



## 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

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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 I Introductory

1.
  2. Shadow academic administration team and classroom instructors.
  3. Observe/participate in faculty meetings.
  4. Assist with Professional Learning Community (PLCs) integrated learning activities.
  5. 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.
  2. Network with other CJCC departments.
  3. Classroom observations.
  4. Develop lesson plans.

Summary of Expected Outcomes: Expand on Tier 1 involvement and understanding; provide classroom supervision and limited instruction

**Tier 3 Immersive**

- 1.
2. Under the direction of the team, instruct a classroom of students.
3. Participate in formal teacher observations.
4. Participate in Administrative activities.
5. 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