



CAREER
TECHNICAL
EDUCATION
PARTNERSHIP
(CTEp)

Employer Partner Handbook

Career Technical Education Partnership (CTEp)
Internship/Work-Based Learning Program



Santa Ana Unified School District

CTEp is a partnership of the Orange County Department of Education and the Garden Grove, Orange, and Santa Ana Unified School Districts that brings "world-class" Career Technical Education to over 14,300 students in 21 high schools each year.

















CAREER
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(CTEP)

Business Partner Handbook

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The Objectives of Internships

- To reinforce academic skills.
- To provide interns with practical experiences that will help make their classroom instruction more meaningful.
- To provide basic background instruction to help interns prepare for their future careers.
- To facilitate the transition between school and employment.
- To provide training stations for interns to practice skills and attitudes learned in the classroom.
- To provide an opportunity for interns to acquire skills and knowledge that are best developed on the job.
- To provide opportunities for interns to make social adjustments and to develop the ability to work cooperatively with co-workers and supervisors.
- To emphasize to interns the importance of being able to follow directions, pay attention to details, and accept supervision.
- To foster an understanding among interns of the benefits and responsibilities of gainful employment.
- To provide interns with the ability to keep up with the changing world of work by putting emphasis on problem-solving, thinking, and decision-making.
- To provide interns with instruction in business skills, principles, and concepts that will lead to success on the job.
- To counsel interns who want to continue training beyond high school.
- To point out to interns that constant educational growth is necessary for successful employment and good citizenship.
- To graduate well-trained, experienced workers.

Types of Internships

Career Technical Education (CTE) internships allow students to gain valuable real-world experience while continuing to receive classroom instruction in the occupational area that they have chosen to study.

There are two main types of internships: “Community Classroom” and “Cooperative Career Technical Education”.

Community Classroom – Unpaid Internships

A “Community Classroom” (CC) includes a type of instruction that utilizes UNPAID work experiences to assist students in acquiring the hands-on skills that are most necessary for success in entry-level employment. It is the intent of the CC experience to provide work-based learning opportunities for students and to introduce them to the realities of today’s workplace. This methodology is an extension and an enhancement of formal classroom instruction.

Cooperative Career Technical Education – Paid Internships

“Cooperative Career Technical Education” (CCTE) is a method that utilizes PAID training experiences, which make it possible for students to apply their CTE classroom instruction in the workplace. The central purpose of Cooperative Career Technical Education is for students to develop occupational competencies using real-world experiences as a source of learning.

Employers can provide additional Career Technical Education opportunities for students, such as:

- Guest Speakers
- Field Trips
- Workplace Tours
- Informational Interviews
- Job Shadowing
- Virtual/Online Exchange
- Integrated classroom projects
- Mentoring

Internship Responsibilities

COMMUNITY CLASSROOM-TRAINING SITE SUPERVISOR RESPONSIBILITIES

- Conduct interview with the student (optional, yet recommended)
- Sign training agreement.
- Approve student learning objectives.
- Provide time to orient, train and provide safety instruction.
- Review progress with the student periodically.
- Assume responsibility for meaningful training and a safe workplace.
- Consult school supervisor/teacher regarding problems related to the work experience.
- Conform to state and federal labor laws.
- Provide worker's compensation coverage for students in paid experiences.
- Verify and sign attendance timecards, as required.
- Work with student to coordinate work and school schedules.
- Evaluate student performance.

STUDENT RESPONSIBILITIES

- Maintain high level of attendance and performance at both the school and the training site.
- Maintain satisfactory grades and be in good standing with local high school.
- Consult supervising teacher, as well as the employer, about any concerns or problems.
- Attend training site according to the internship agreement.
- Use transportation approved and/or provided by parent.
- Dress appropriately for the training site, including all appropriate safety clothing and equipment.
- Demonstrate honesty, punctuality, cooperative attitude, proper grooming and dress, and willingness to learn.
- Conform to rules, regulations, and safety standards of the training site and maintain confidentiality.
- Complete required assignments and furnish necessary information, reports and timecards.
- Notify training site supervisor and supervising teacher prior to absences.

PARENT RESPONSIBILITIES

- Approve and support the student's participation in the internship.
- Provide or arrange for transportation.
- Discuss internship experiences with student.

