



*Students are successful in a future they create.*

Career and Technology Education Department

*Career and Technology Education embraces quality instructional partnerships with business and industry to successfully prepare students for the challenges of post-secondary education and a globally competitive workplace.*

## **Practicum Program (Work-Based Learning) 2019-2020 Program Guidelines**

### **PURPOSE OF PRACTICUM PROGRAMS**

The primary purpose of Career and Technology Education taught by the practicum method is to provide students with opportunities to develop marketable skills related to future careers through on-the-job training at businesses and industries which work in cooperation with the Birdville Independent School District. In addition to skill development, considerable emphasis is placed on the development of good work habits, responsibility, ethical behavior in business, honesty, loyalty, and leadership.

While it is expected and desired that the trainees will earn wages equivalent to regular employees with equal experience performing identical work, the main reason for the existence of the various practicum programs is for on-the-job training, not just for providing part-time jobs for students who need or wish to work.

Only students who are willing to exhibit the maturity and responsibility required in order to benefit educationally from a practicum program should participate.

### **TRANSPORTATION**

Each student enrolled in a practicum program is responsible for making arrangements for dependable transportation to and from work each day.

## **TRAINING STATIONS**

1. The teacher-coordinator has the responsibility for a student's performance and progress both in class and on-the-job.
2. Arrangements for all training stations will be made and/or approved by the teacher.
3. Working for parents or relatives is not recommended unless the teacher is convinced that it is in the best interest of the student.
4. It is desirable that training stations be in close proximity to the school campuses.
5. Students will be under direct supervision of employers while at the training stations.
6. Students will follow the normal procedures of the businesses or industries for which they are employed, which may include working on holidays, weekends, and school holidays in order to maintain employment.
7. The teacher will visit the training stations periodically to discuss the progress of students and plan classroom instruction to aid in the skill development related to training station duties and responsibilities.
8. Students will not change jobs or training without prior approval of teacher-coordinator.
9. Parents will direct all questions concerning students' jobs to the teacher-coordinator not the employers.
10. The teacher-coordinator, employers, students, and parents will communicate and work cooperatively to take care of any problems or concerns.
11. The teacher-coordinator has complete discretion regarding approval of appropriate training stations for student placement.

## **TRAINING STATION WORK LOAD**

1. Students will work a minimum of 15 hours per week at their training stations.
2. Although there are no maximum number of hours for on-the-job training, it is recommended that hours in school and hours on the job total no more than 40 hours per week.
3. The working time spent at training stations must not adversely affect performance or attendance at school.

## **ATTENDANCE**

1. Better than average school attendance is expected.
2. Students will not report to training stations on days they are absent from school, unless prior approval is granted by the teacher-coordinator.

3. When students must miss school, they are to contact both their teacher-coordinator and employers at the time designated by the teacher-coordinators.
4. Students must make arrangements with employers well in advance for missing work during final exam schedules or other school activities.
5. Students must not linger on campus when dismissed from school to report to training stations.
6. Students should not have social visitors at work, nor should they use the telephone except when absolutely necessary.
7. Students must be well groomed and dressed appropriately for their jobs, based on standards set by the school and the employer.
8. Students will attend the annual Employer Appreciation Luncheon dressed in appropriate business attire.

## **CONDUCT AND DISCIPLINE**

1. Students are expected to display above average maturity and responsibility at school and work.
2. While students are under direct supervision of their employers at work, they are also representing the school as trainees and are subject to school jurisdiction.
3. Students will adhere to the Birdville Independent School District Student Code of Conduct.

## **GRADING AND CREDITS**

1. Evaluations of progress at work and school will be coordinated by the teacher and employer.
2. All practicum classes are full year programs.

## **GROUND/CONSEQUENCES FOR DISMISSAL FROM PRACTICUM PROGRAMS**

1. Excessive absence from school and/or work.
2. Failure to contact teacher and/or employer when absence is unavoidable.
3. Dismissed by employer for dishonesty, absenteeism, inappropriate behavior on the job, insubordination, and/or poor work performance.
4. Suspension or expulsion from school and/or extended DAEP
5. Major school disciplinary infraction may result in removal from program.
6. Quitting or changing jobs without prior approval of teacher.
7. Students unable to maintain passing grades will be encouraged to discontinue the practicum program and enroll in a full day of classes.

Students removed from one practicum program for violation of the policies should not be eligible to transfer to another practicum program until the next school year.

Exceptions or variations to these policies will be made only through the agreement of the practicum teachers and the school administration.

<hr/> <b>Student Signature</b>	<hr/> <b>Parent Signature</b>
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It is the policy of the Birdville Independent School District not to discriminate on the basis of sex, handicap, race, religion, color or national origin in its educational and career and technology education programs, services, activities, or employment as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; and the Individuals with Disabilities Education Act (IDEA). The Birdville Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and career and technology education programs.