethical principles and behaviors
6. Democratic discussion and problem-solving; reasoned action skills