Clearfield Job Corps Center
Academic Admin and Classroom Internship

To apply, please email your cover letter and resume to the email contact below.

Department: 

Academics

Contact Name: Lori Strong/Don Beatty
Phone: 801-416-4252/801-416-4353
Email: strong.lori@jobcorps.org/beatty.don@jobcorps.org

Position(s) targeted for internship assistance: Academic administration, Classroom Teachers

The internship experience is expected to last 12 weeks, please pace the activities accordingly. Please summarize the intended internship activities/outcomes for each of the following tiers:

Assigned Mentor(s): Lori Strong/Don Beatty, Teacher Mentor

Tier 1 Introductory
1. Shadow academic administration team and classroom instructors.
2. Observe/participate in faculty meetings.
3. Assist with Professional Learning Community (PLCs) integrated learning activities.
4. Work directly w/students: tutoring, observing, test prep, etc.

Summary of Expected Outcomes: Gain preliminary understanding of academic and classroom operations in an adult ed/Job Corps context

Tier 2 Exploratory
1. Network with other CJCC departments.
2. Classroom observations.
3. Develop lesson plans.
Summary of Expected Outcomes: Expand on Tier 1 involvement and understanding; provide classroom supervision and limited instruction

**Tier 3 Immersive**

1. Under the direction of the team, instruct a classroom of students.
2. Participate in formal teacher observations.
3. Participate in Administrative activities.
4. Other activities as appropriate

Summary of Expected Outcomes: Expand on Tier 1 and 2 involvement and understanding, provide professional development to staff, learn@ managing staff & students within the Job Corps framework