

This is the Real World...My First Summer Information Technology Job



California CTE Standards

Sector Description Information and Communication Technologies (ICT) have expanded the need for employees who can understand, manage, and support all rapidly emerging, evolving, and converging computer, software, networking, telecommunications, Internet, programming, and information systems. Essential skills for careers in the ICT sector include understanding systems that support the management and flow of data, the ability to work well and communicate clearly with people, and the ability to manage projects efficiently. The ICT sector meets national criteria for high demand, high wages, and high skills and provides students with excellent opportunities for interesting work and good pay.

CTE.ICT.KPAS.3.1 Identify personal interests, aptitudes, information, and skills necessary for informed career decision making.

CTE.ICT.KPAS.3.4 Research the scope of career opportunities available and the requirements for education, training, certification, and licensure.

CTE.ICT.KPAS.3.9 Develop a career plan that reflects career interests, pathways, and postsecondary options.

A7.1 Recognize the scope of duties ICT support staff have and tiered levels of support

A7.2 Describe and apply the principles of a customer-oriented service approach to supporting users.

➤ Objectives

- ✓ Learn what education and abilities are required to work in the IT field
- ✓ Learn the procedures needed to secure an internship.
- ✓ Create an effective request for letters of recommendation.

- **Materials Needed** Attached PowerPoint Presentation (or interactive PDF) (including embedded videos), PDF worksheets

- **Optional** Locate a business in your community that mirrors the company profiled.
 - ✓ Arrange a field trip to this business.
 - ✓ Invite District IT employees and managers to speak to the class during this lesson.
 - ✓ Invite the college and career person to discuss internship opportunities in your community.

- **Time Needed** One (1) 60 minute class

➤ **Student Activities**

Actively watch the PowerPoint (or PDF) and embedded videos by taking notes, sharing information with partners, and complete the Request for Recommendations. Participate with guests (IT employees and managers) in the classroom conversation. After the students complete the PowerPoint and view the videos, using the sample Letter of Recommendation form, have the students create their own request letter. Students trade documents, either digitally or printed and have a peer edit the letters for improvement.

Student Outcomes

- ✓ Create request for Letter of Recommendation.
- ✓ Understand education and industry requirements for working as an intern in the IT world.
- ✓ Understand correct and incorrect interview techniques.
- ✓ Interact with IT employees and managers during their visit to the class or field trip.

RECOMMENDATION LETTER RUBRIC

	POINTS	SCORE
FORMAT Block (no indentations) Double space between each body paragraph	5	
HEADING No name Complete return address City, State zip Month date, Year Double space	5	
Paragraph 1 INTRODUCTION Single spaced 2-3 sentences	5	
Paragraph 2 BODY / Strengths Single spaced Reason #4 (least important reason) Concrete Detail/Commentary Reason #3 (least important reason) Concrete Detail/Commentary Reason #2 Concrete Detail/Commentary Reason #1 (most important reason) Concrete Detail/Commentary	15	
Paragraph 3 CONCLUSION Single spaced 2-3 sentences	5	
CLOSING Professional closing Comma 4 spaces Signature – Italic font Typed formal signature	5	
VOICE Smiley Face Tricks – one example of repetition	5	
CONVENTIONS Spelling, grammar, punctuation	5	

[Street Address]
[City, ST ZIP Code]
[Date]

[Recipient Name]
[Title]
[School Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

I have applied for an entry-level position as a [job title] at [Company Name] and am in need of a recommendation. I would be honored if you would write one for me. Your course, [Class Title], was one of my favorite classes in college.

I have enclosed copies of my resume and transcripts for your review. You will see that I am graduating with a [grade point average] GPA, and that I have been inducted into a number of honor societies that reward excellence in the areas of [description of areas of excellence]. Along with these honors, I also have experience in [areas of experience] from my summer internship at [Company Name].

If you feel that you are familiar enough with my education and skills to write a recommendation for me, please contact me by phone at [phone number] or by email at [email address]. I will send you a stamped, self-addressed envelope in which to send your recommendation.

Whatever your decision, please accept my sincere thanks for your time and consideration of my request.

Sincerely,

Enclosure