

Orange County Department of Education

Employer Partner Handbook

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



CAREER
TECHNICAL
EDUCATION
PARTNERSHIP
(CTEp)

Garden Grove 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 14,500 students in 20 high schools each year.





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

2910 Redhill Avenue, Ste. 200 • Costa Mesa, CA 92626 • 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 Sector Code

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 (CCTE)".**

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 Administrator/Instructor Name

Administrator/Instructor Signature

Administrator/Instructor 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 and SECTOR CODE	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
Administrator's Signature	Date
<p>DISTRICT SITE:</p> <p><input type="checkbox"/> Garden Grove Unified School District</p> <p><input type="checkbox"/> Orange Unified School District</p> <p><input type="checkbox"/> Santa Ana Unified School District</p>	

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 CTE PARTNERSHIP AND GARDEN GROVE UNIFIED SCHOOL DISTRICT
CTE REGISTRATION FORM AND AUTHORIZATION FOR EMERGENCY TREATMENT**

****THIS SECTION TO BE FILLED OUT BY PARENT/GUARDIAN****

COURSE NUMBER	COURSE TITLE	COURSE TIME/PERIOD	COURSE LOCATION
HOME SCHOOL		STUDENT EMAIL ADDRESS	
STUDENT LAST NAME	FIRST NAME	STUDENT NUMBER	
STUDENT ADDRESS STREET	CITY	ZIP CODE	BIRTHDATE AGE
<p>Internship training hours may be different from the regularly scheduled class hours. Check with class instructor for details at the number indicated below. This information is subject to change without notice. I have read and agree to the TERMS AND CONDITIONS OF PARTICIPATION on the back of this form:</p> <p>Student signature _____ Date: _____</p> <p>Parent signature _____ Date: _____</p> <p>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 persons not listed without parent permission:</p> <p>Father/Guardian: _____ First and Last Name Employer City Primary Phone # Alternate Phone #</p> <p>Mother/Guardian: _____ First and Last Name Employer City Primary Phone # Alternate Phone #</p> <p>If the above person(s) cannot be reached, school personnel may contact and release your son/daughter to:</p> <p>Relative/Friend: _____ Name City Relationship Primary Phone #</p> <p>Relative/Friend: _____ Name City Relationship Primary Phone #</p> <p>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</p> <p>Allergies to any drugs and/or foods _____</p> <p>Any Special Medications or pertinent information _____</p> <p>Parent/Guardian's Signature: _____ Date: _____</p> <p>Family Physician: _____ Address: _____ Phone #: _____</p>			

****THIS SECTION TO BE FILLED OUT BY INSTRUCTOR**
INTERNSHIP SITE - EMERGENCY DISTRICT CONTACTS**

In the event of any emergency, natural disaster, police or civic emergency, please follow your organization's emergency protocols, and then follow these steps:

1. EVALUATE THE INCIDENT:	Major accident/emergency: CALL 911
2. CONTACT THE INSTRUCTOR:	
Instructor Name _____	Classroom Phone # _____
	School Office Phone # _____
Instructor Email _____	Cell Phone # _____
IF YOU ARE UNABLE TO REACH THE INSTRUCTOR, REPORT THE ACCIDENT/EMERGENCY TO:	
Myra Clarke, Director, CTE (213) 268-9965 (cell) (714) 663-6187 (office) mclarke@ggusd.us	

TERMS AND CONDITIONS OF PARTICIPATION

This CTE course may include an internship with a local employer.

During internships, CTEp students are covered by the Workers' Compensation Insurance carried by the Garden Grove, Orange or Santa Ana Unified School Districts.

CTEp does not provide accident insurance for classes held on school campuses or CTE facilities. During an internship training period, students who use their own transportation to travel to and from the training will need to carry personal auto insurance as required by California Vehicle Code 16051.

I agree to hold Central Orange County Career Technical Education Partnership, its participating districts and internship affiliates, their officers, agents and employees harmless from any and all liability or claims that may arise out of or in connection with my or my child's participation in this program.

CTE STUDENT CONDUCT

CTE classes are designed to reflect a real work environment. Industry and CTEp administrative guidelines require all students to comply with the authority of CTE administrators and instructors during participation in CTE classes. Students must adhere to the list below and current California Ed. Code and district policies.