TEACHER RESPONSIBILITIES

- Serve as coordinator to all parties involved in the internship.
- Issue grade and credit for successful completion of requirements.
- Insure all written work and forms are complete and received.
- Conduct semi-monthly training site visits and/or work site contacts.
- Assist student in achieving educational goals as stated in the Individualized Training Plan (ITP).
- Complete necessary paperwork and monitor student progress in cooperation with student and training site supervisor.
- Verify safety standards in the workplace.
- Monitor student internship hours regularly, collect timecards on a weekly basis and post on Aeries.
- Maintain open communication with student, parent and training site supervisor.



CENTRAL ORANGE COUNTY CTE PARTNERSHIP

2323 N. Broadway, Ste. 301 • Santa Ana, CA 92706-1641 • TELEPHONE: (714) 966-3528

AGREEMENT TO USE COMMUNITY CLASSROOM SITE A JOINT VENTURE AGREEMENT (NON FINANCIAL)

The Central Orange County CTE Partnership (CTEp) and _____
Name of Company

located at _____
Address City State Zipcode

herein referred to as the "**Community Classroom Site**", mutually agree that:

All Career Technical Education instruction and work-based learning activities held at the above-referenced Community Classroom Site a) shall be conducted pursuant to Education Codes 51769, 46300, 52372, 52372.1, and Sections 10090-10092 of Title 5; and b) shall be in accordance with the **Individualized Training Plan (ITP)**, which describes specific performance objectives and includes a statement of the expected length of time required for the attainment of each objective. All students of the CTEP Program enrolled in:

_____ Course Title

which will be conducted in the Community Classroom shall be under the immediate supervision and control of a CTEP instructor who holds a valid California Teaching Credential authorizing the subject to be taught. (See definition of immediate supervision on reverse side.)

No student enrolled in a CTEP Career Technical Education work-based learning program shall replace an employee at the Community Classroom Site or cause the site employee's hours to be reduced, nor shall the student's training activities preclude the hiring of additional employees. CTEP students enrolled in Community Classroom programs are not permitted to receive monetary compensation from the Community Classroom site or CTEP during their participation in the program. **The Community Classroom Site agrees not to hire any student until his/her training has been completed, or until the student has enrolled in the CTEP paid internship program, referred to as "Cooperative Career Technical Education (CTE)".**

All CTEP Community Classroom trainees are covered by the Workers' Compensation insurance carried by the Garden Grove, Orange, or Santa Ana Unified School Districts.

It is the policy of CTEP and the Community Classroom Site, that no person shall be excluded from participation in career technical education programs on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

All Joint Venture Agreements are subject to review by the Governing Board of the office of the Orange County Superintendent of Schools and shall be in effect for a term of 5 years commencing on date signed by Community Classroom Signee or amended by mutual written consent of the parties and/or may be terminated upon sixty (60) days notice in writing by either party.

COMMUNITY CLASSROOM SITE PLEASE PRINT CLEARLY

Status: ☐ New ☐ Renewal

Company _____

Address _____

City _____ State _____ Zip _____

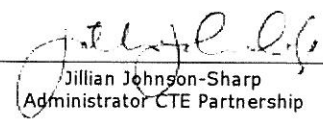
Telephone Number _____ Fax Number _____

Email Address _____

Print Community Classroom Agreement Signee Name/Title _____

Signature Community Classroom Agreement Signee _____ Date _____

CENTRAL ORANGE COUNTY CTE PARTNERSHIP PROGRAM


Jillian Johnson-Sharp
Administrator CTE Partnership

District Site:

- ☐ Garden Grove Unified School District
☐ Orange Unified School District
☐ Santa Ana Unified School District

_____ Print Instructor Name

_____ Signature Instructor

_____ Instructor's Telephone

_____ Date

COMMUNITY CLASSROOM TRAINING AGREEMENT

Definitions:

"Community Classroom" is an instructional methodology which utilizes unpaid on-the-job training experiences at business, industry, and public agency sites to assist students in acquiring those competencies (skills, knowledge and attitudes) necessary to acquire entry-level employment. The intent of the community classroom methodology is to provide additional resources so concurrent, formalized classroom instruction can be extended and the acquisition of salable skills enhanced. (Title 5 10080 (a))

