

## CTE INTERNSHIP PROGRAM

SITE DEVELOPMENT	PROCEDURE	NOTES
<p>Training Agreement</p> <p>A training agreement must be signed by CTE and training site <u>before</u> students can be placed at site.</p>	<p><u>Community Classroom Site Agreement</u></p> <ul style="list-style-type: none"> <li>-Training sites should be in Santa Ana</li> <li>-Training sites outside of Santa Ana require permission from CTEp before placing students (if permission is granted, the training site can only be used for the semester requested)</li> <li>-Training Agreements are valid for 5 years.</li> </ul>	<p>Students are not to seek training sites on their own. This is the teacher's responsibility.</p>
STUDENTS		
Emergency Form	All students must have the yellow "CTEp Authorization for Emergency Treatment" on file.	The yellow copy goes to Ha Nguyen.
SITE PLACEMENT		
Community Classroom Appointment Form	All students must have the "Community Classroom Appointment Form" on file.	The pink and green copy goes to Ha Nguyen.
Individualized Training Plan (ITP)	All students must have an ITP	
CC Internship Program (database)	The internship program is a database that will allow you to match a student with a site.	CTEp has to set up a current site database and a current student roster to accomplish this task.
Timecards	Students must have the timecards signed by the supervisor before submitting them to the teacher.	Have students submit timecards on Mondays.
SITE VISITATION		
Supervision	One visit to the training site is required every two weeks.	
Related Classroom Instruction	Every Monday	Days other than Mondays must be pre-approved.
Days Assigned at Site	Tuesday-Friday between 8:00 am - 6:00 pm; preferably during the time the class is scheduled.	Student cannot be at the site on holidays nor on weekends.

6/25/15

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