

WORKPLACE INTERNSHIPS PROFESSIONAL SCHOOL COUNSELOR RESPONSIBILITY CHECKLIST (*RESOURCE 01-01*)

Please select the correct course code for the type of internship each student will be participating in.

There are three types of internships:

- 1) CDF-Qualifying CTE Internships – internships in companies that operate in one of the industry sectors defined as “high-demand” by the Workforce Investment Council (WIC). See the table on the next page for the most current list of WIC-defined high-demand industry sectors;
- 2) CTE Internships – internships in a workplace but *not* in a high-demand industry sector;
- 3) Non-CTE Internships – internships that do not take place in a workplace. This would include any school office or school store-based internship or an internship in a non-work setting.

Activities like participation in a musical group or babysitting *do not* qualify as internships.

The table below provides the proper course code for each type of internship.

<p>CDF-Qualifying Internships qualify for <i>both</i> the 6% MFP adder paid for all CTE courses <i>and</i> the 6% Career Development Fund (CDF) adder;</p> <p>CTE Internships qualify <i>only</i> for the 6% MFP adder for all CTE courses; and</p> <p>Non-CTE internships do not qualify for any MFP adder. Non-CTE Internships are <u>not</u> part of any Jump Start graduation pathway</p>				
Course Title	Course Code	Carnegie Credits	CTE 6%	CDF 6%
CDF-Qualifying CTE Internship I	080202	1	✓	✓
CDF-Qualifying CTE Internship I	080200	2	✓	✓
CDF-Qualifying CTE Internship II	080203	1	✓	✓
CDF-Qualifying CTE Internship II	080201	2	✓	✓
CTE Internship I	110402	1	✓	
CTE Internship I	110403	2	✓	
CTE Internship II	110404	1	✓	
CTE Internship II	110405	2	✓	
Non-CTE Internship I	400200	1		
Non-CTE Internship I	400210	2		
Non-CTE Internship II	400220	2		
Non-CTE Internship II	400230	1		
Coming Soon: 3 credit internship course codes that will eventually replace Cooperative courses / course codes.				

2015-2016 WIC-Approved High-Demand Industry Sectors

Internships that qualify for the 6% CDF payment ***must*** be in a WIC-approved high-demand industry sector.

In 2015-2016 these sectors include:

<ul style="list-style-type: none">• Automotive Service/Repair• Construction Crafts• Culinary (<i>only</i> for students on a culinary pathway pursuing both the ProStart and ServSafe credentials)	<ul style="list-style-type: none">• Healthcare• HVAC• Information Technology	<ul style="list-style-type: none">• Manufacturing• Pharmacy• Transportation and Logistics
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