"Community Classroom Individualized Training Plan (ITP)" is a written document which identifies those competencies the student will acquire through vocational classroom instruction and unpaid on-the-job experiences. (Title 5 10080 (h))

"Immediate Supervision" means pupil participation in unpaid on-the-job experience as outlined under a training agreement and Individualized Training Plan wherein the Supervisor of the training site and certified CTEp personnel share the responsibility for supervision of on-the-job experiences. (Education Code 46300 (f))

Guidelines:

Each student shall have related classroom instruction at least once per week. Additionally, the instructor shall visit each Community Classroom site and observe the student at that training site a minimum of once every two weeks. A written log of instruction visitations shall be maintained. Student/instructor interaction will focus on monitoring acquisition of those specific competencies outlined on the ITP. When entry level proficiency has been attained on a particular competency, verification shall be indicated on the student's ITP. The student shall then be moved on to other competencies.

Facility Training Conditions/Emergency Action Plan:

Community Classroom Site conditions shall prevail which will not endanger the health, safety, welfare, or morals of the pupil. (Title 5 10086 (d)) The Community Classroom site is responsible for providing a clean and safe environment and will provide first aid as required to students who are injured while on the Community Classroom Site's premises. In the event of an emergency disaster condition students attending their Community Classroom Sites are to follow emergency instructions issued at that location. Students are to remain at their on-the-job sites until it has been determined by their on-the-job site that it is safe to continue to their homes.

Workers' Compensation and Liability:

Students enrolled in occupational training classes held in the community are considered to be employees of their resident district for the purpose of providing workers' compensation insurance. Workers' compensation and liability insurance coverage is provided only during scheduled training hours.

Hold Harmless:

Except for the actions of the Community Classroom Site, its employees, officers, or agents. CTEp hereby agrees to indemnify and hold harmless the Community Classroom Site, its employees, officers, and agents from liability for bodily injury, disease, or death to any person, or persons, or damage to property, real or personal, tangible, or intangible arising out of any instruction or supervision provided by CTEp, its employees, officers, or representatives, during the term of this agreement, except for any suit or claim arising out of the actions of student or staff involved in program training while under the supervision of the Community Classroom Site's representative, agent, officer, or employee. The Community Classroom Site agrees to indemnify and hold harmless CTEp, its employees, officers, and agents from liability for bodily injury, disease, or death to any person, or persons or damage to property, real, or personal, tangible, or intangible, arising out of any instruction or supervision provided by the Community Classroom Site or the Community Classroom Site's employees, agents, officers, or representatives during the term of this agreement.

Sexual Harassment Statement:

The Central Orange County CTE Partnership (CTEp) Program is committed to maintaining an employment, educational and business environment free from harassment, intimidation, or insult on the basis of an individual's sex. Positive action will be taken when necessary to eliminate such practices or remedy their effects. Sexual harassment is a violation of Federal law, State of California law, and Central Orange County CTE Partnership Program policy.

The Fair Employment and Housing Commission defines sexual harassment as, "unwelcome sexual advances, requests for sexual favors and other visual, verbal, or physical conduct of a sexual nature, when submission to such conduct is made either explicitly or implicitly a part of the employment or educational environment." The prohibition against sexual harassments applies to employees and students. Any individual who feels they have been sexually harassed should direct their complaint to the supervisor of the alleged harasser, or in the case of a student, their supervising instructor. If the supervising instructor is the alleged harasser, the individual should direct their complaint to the CTE administrator.

No Employment Guarantee:

At enrollment time the student may not be promised a job at the conclusion of the training period.



CENTRAL ORANGE COUNTY CTE PARTNERSHIP PROGRAM

2323 N. Broadway, Ste. 301 • Santa Ana, California 92706-1641 • TELEPHONE: (714) 966-3528

COOPERATIVE CAREER TECHNICAL EDUCATION JOINT VENTURE TRAINING AGREEMENT

COURSE	STUDENT
COURSE CODE NO.	SCHOOL

The major purpose of this program is to provide valuable on-the-job type of experiences for students. This document lists the agreed upon responsibilities of the involved parties. (See reverse side for guidelines.)

THE STUDENT IS RESPONSIBLE FOR:

1. Regular and punctual attendance.
2. Task performance in accordance with the negotiated conditions of the individual training plan.
3. Ethical standards of behavior.

