

**Career Pathway Experience
2016-217 Course Syllabus**

FORMS DUE BY FRIDAY SEPTEMBER 2nd:

CPE Local and District Rules and Regulations (signed by parent/guardian)
CPE Training Agreement (signed by employer and parent/guardian)

** These forms can be turned in during my visits to each school campus, the high school counselor, or at my office located at the Alcorn Career and Technical Center. No grade will be given if these forms are not completed.*

FORM DUE BY FRIDAY SEPTEMBER 9th:

CPE Timesheet/Calendar for August

FORMS DUE BY FRIDAY OCTOBER 7th:

CPE Time sheet/Calendar for September
Employer Evaluation for first grading period (9 weeks)

FORMS DUE BY FRIDAY NOVEMBER 11th:

CPE Time sheet/Calendar for October

FORMS DUE BY FRIDAY DECEMBER 16th:

CPE Time Sheet/Calendar for November
CPE Time Sheet/Calendar for December
Employer Evaluation for second grading period (2nd 9 weeks)

**You will receive your Employer Evaluation sheet (called the TRAINING PLAN) by September 16th. I can not develop your evaluation criteria until you have completed the CPE TRAINING AGREEMENT FORM. Those forms are due by September 2nd, but turn them in as soon as they are completed, so I can speak with your employer and together develop an evaluation form that reflects the various tasks you do at your work-site.*