		ES 296 Internship Seminar Lesson Plan -- Summer 2009		
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Week #	**Class Date**	**Topic**	**Homework**	
1	16-Jun	Seminar Overview -- expectations; paperwork; add codes; site contracts	On-site CSL objectives worksheet	
		Site Visit Schedules; Objective development	Developing a CSL schedule w/ site supervisor	
		Case Study Assignments	Case Study Handouts	
		Journal and Portfolio information	Complete Bio Worksheet	
		Intern Ettiquette and Protocol	ACE Sample Test questions	
2	23-Jun	Job Search Strategies -- resume writing; bio worksheet	Review Job boards -- bring in interesting looking job postings	
		Employment Resources	Fitnessjobs.com; acsm.healthjobsplus.com	
		Career Center Services Available	GymJob.com; exercisejobs.com	
			ActiveCareers.com	
		Certification Search -- internet search of major certifications	Mastering the Job Search Process in Recreaion and Leisure Services (IDEA R	
			Finalize CSL Paperwork	
3	30-Jun	Developing a Resume	**Bio worksheet Due**	
		Interviewing and presenting a professional image	**Case Study 1 Due**	
4	7-Jul	Certification Exams -- who, when, where	Investigate which cert you will take and when	
		Setting up Site Visits	**Internet Search Worksheet Due**	
			Sample Questions Due for feedback	
6	14-Jul	Employee or Independent Contractor?	Ficticious business name forms	
		Insurance and Business Forms	Insurance Programs	
		Marketing -- ideas and opportunities	Business license forms	
		Making your mark in the idustry; keys to success	5 W's worksheet	
			Secrets for success (follow up)	
		On-Line Training Web Search Homework	On-line training internet search worksheet	
			Case Study 2 Due	
7	21-Jul	On-Line Training	Final Exam Study Guide	
		Site Visits		
8	28-Jul	Final Exam	**Case Study 3 Due**	
		Final Wrap Up -- Time cards and evals all due		