THE PARENT OR GUARDIAN IS RESPONSIBLE FOR:

The student's behavior and cooperation with both the school and employer in order to assure the student's successful completion of training.

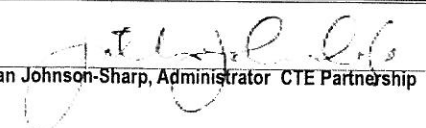
CENTRAL ORANGE COUNTY CTE PARTNERSHIP (CTEp) IS RESPONSIBLE FOR:

1. Providing a teacher/coordinator to supervise the program.
2. Providing related instruction/Individualized Training Plans.
3. Providing all necessary support services to the Company Supervisor.

THE EMPLOYER IS RESPONSIBLE FOR:

1. Reporting attendance as required.
2. Determining trainee hours and pay. Trainees shall be paid at least the minimum wage as stipulated by current California State Industrial Welfare Commission Orders. A work permit is required for all trainees under 18.
3. Designating the on-site supervisor who will share responsibility for the students' training and will serve as the liaison with the program.
4. Providing Worker's Compensation and appropriate insurance coverage for trainees in accordance with existing law.
5. Providing the training opportunities as negotiated in the Individualized Training Plan.
6. Assisting with student/program evaluation as required.

EMPLOYER COMPANY INFORMATION		
PLEASE PRINT CLEARLY		
Company Name		
Email Address		
Mailing Address		
City	State	Zip
Telephone Number	Fax Number	
()	()	
Signature		
Date		
Print Signee's Name:		

CENTRAL ORANGE COUNTY CTE PARTNERSHIP PROGRAM	
 Jillian Johnson-Sharp, Administrator CTE Partnership	
Student's Signature	Date
Parent or Guardian's Signature	Date
Teacher/Coordinator Signature	Date
DISTRICT SITE: <input type="checkbox"/> Garden Grove Unified School District <input type="checkbox"/> Orange Unified School District <input type="checkbox"/> Santa Ana Unified School District	

COOPERATIVE CAREER TECHNICAL EDUCATION JOINT VENTURE TRAINING AGREEMENT

DEFINITION:

“COOPERATIVE CAREER TECHNICAL EDUCATION (CCTE)” is a job training program which is an extension of formal classroom training. Training is held in an appropriate setting that provides trainees the opportunity to expand the competencies developed in the classroom instruction portion of the course.

“IMMEDIATE SUPERVISION” means pupil participation in a paid on-the-job experience as outlined under an Individualized Training Plan wherein the Supervisor of the training site and Certified Central Orange County CTE Partnership (CTEp) personnel share the responsibility for supervision of on-the-job experiences.

GUIDELINES:

Each student must have a written Individualized Training Plan describing the specific skills the student will be expected to learn and master.

Additionally, the instructor shall visit and observe each student at least once in every three weeks at their training site.

It is the policy of the Central Orange County CTE Partnership (CTEp) and the Management of the Cooperative Career Technical Education Facilities, that no person shall be excluded from participation in career technical education programs on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability.

SEXUAL HARASSMENT STATEMENT

The Central Orange County CTE Partnership Program is committed to maintaining an employment, educational and business environment free from harassment, intimidation or insult on the basis of an individual's sex. Positive action will be taken when necessary to eliminate such practices or remedy their effects. Sexual harassment is a violation Federal law, State of California law, and Central Orange County CTE Partnership policy.

The Fair Employment and Housing Commission defines sexual harassment as, “unwelcome sexual advances, requests for sexual favors and other visual, verbal, or physical conduct of a sexual nature, when submission to such conduct is made either explicitly or implicitly a part of the employment or educational environment.” The prohibition against sexual harassments applies to employees and students. Any individual who feels they have been sexually harassed should direct their complaint to the supervisor of the alleged harasser, or in the case of a student, their supervising instructor. If the supervising instructor is the alleged harasser, the individual should direct their complaint to the CTE administrator.

All Joint Venture Agreements are subject to review by the Governing Board of the office of the Orange County Superintendent of Schools and shall be in effect until terminated or amended by mutual written consent of the parties and/or may be terminated upon sixty (60) days notice in writing by either party.



