



# Capstone Internship Experience I



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The purpose of this document is to communicate the required Career and Technical Education (CTE) academic standards for the Capstone Internship Experience I. The academic standards in this document are theoretical and performance-based. The standards contain content from Colorado, Maryland, Tennessee, and Texas and were validated by D.C. business and industry partners. All content is used with permission.

This document is intended for use by educational administrators and practitioners. A similar document is available for each state-approved CTE Program of Study.



## Course Standards

### Capstone Internship Experience I

1. **General requirements.** This course is recommended for students in Grades 11 and 12. The Capstone Internship Experience course is a paid or unpaid internship experience for students participating in a coherent sequence of career and technical education courses in an OSSE-approved program of study. Eligible students must have completed the first two courses in their program of study AND have either completed or be concurrently enrolled in the third course of their program of study to participate in Capstone Internship Experience I. Students shall be awarded one credit for successful completion of this course.
2. **Introduction**
  - A. Career and technical education instruction provides content aligned with challenging academic standards and relevant technical knowledge and skills for students to further their education and succeed in current or emerging professions.
  - B. Students in the Capstone Internship Experience I will concurrently learn and apply advanced concepts of professional/essential skills in the classroom setting and/or in the workplace. In addition, students will apply technical skills pertaining to their chosen program of study in a direct mentorship by individuals in professional settings.
  - C. Students are encouraged to participate in extended learning experiences such as career and technical student organizations and other leadership or extracurricular organizations.
3. **Knowledge and skills.**
  - A. **The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:**
    1. Participate in a paid or unpaid, laboratory- or work-based application of previously studied knowledge and skills related to their CTE program of study;
    2. Where applicable, participate in training, education, or preparation for licensure, certification, or other relevant credentials to prepare for employment;
    3. Demonstrate professional standards and personal qualities needed to be employable such as leadership, teamwork, appreciation for diversity, conflict management, work ethic, and adaptability with increased fluency;
    4. Demonstrate technology applications skills such as effective use of social media, email, Internet, publishing tools, presentation tools, spreadsheets, or databases to enhance work products with increased fluency; and
    5. Employ effective planning and time-management skills with increased fluency by prioritizing tasks, following schedules, and tending to goal-relevant activities in a way that uses time wisely and optimizes efficiency and results.



- B. The student implements advanced professional communications strategies. The student is expected to:**
1. Demonstrate verbal and non-verbal communication consistently in a clear, concise, and effective manner;
  2. Analyze, interpret, and effectively communicate information, data, and observations;
  3. Create and deliver formal and informal presentations in an effective manner; and
  4. Observe and interpret verbal and nonverbal cues and behaviors to enhance communication.
- C. The student applies concepts of critical thinking and problem solving. The student is expected to:**
1. Employ critical-thinking skills with increased fluency both independently and in groups to solve problems and make decisions; and
  2. Analyze elements of a problem to develop creative and innovative solutions.
- D. The student understands the professional, ethical, and legal responsibilities in government and public administration. The student is expected to:**
1. Demonstrate a positive, productive work ethic by performing assigned tasks as directed;
  2. Show integrity by choosing the ethical course of action when making decisions; and
  3. Comply with all applicable rules, laws, and regulations in a consistent manner.
- E. The student conducts a project related to their chosen program of study using analytical problem-solving techniques. The student is expected to:**
1. Conduct, document, and evaluate learning activities in a supervised internship, mentorship, or apprenticeship experience;
  2. Research a problem, complete a feasibility study, or complete a product evaluation related to an issue in their chosen program of study;
  3. Collect primary data such as interviews, surveys, and observations;
  4. Interpret and present quantitative data;
  5. Evaluate strengths and weaknesses in technical skill proficiency; and
  6. Collect representative work samples.