**CTE/Professional Internship Program   
Work Based Learning  
TRAINING PLAN EXAMPLE**

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

Other:

Student-Learner Name:

Business Partner Employer-Mentor:

Business Partner Company:

Teacher-Coordinator:

Student-Learner Career Goal: To obtain a work-based learning experience in my career choice.

*Purpose of the Training Plan:* The Training Plan is a mutually agreed upon guide among the Business Partner Employer-Mentor, the Student-Learner and Teacher-Coordinator as the targeted progression of skills to be obtained by the Student-Learner on the training 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 quarterly.

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| **Standards/Competencies**  *(Program Expectations can include Workplace Standards and State CTE Program Standards)* | **Goal**  **Date** | **Date Achieved** | **Mentor’s Initials** |
| **1.0: CONDUCT A CAREER SURVEY FOR AUTOMOTIVE TECHNOLOGIES** |  |  |  |
| **2.0: DEVELOP JOB SEARCH SKILLS TO OBTAIN A JOB IN THE AUTOMOTIVE INDUSTRY** |  |  |  |
| **3.0: PRACTICE EMPLOYABILITY SKILLS FOR THE AUTOMOTIVE INDUSTRY** |  |  |  |
| **4.0: CHARACTERIZE APPROPRIATE WORK HABITS FOR SUCCESSFUL EMPLOYMENT IN THE AUTOMOTIVE INDUSTRY** |  |  |  |
| **5.0: PARTICIPATE IN LEADERSHIP ACTIVITIES SUCH AS THOSE SUPPORTED BY THE CAREER AND TECHNICAL STUDENT ORGANIZATION SkillsUSA** |  |  |  |
| **6.0: EXPLORE THE LEGAL AND ETHICAL ENVIRONMENT OF THE AUTOMOTIVE INDUSTRY** |  |  |  |
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**Please note:** *Your goal is to complete at least 12 of the 15 competencies listed above – 80%.*

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| **Business Partner Mentor-Employer Goals**  *(Goals can include specific job functions or goals)* | **Goal**  **Date** | **Date Achieved** | **Mentor’s Initials** |
| **Company philosophy and/or mission statement** |  |  |  |
| **Company policy and procedures including attendance** *(Who do I contact when I need to miss a day?)* |  |  |  |
| **Company safety standards** |  |  |  |
| **Company hierarchy** |  |  |  |
| **Company hiring and promotion process** |  |  |  |
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| ***Identify with your mentor at least three other goals.*** |  |  |  |
| **Student-Learning Goals**  *(Goals will include skill sets leading to career goal)* | **Goal**  **Date** | **Date Achieved** | **Mentor’s Initials** |
| **To obtain a work-based learning experience in my career choice.** |  |  |  |
| **To obtain mastery in 80% of my competencies.** |  |  |  |
| **To complete the required hours for my work-based learning experience.** |  |  |  |
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***Identify at least three other goals.***

The Business Partner Employer-Mentor carries the responsibility to comply with all applicable federal and state laws. The Student-Learner is covered by (enter District insurance information here). The ENTER DISTRICT NAME HERE 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-Learner 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-learner.

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

Business Partner Employer-Mentor: Date:

Student-Learner: Date:

Teacher-Coordinator: Date:

*Original: Teacher-Coordinator; Copies to: Student-Learner, Business Partner Employer-Mentor*