Students on a CTE campus, bus, or at an internship training site must refrain from inappropriate actions which may result in their dismissal from the internship site. Inappropriate actions include but are not limited to the following:

1. Causing, attempting to cause, or threatening to cause physical injury to another person.
2. Causing or attempting to cause damage to school property.
3. Stealing or attempting to steal school property or private property.
4. Possession, use, sale or attempted sale of any controlled substance, alcoholic beverage or drug paraphernalia.
5. Possession or use of any firearm, knife, explosive or other dangerous objects.
6. Committing obscene acts or gestures or engaging in habitual profanity or vulgarity.
7. Inappropriate attire: Instructor will advise students of appropriate classroom and internship site attire as it relates to the specific training program.
8. Disruptive or dishonest behavior, such as cheating, within the classroom on buses or training sites or willfully defying the valid authority of instructors or school officials engaged in the performance of their job duties.
9. Violating computer software licenses/agreements/copyrights or tampering with computer hardware/software configurations.
10. Committing acts of sexual harassment is defined as, "unwelcome sexual advances, request for sexual favors and other verbal, visual or physical conduct of a sexual nature."

These courses are offered to all eligible high school students without regard to race, color, national origin, sex, age, handicap or sexual orientation.

Liability—Garden Grove Unified School District (GGUSD) is the legal insurer for Community Classroom (non-paid) interns.

Garden Grove USD insures students during scheduled training hours at their Community Classroom site. If an injury occurs during scheduled training, contact the CTE teacher or the CTE Administrator using the contact information on the front of this form.

In a medical emergency, call 911.



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				C	CC	CCTE
4			I. Orientation					
			Observe rules and policies of CTEp and District					
			Describe emergency preparedness					
			Describe and observe site rules and regulations					
			Comply with site dress requirements					
4	6	9	II. Employability Skills					
			A. Personal					
			Demonstrates promptness					
			Demonstrates good personal hygiene					
			Demonstrates positive attitude					
			Manages time					
			Demonstrates ethical behavior					
			Notification of absences					
4	6	9	B. Interpersonal Skills					
			Participates as a team member					
			Demonstrates respect for individual and cultural differences					
			Demonstrates good customer service skills					

***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							c	CC	CCTE
6	3	6	C. Career Preparation								
			Completes a career assessment and career search								
			Completes an employment application								
			Demonstrates interview skills								
			Creates a resume								
			Develops a working portfolio								
			III. CONTENT AREA SKILLS								
3	3	6	A. Industry Focus								
			Identify career pathways and labor market projections								
			Use medical industry terminology								
			Explain and follow OSHA regulations								

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



CENTRAL ORANGE COUNTY CTE PARTNERSHIP

STUDENT EVALUATION

DATE: _____

NAME: _____

TRAINING SITE: _____

CLASS: _____

TEACHER: _____

DISTRICT NAME: _____

EVALUATION CRITERIA	SUPERIOR	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	UNSATISFACTORY
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: _____



**Orange County Department of Education
Parent/Legal Guardian Authorization and Release for Promotional Activities**

From time to time, the Orange County Department of Education (“OCDE”) wishes to highlight activities from our educational programs and school-sponsored activities to increase public awareness and promote continuation and improvement of educational programs. Your child has participated in the _____ program and the OCDE would like to feature the program. As such, with your consent, your child’s image, name, and/or quotes may be used as part of OCDE promotional materials, which will be made available to the school community and the general public.

By signing below, you are acknowledging and agreeing to the following:

I am the parent/legal guardian of (please print name of child) _____ with authority to execute this release form. I give the OCDE the right and permission to use my child’s image, name, and/or quotes from participation in an OCDE-sponsored program or activity in its promotional materials and publicity efforts (“Materials”). I understand and agree that your child’s image, name, and/or quotes may be used in a publication, print ad, direct-mail piece, electronic media (e.g., video, CD-ROM, Internet/WWW, PODCAST), or any other media by the OCDE in developing and distributing its Materials. I have authority to consent to this release, and I understand that my consent is voluntary. I give consent for my child’s image, name, and/or quotes to be used as described above, without restrictions as to alternations and without compensation. I acknowledge and agree that the Materials containing my child’s image, name, and/or quotes will constitute the sole property of the OCDE. I further agree to waive any and all claims against OCDE and/or its officers, agents or employees arising from or relating to the use or reproduction of the Materials.

Please return this completed form to your program. A copy will be provided to you.

I do _____ /do not _____ agree to allow my child’s image, name, and/or quotes to be used for the purposes stated above and under the conditions noted above.

Name of Parent/Guardian (please print): _____

Signature: _____

Name of child: _____ DOB: _____

Date: _____

Minor REV 5/2017