TOOLS
All Aspects of an Industry Internships Planning Form

This document is intended to assist you in designing a learning-rich internship experience. Once you have thought about how you would like to structure the internship, what skills or projects the intern might focus on, and how those skills and projects are connected to **All Aspects of an Industry** or **OKCareerGuide.org Assessment Results**, you will review the student's learning objectives and the teacher will meet with you to finalize them. the teacher will set up a schedule to visit you and the student at the workplace early in the internship experience.

Consider how the student will complete projects or learn job skills that are connected to the following aspects of industry. The **All Aspects of an Industry Tool** identifies nine aspects that are common to every enterprise. Learners should gain experience and understanding of the associated concepts and skills to be successful. Jot down some ideas about how the student can learn about these aspects.

1. **Planning:** How an organization plans (including goals and objectives); type of ownership (public or private) relationship of the organization to economic, political and social contexts; assessment of needs.

   Ideas:

2. **Management:** Structure and process for effectively accomplishing the goals and operations of the organization using facilities, staff, resources, equipment and materials.

   Ideas:

3. **Finance:** Accounting and financial decision-making process, method of acquiring capital to operate, management of financial operations including payroll.

   Ideas:

4. **Technical and Production Skills:** Basic skills in math, communications, computer, time management and thinking; specific skills for production; interpersonal skills within the organization.

   Ideas:

5. **Underlying Principles of Technology:** Technological systems being used in the workplace and their contributions to the product or service of the organization.

   Ideas:

6. **Labor Issues:** Rights of employees and related issues; wages, benefits and working conditions.

   Ideas:

7. **Community Issues:** Impact of the company on the community, impact of the community on the organization.

   Ideas:

8. **Health, Safety and Environment:** Practices and laws affecting the employee, the surrounding community and the environment.

   Ideas:

9. **Personal Work Habits:** Nontechnical skills and characteristics expected in the workplace.

   Ideas: