

CTE INTERNSHIP TRACKING SHEET

Once the student secures their placement and finishes the necessary paperwork.

TIME CARD #1

STUDENTS

- ☐ Attend Orientation at the district office
- ☐ Set Up LinkedIn
- ☐ Workplace Safety Quiz
- ☐ LinkedIn Post #1
- ☐ Teacher Check-in + Schedule Check-in #2
- ☐ Turn-in Time Card #1

TEACHERS

- ☐ Build a LinkedIn account if you don't already have one
- ☐ Ensure that timecards are accurately filled out
- ☐ Review students' LinkedIn profiles for professionalism
- ☐ Sign time card #1 and keep until the end of the semester
- ☐ Give student time card #2
- ☐ Enter grade (It is a pass/fail course)

STUDENTS

TIME CARD #2

TEACHERS

- ☐ Networking & Safety Quiz
- ☐ Add 3 New Skills to LinkedIn
- ☐ LinkedIn Post #2
- ☐ Teacher Check-in + Schedule Check-in #3
- ☐ Turn-in Time Card #2
- ☐ Pick-up Time Card #3

- ☐ Ensure that timecards are accurately filled out
- ☐ Review students' LinkedIn profiles for professionalism
- ☐ Address any concerns and provide support
- ☐ Sign time card #2 and keep until the end of the semester
- ☐ Give student time card #3
- ☐ Enter grade (It is a pass/fail course)

STUDENTS

TIME CARD #3

TEACHERS

- ☐ Have employer endorse 3-5 skills on LinkedIn
- ☐ LinkedIn Post #3
- ☐ LinkedIn Post #4
- ☐ Teacher Check-in + schedule exit meeting
- ☐ Turn-in Time Card #3
- ☐ Pick-up Time Card #4

- ☐ Ensure that timecards are accurately filled out
- ☐ Review students' LinkedIn profiles for professionalism
- ☐ Address any concerns and provide support
- ☐ Sign time card #3 and keep until the end of the semester
- ☐ Give student time card #4
- ☐ Enter grade (It is a pass/fail course)

STUDENTS

TIME CARD #4

TEACHERS

- ☐ Attend Exit Meeting at district office
- ☐ Final LinkedIn Project Post #5
- ☐ Student Survey
- ☐ Employer Survey
- ☐ Turn-in Time Card #4

- ☐ Ensure that timecards are accurately filled out
- ☐ Ensure student attends exit meeting at district office
- ☐ Sign time card #4
- ☐ Enter grade (It is a pass/fail course)
- ☐ Send all timecards to district office to be filed