

Government Internship Program Students

complete objectives and activities that deal with the following

Alaska Content Standards

EMPLOYABILITY

A. A student should be able to develop and be able to use employability skills in order to effectively make the transition from school to work and life-long learning.

A student who meets the content standard should:

1. develop and maintain a work ethic necessary for success in the workplace that includes honesty, integrity, dependability, punctuality, self discipline, initiative, reliability, accuracy, productivity, respect and perseverance;
2. understand how to apply skills and academic knowledge in a variety of work settings
3. understand the process for seeking employment including resume development, application completion, interview skills and appropriate dress for work settings;
5. understand how the individual job fits into the overall organization and how the organization fits into the overall economy
7. understand employer and employee rights and responsibilities.

B. A student should be able to identify career interests and plan for career options.

A student who meets the content standard should

1. identify and appreciate personal interests, aptitudes, abilities, and priorities;
2. identify possible career options, considering both employment and self employment and understand how changes in the workplace affect career choice;
4. identify education and/or training needed for career options and advancement, and develop a career plan, and;
5. identify resources available to support education and training related to career possibilities.

TECHNOLOGY

A. A student should be able to operate technology-based tools.

A student who meets the content standard should:

1. use a computer to enter and retrieve information;
2. use technological tools for learning, communications, and productivity;
3. use local and world-wide networks

B. A student should be able to use technology to locate, select, and manage information.

A student who meets the content standard should:

1. identify and locate information sources using technology;
2. choose sources of information from a variety of media, and
3. select relevant information by applying accepted research methods.

GOVERNMENT AND CITIZENSHIP

B. A student should understand the constitutional foundations of the American political system and the democratic ideals of this nation.

A student who meets the content standard should:

4. Understand the importance of individuals, public opinion, media, political parties, associations, and groups in forming and carrying out public policy

C. A student should understand the character of government of the state.

A student who meets the content standard should:

1. Understand the various forms of the state's local governments and the agencies and commissions that influence students' lives and property;
2. Accept responsibility for protecting and enhancing the quality of life in the state through the political and governmental processes;

ENGLISH/LANGUAGE ARTS

A. A student should be able to speak and write well for a variety of purposes and audiences.

A student who meets the content standard should:

1. apply elements of effective writing and speaking; these elements include ideas, organization, vocabulary, sentence structure, and personal style;
2. in writing, demonstrate skills in sentence and paragraph structure, including grammar, spelling capitalization, and punctuation;
4. write and speak well to inform, to describe, to entertain, to persuade, and to clarify thinking in a variety of formats, including technical communication;
5. revise, edit, and publish the students's own writing as appropriate

B. A student should be a competent and thoughtful reader, listener, and viewer of literature, technical materials, and a variety of other information.

A student who meets the content standard should

1. comprehend meaning from written text and oral and visual information by applying a variety of reading listening, and viewing strategies; these strategies include phonic, context, and vocabulary cues in reading, critical viewing, and active listening;
2. reflect on, analyze, and evaluate a variety of oral, written, and visual information and experiences, including discussions, lectures, art, movies, television, technical materials, and literature; and
3. relate what the student views, reads, and hears to practical purposes in the student's own life, to the world outside, and to other texts and experiences.

LIBRARY/INFORMATION LITERACY

C. A student should understand and use research processes necessary to locate, evaluate, and communicate information and ideas.

A student who meets the content standard should:

1. state a problem, question, or information need;
2. consider the variety of available resources and determine which are most likely to be useful;
3. access information;
4. evaluate the validity, relevancy, currency and accuracy of information;
5. organize and use information to create a product; and
6. evaluate the effectiveness of the product to communicate the intended message.

Alaska Content Standards

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Government Intern Objectives and Activities

Objective 1: Use employability skills to successfully complete practical work experience and job shadowing in various workplaces.

Alaska Content Standards met: Employability A 1., 2, 5, 7

Activities: Complete the required number of hours at the assigned work station
Develop and discuss the qualities of good employees
Contrast employer and employee rights and responsibilities
Outline the need for safe practices in the workplace
Evaluate your work experience daily and weekly
Write thank you letters to supervisors and others

Objective 2: Identify career interests and plan for career options.

Alaska Content Standards met: Employability A 1, 2, B 1, 2, 4, 5
Technology A 1, 2, 3, B 1, 2, 3
English/Language Arts A 1, 2, 4, 5, B 1, 2, 3

Activities: Complete and analyze career decision making tests
Use labor market information to evaluate your career option
Explore Workplace Alaska and Alaska Job Center Network
Tour the University of Alaska Southeast
Discuss educational options with professionals in the field
Use AKCIS to identify educational options for a career area

Objective 3: Develop employability and job-seeking skills to effectively make the transition from school to work and life-long learning.

Alaska Content Standards met: Employability A 1, 2, 3,
Technology A 1, 2, 3, B 1, 2, 3
English/Language Arts A 1, 2, 4, 5, B 1, 2, 3
Library/Information literacy C 1, 2, 3, 4, 5, 6

Activities: Use AKCIS and other resources to study employability skills
Chart the process for seeking employment
Contrast working for others with self-employment
Develop a hard copy and disk version of a sample resume
Complete a generic job application
Participate in interview simulations

Objective 4: Mentor and team with Alaska Close up students as you complete a selection of Alaska Close Up activities

Alaska Content Standards met: See Alaska Close Up Content Standards

Activities: Participate in local project activities
 Discuss items of interest with legislators
 Mentor Alaska Close Up students as they research bills
 Participate in Standing Committee Simulation
 Complete other Alaska Close Up activities as assigned