Central Orange County CTEp

PHOTO RELEASE FORM

This form must be filled out by any person whose photo/voice is being used by the Central Orange County CTEp for use in CTEp's publicity efforts which includes on the CTEp web site [www.ctep.us], newsletters, slideshows, event programs, social media sites, and/or in the CTEp class schedule. The term "pictures" will be used to include: video taping, photographing, audio recording or social media.

Today's Date ____/____/____

NAME OF PERSON BEING PHOTOGRAPHED (PLEASE PRINT)

First _____ Middle _____ Last _____

Street _____ City _____ State _____ Zip Code _____

Email Address _____ Phone Number _____

Age: _____ If youth, name of High School: _____ Class of: _____

Current Semester: ____ Fall ____ Spring ____ Summer

CTEp CLASS: _____ CTEp

TEACHER: _____

CURRENT JOB

TITLE: _____ EMPLOYER: _____

I hereby consent to and authorize the use and reproduction by Central Orange County CTEp or anyone authorized by CTEp, of any or all pictures which you have taken of me on this day. I will receive no compensation for the pictures. They may be used for, yet not be limited to, CTEp class schedules, CTEp web site, brochures, event programs, newsletters, booth displays, social media sites, and media relations efforts. All pictures are the property of CTEp.

I am at least 18 years of age (please check appropriate answer): YES _____ NO _____

*(If under 18, consent should be given by parent or guardian)

Signature of person in photo _____ Date _____

I represent that I am the (parent) (guardian) of the above named person. I hereby consent to the foregoing on (his)/ (her) behalf.

**Signature of Parent/Guardian* _____ *Relationship* _____ *Date* _____

Name of CTEp Photographer: _____

Event/Comments: _____

How photo used: _____

PLEASE RETURN THIS FORM TO THE SITE/PERSON BELOW:

❑ CTEp, 2323 No. Broadway, Ste. 301, Santa Ana, CA 92706-1640, attn: Ann Sebek



CENTRAL ORANGE COUNTY

Career Technical Education Partnership

Individualized Training Plan (ITP) Competencies

SAMPLE

STUDENT NAME			Maria Smith			TRAINING SITE			Company Training Location		
COURSE TITLE			Professional Internship			SUPERVISOR			Supervisor's Name		
TEACHER NAME			Teacher's Name			SITE PHONE #			Supervisor's Phone		
<input type="checkbox"/> SUMMER <input type="checkbox"/> FALL <input type="checkbox"/> SPRING YEAR 20xx						E-MAIL ADDRESS			Supervisor's Email		

ESTIMATED HRS.			COMPETENCIES*	Verification	
C	CC	CCTE		CC	CCTE
2	2		WORKPLACE CONTEXT AND CULTURE		
			1. Demonstrate an understanding of workplace culture, etiquette and practices.		
			2. Compare and contrast different organizations/businesses and analyze how their culture affects employee behavior.		
			3. Explain the employer and employee relationship, and compare their respective roles and responsibilities.		
			4. Accurately interpret and observe organizational policies and procedures.		
4	8		PROFESSIONALISM/PRODUCTIVITY		
			1. Understand the elements of professionalism and exhibit professional behavior in character, conduct, attitude and appearance.		
			2. Define personal hygiene and identify acceptable business attire.		
			3. Discuss the importance of the following personal skills in the business environment:		
			a. positive attitude		
			b. self-confidence		
			c. honesty/work ethic		
			d. self-discipline		
			e. responsibility		
			f. team player		
			g. communication		
4			4. Explain the meaning of integrity and describe how it influences personal and professional behavior.		
			5. Demonstrate dedication, perseverance and commitment to excellence in performance and productivity.		
			6. Practice efficient organization and management of time, tasks, information, materials and workspace.		
			7. Respond productively and positively to constructive criticism.		
			8. Work independently, make decisions and take initiative.		
			9. Act responsibly on behalf of the organization, colleagues and the community.		

***TITLE 5, Article 5. 10080 Definition.**

"...(b) Competency means the prescribed performance level for a skill, knowledge, and attitude necessary to accomplish a job task."

