

Operational Guidelines CAREER PATHWAY EXPERIENCE

Program and Course Description

Essential elements of CPE are work-site training, training agreements, training plans, screening of students, paid employment, monitoring the field experience, and program accountability evaluations.

The intent of this program is for students to be actively involved in one of the following course offerings. In order to maintain eligibility for this program, each student will be expected to follow the guidelines of the offering he or she is participating in. Students will maintain employment on a continuous basis for the time they are enrolled in the class in order to maintain standing in CPE.

CPE instructors/coordinators will meet with students at various times at the high school

EACH STUDENT MUST BE ENROLLED IN ONE OF THE FOLLOWING:

1. CPE Paid Work-Based Learning (WBL) This option allows you to receive credit for working at a paid job, after school. You will be visited and evaluated each grading period (9 weeks). You **MUST** keep a record of your hours worked on the **CPE TIME CALENDARS**, due at the end of each month.
2. CPE Internship (Non-paid WBL) This option allows you to receive credit for being an unpaid intern at a business. You will be visited and evaluated each grading period (9 weeks). You **MUST** keep a record of your hours worked on the **CPE TIME CALENDARS**, due at the end of each month.
3. CPE School-Based Internship in which you are a completer of a vocational program (2 years) and enter the class as a third year student assistant for the program instructor. You will be evaluated each grading period (9 weeks). You **MUST** keep a record of your class-time on the **CPE TIME CALENDARS**, due at the end of each month.

FORMS THAT MUST BE COMPLETED DURING THE FIRST TWO WEEKS OF SCHOOL TO BE ELIGIBLE FOR CAREER PATHWAY EXPERIENCE. IF THESE FORMS ARE NOT COMPLETED, YOU MUST RETURN TO A REGULAR CLASS

Training Agreement

A training agreement shall be developed and followed for each student receiving training through CPE. Parties to the training agreement shall include the student, parent or guardian, instructor, employer, and a school administrator. The agreement identifies the responsibilities of the student, employer, and coordinator. **This is the form that your employer and parent signs.**

District Rules And Regulations

This forms gives a detailed look at the expectations of the student participating in CPE. **It must be signed by your parent/ guardian.**

OTHER FORMS THAT WILL BE USED FOR GRADING EACH CPE STUDENT

Training Plan

A training plan shall be developed and followed for each student receiving training through CPE. The plan, which provides documentation for evaluation, should include development of both the technical skills required by the occupation and employability skills. **This is your EVALUATION SHEET each grading period.**

Monthly Calendar/ Time-sheets

These will be completed each month. You will write your time in and out of work, as well as, total hours worked. **These are due at the end of each month.**