

# OHHS Career and Technology Business Education

## TEACHER ASSISTANT INTERNSHIP

**Course Code:** CTO3TA  
**Grade:** 11 and 12  
**Length:** One Trimester  
**Course Fees:** None



### Pre-requisites:

- **Students must have a clean attendance and discipline record for the trimester prior to their enrollment into the TA program.**
  - ▶ **Less than 20 absences**
  - ▶ **Discipline may not include – unsafe behavior, fighting, theft, destruction of property, self-harm, truancy or uncompliant actions.**
- **Student must have 11<sup>th</sup> or 12<sup>th</sup> grade standing**
- **Student must apply for TA position between pre-registration and registration**
- **Only one TA is permitted per department and/or officer per period**
- **A student may TA one period per trimester, with a maximum of one TA credit counting toward graduation**
- **To be a TA Internship 2 student you must have completed the TA I Internship course with a passing grade.**

### Application Process:

- **Students Pre-register for TA Internship during Pre-registration process**
- **Students pick up contract/application form in Counseling Center**
- **Student needs to fill out Teacher Assistant Internship application form**
- **Student will request discipline and attendance records from Ms. Bunch and attach them to their application**
- **Student will submit application to Ms. Underwood before registration begins**
  - **Students who are approved for the course will have the option to add TA into their schedule at the time of registration.**

### **COURSE DESCRIPTION:**

Teacher Assistants at OHHS will no longer just be TA's, they will be Interns. An Intern is “an advanced student or graduate in a professional field . . . gaining supervised practical experience . . .” (Meriam-Webster, 1998).

During this internship you will:

- Learn and understand procedures related to being a teacher's assistant.
- Learn professionalism in performing your duties as a teacher's assistant that will follow you into the workplace.
- Understand basic office procedures and topics such as:
  - Quality Performance
  - Confidentiality
  - Work Ethic
  - Telephone Etiquette
  - Professionalism
  - Filing Procedures
  - Customer Service Techniques
  - Teen Work Law

**COURSE RESOURCES:** None at this time

**GRADING:** This course is pass/fail. Students will be required to earn an 80% or higher in order to receive a grade of Pass. A student's grade will be based on the following:

40% Assessments

30% [Homework](#)

30% Participation

## TA Internship - 2

- ▶▶ Points will be given and a grade based on your percentage of points on evaluations and unit packets. 80-80% P 79.9 and Below% F

### Assessments-Teacher/Supervisor Evaluation:

Twice a Trimester the students Supervisor (the staff member the student TA's for) will be asked to complete an evaluation based on the students work over the time period.

### Homework -Weekly Assignments:

Each week students will complete online assignments. See the Instructional Units section below.

### Participation:

The scale below will be used to determine this portion of your grade by participation for each month. Only school related absences (field trips, athletic events, etc) will not count in the days of missed participation number. Students will be able to make up missed days by working for their supervisors at a time outside their TA period as determined by the student and their supervisor.

<u>Days of missed Participation</u>	<u>Grade</u>
0-2	A
3-4	B
5-6	C
7-8	D
9+	F

### **MAJOR ASSESSMENTS:**

- ▶▶ Weekly online assignments (See Instructional Units)
- ▶▶ Supervisor Evaluations

### **MATERIALS/SUPPLIES:**

Internet Access

Student Handbook

### **TA INTERSHIP 1 INSTRUCTIONAL UNITS**

- ▶▶ Introduction to class, Confidentiality & Daily Expectations (1 week)
- ▶▶ Using Copy Machines, Recycling and Shredding (2 week)
- ▶▶ Telephone Etiquette (2 weeks)
- ▶▶ Filing (2 weeks)
- ▶▶ Positive Attitude (1 week)
- ▶▶ Empathy (1weeks)
- ▶▶ Dress for Success (1 week)
- ▶▶ Etiquette (1 week)
- ▶▶ Reflection (1 week)

### **TA INTERSHIP 2 INSTRUCTIONAL UNITS:**

- ▶▶ Daily Expectations & Confidentiality
- ▶▶ Ethical Dilemmas
- ▶▶ Lying and Cheating
- ▶▶ Identity Theft
- ▶▶ Employee Theft
- ▶▶ Desirable Traits
- ▶▶ Teen Work Laws
- ▶▶ Work Ethic
- ▶▶ Cost of Employee Absences
- ▶▶ Customer Service
- ▶▶ Procrastination
- ▶▶ Scheduling Life

**PLAGIARISM POLICY (WAYS TO EARN A 0 ON ANY ASSIGNMENT):**

- ▶▶ Any student, who knowingly turns in any work that has been done by someone other than himself or herself, and fraudulently represents it as his/her own, shall be considered to have cheated. Cheating also includes aiding someone else in cheating, the use or preparation of written, pictorial or other materials not authorized by the instructor during a test or assignment, the use of testing materials obtained previous to the test date, or plagiarism of any kind.
- ▶▶ If you plagiarize (take, steal, copy, lift, bootleg, use illegally, breach a copyright) or cheat on any paper, project, test, quiz, etc., you will lose all credit for that assignment.
- ▶▶ If you give your work to another student so they may plagiarize or copy your work, you will also lose all credit for that assignment.
- ▶▶ Students found cheating will also be subject to an office referral, which could result in a suspension.

**RE-DO POLICY**

- ▶▶ Any Daily Work Assignment on which a grade of lower than 80% is earned may be redone.

**LATE WORK POLICY**

- ▶▶ Late work cannot be redone.

**TUTORING AND EXTRA HELP**

- ▶▶ The Business Classroom/Lab will be open at 7:30 in the morning before school and it will stay open until at least 3:00 after school. Students are welcome to come in and type or work on class projects during those hours.
- ▶▶ Students needing extra help will need to check with their teacher for tutoring days or to make an appointment.
- ▶▶ Many days the lab will be open later than 3:00 and students can stay as long as there is a teacher present.
- ▶▶ The lab will be closed Mondays after school because of teacher meetings.

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