KEY

C Classroom

CC Community Classroom

CCTE Cooperative Career Technical Education



CENTRAL ORANGE COUNTY

Career Technical Education Partnership

ITP Competencies

SAMPLE

STUDENT NAME			Maria Smith	TRAINING SITE		Company Training Location		
ESTIMATED HRS.			COMPETENCIES				Verification	
C	CC	CCTE					CC	CCTE
8	8		LOCATING INFORMATION					
			1. Identify reliable and appropriate sources of information.					
			2. Locate information in a variety of written and graphic formats effectively and efficiently.					
			3. Assimilate and summarize information from multiple sources.					
			4. Evaluate, assess and interpret information and data.					
			5. Draw conclusions and identify trends from detailed graphical information.					
6	1		CAREER PLANNING					
			1. Identify personal interests, aptitudes, skills and other information necessary to make informed career decisions.					
			2. Research career opportunities in a selected field and identify requirements for education, training, certification and licensure.					
			3. Develop a career plan that reflects career interests, abilities and personal needs.					
			4. Identify and evaluate personal character traits and explain how they can affect career success.					

FINAL VERIFICATION OF COMPETENCIES

Teacher Name *(Please Print)* _____

Teacher Signature _____

_____ Date

Supervisor Name *(Please Print)* _____

Supervisor Signature _____

_____ Date

TITLE 5, Article 5. 10087 Community Classroom Joint Venture Training and Plans.

"... (b) The community classroom teacher, in cooperation with the management of the community classroom site, shall prepare ...

(4) Verification that the student has acquired the competency demonstrating a proficiency equivalent to entry-level employment...."

KEY

C Classroom
CC Community Classroom
CCTE Cooperative Career Technical Education

CTE COMMUNITY CLASSROOM INTERNSHIP INTERVIEW FORM

STUDENT: _____ SCHOOL: _____
 Last Name **First**

TEACHER: _____ COURSE: _____

*You have an interview at the following Community Classroom Facility.
Please wear proper appropriate attire for the interview.*

SITE: _____ PHONE: _____

ADDRESS: _____

SUPERVISOR: _____ DATE ASSIGNED: _____ TIME: _____

SPECIAL INSTRUCTIONS: _____

If you have any questions, see your CTE Instructor
(After interview, please return card to your CTE Instructor)

DISTRIBUTION: Pink – CTE Admin; Green – School; White – Supervisor; Card – Instructor
Revised: 7/2015

COMPANY INTERVIEW RESPONSE

We agree to provide CTE students with:

1. Individual counseling and guidance in occupational matters.
2. A curriculum which includes skill training in occupational fields having current and future needs for such training.
3. An opportunity to acquire entry level vocational skills
4. Additional vocational training and retraining when necessary.

PLEASE CHECK

☐ I am willing to give this student an internship assignment.

☐ I am unable to give this student an internship assignment.

CTE Students may not replace an employee or cause employee hours to be reduced, nor shall student training preclude the hiring of additional employees. No student shall be paid for training services.

INTERVIEWER'S NAME: _____ POSITION: _____

- ☐ GGUSD
☐ OUSD
☐ SAUSD

CTE Partnership Community Classroom Weekly Time Report

Date Due: _____

Student Name: _____ Student ID #: _____

Training Site/Employer: _____

Student: This time report must be signed by your manager/employer and turned in the following week to your teacher.

Skills I practiced this week:

1. _____

2. _____

Date								
# of Hours								
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Hrs

 Training Site Supervisor Signature

 Date Signed

 Training Site Supervisor Print Name

Optional Comments: _____

Complete in Pen

- ☐ GGUSD
☐ OUSD
☐ SAUSD

CTE Partnership Community Classroom Weekly Time Report

Date Due: _____

Student Name: _____ Student ID #: _____

Training Site/Employer: _____

Student: This time report must be signed by your manager/employer and turned in the following week to your teacher.

Skills I practiced this week:

1. _____

2. _____

Date								
# of Hours								
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total Hrs

 Training Site Supervisor Signature

 Date Signed

 Training Site Supervisor Print Name

Optional Comments: _____

Complete in Pen



CENTRAL ORANGE COUNTY CTE PARTNERSHIP

STUDENT EVALUATION

DATE: _____

NAME: _____ TRAINING SITE: _____

CLASS: _____ TEACHER: _____

DISTRICT NAME: _____

EVALUATION CRITERIA	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	UNSATIS- FACTORY
ATTITUDE					
A. Interested in work, enthusiastic					
B. Accepts constructive criticism					
C. Courteous to staff and public					
DEPENDABILITY					
A. Punctuality/attends regularly (valid absences)					
B. Notification of absences (calls)					
C. Signs in and out on time card					
INITIATIVE					
A. Self-reliant and resourceful					
B. Willing to accept new assignments					
C. Seeks out new experiences					
TRAINING PERFORMANCE					
A. Completes assignments/follows instructions					
B. Observes site procedures and guidelines					
C. Efficient use of time and supplies					
APPEARANCE					
A. Student dresses in appropriate attire					
TRAINING COMPETENCIES					
A.					
B.					
C.					
D.					
E.					
Would you recommend this student for employment?	Yes		No		

COMMENTS AND SUGGESTIONS FOR STUDENT IMPROVEMENT: _____

EVALUATOR'S NAME: _____ TITLE: _____

INSTRUCTOR'S COMMENTS: _____

Emergency Contact Information Santa Ana Unified School District

Teacher will complete this form.

In a medical emergency, call 911, then check student's Emergency Card.

In the event of any emergency, natural disaster, police or civic emergency, please follow your organization's emergency protocols, and then notify the following individuals when all danger has passed.

Person(s) to Call	Contact Names	Phone numbers
Instructor	Name: _____ High School: _____ District: _____	Classroom. : School Office: Teacher's Cell Phone:
School After-Hours Emergency Contact(s)	Don Isbell, Director, Career Technical Education, SAUSD Lorraine Sanchez, Coordinator, Career Technical Education, SAUSD	Cell Phone: 714-856-5264 Work Phone: 714-241-6560 Cell Phone: 951-454-4617
Parent or Guardian	Name: _____	Home: Cell Phone:
Other Contact	Name: _____	Phone No.:

CENTRAL ORANGE COUNTY CTE PARTNERSHIP PROGRAM AUTHORIZATION FOR EMERGENCY TREATMENT

COURSE TITLE		CLASS TIME		HOME SCHOOL		GRADE	
STUDENT LAST NAME		FIRST NAME		BIRTHDATE		AGE	
ADDRESS STREET		CITY		ZIP CODE		SOCIAL SECURITY #	
PHONE NUMBER				DISTRICT			

List below the name(s) of person(s) who may be contacted and to whom the student may be released. Students will not be released to other persons without parent permission:

Father/Guardian: _____
Last Name
First Name
Employer
City
Phone #
Pager #/Cell #

Mother/Guardian: _____
Last Name
First Name
Employer
City
Phone #
Pager #/Cell #

If the above person(s) cannot be reached, school personnel may contact and release your son/daughter to:

Relative/Friend: _____
Name
Address
Daytime Phone #
Pager #/Cell #

Relative/Friend: _____
Name
Address
Daytime Phone #
Pager #/Cell #

Should a serious illness or an accident occur and school personnel are unable to contact the parent(s) / guardian(s), permission is hereby granted for medical care to be given as required (the undersigned parent/guardian will assume responsibility for fees involved.)

____ YES ____ NO

Parent/Guardian's Signature: _____ Date: _____

Family Physician: _____ Address: _____ Phone #: _____

Allergies to any drugs and/or foods _____

Any Special Medications or pertinent information _____

093005120 REV. 09/05

DISTRIBUTION: Canary – Office; Pink – Teacher; White – Placement Site

LIABILITY—Santa Ana Unified School District is the legal insurer for Community Classroom (non-paid) interns.

Santa Ana Unified School District insures students during scheduled training hours at their Community Classroom site. During the non-paid phase of the program, students are covered by the Santa Ana Unified School District's worker's compensation. When paid employment is involved, the company becomes the insurer.

The procedures below must be followed in order for claims to be paid by the Santa Ana Unified School District:

- Contact the CTE teacher or the CTE Administration office at (714) 241-6598.
- Call Company Nurse at 1-888-375-9781 and you will be referred to the closest designated medical center.
- Furnish the CTE office with the following information: student's name, student's age, adult or high school status, nature of injury, where the injury occurred, the time and the extent of the injury.
- Contact the SAUSD Risk Management office at (714) 558-5856.

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