



UT Permian Basin STEM Academy Career Technology Education Handbook 2019-2020



Career and Technical Education

UT Permian Basin STEM Academy offers career and technical education programs in Computer Science, Engineering, and Biomedical STEM fields. Admission to these programs is based on being on track to meet Foundation High School Program, House Bill 5, state requirements for high school graduation, as well as any prerequisite courses needed depending on the chosen field.

“Section 1.1. Non-Discrimination Policy. The UT Permian Basin STEM Academy admissions and enrollment shall be free from discrimination based on race, color, or national origin; sex, sexual orientation, gender, gender expression, or gender identity; disability, or relationship or association with an individual with a disability; religion; academic, artistic, or athletic ability; or the district the child would otherwise attend under state law.”

For information about your rights or grievance procedures, contact the Title IX Coordinator.



ELIGIBILITY FOR CTE:

Any student that would like to be enrolled in the CTE Career Prep/Internship Practicum program must be on track to graduate. Any student that is required to make up a previous credit will not be eligible for the program.

SELECTION CRITERIA:

1. In order to participate in the internship and career prep programs, the student must be on track for high school graduation. The students must be TSI complete, or have committee (Selection committee is composed of counselors and administration) approval.
2. The completed enrollment request form must be submitted and approved by the committee.
3. Students must meet district attendance policy. Student discipline referrals may impact program participation. Attendance and discipline referrals will be reviewed by the selection committee.
4. Students must be a junior or senior and at least 16 years of age. and must provide proof of eligibility to work in the United States (Social Security card or INS verification). Juniors under the age of 16 may be able to participate in non-paid internship.
5. Student must have reliable transportation. There will be limited non-paid internship opportunities on campus and will be assigned based on application criteria.
6. Student who choose not to participate, do not meet eligibility and/or are not approved, will be required to remain on campus each day until regular scheduled dismissal. The only option for early release is the internship or career prep programs.

CAMPUS DISMISSAL:

Career Prep/Internship Practicum students will be dismissed to attend their internships/career prep assignments. In the event that a student is not scheduled to attend their assignment, the CTE student is to remain off campus. The student may not stay on campus nor return to campus during normal school hours*. The principal has the right to remove the privilege of leaving early for any CTE student.

*Alternative scheduling must be approved through the campus principal. Students MUST sign in if they are returning for a tutorial or other after school activity.



2019-2020 STEM Internship/Career Prep Application

Name:	Grade Classification:	Age:
DL #:	College Credit Hrs:	Email:

Career Interest:
College/University/Technical Schools I have applied or am interested in attending:
Transportation plans:

Local Business of Interest:

Reason for Application: (minimum of 100 words) ATTACH SEPARATE PAGE
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What knowledge do you expect to gain from internship/career prep: (minimum of 150 words) ATTACH SEPARATE PAGE
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Student Signature:
Parent/Guardian Signature:



2019-2020 STEM INTERNSHIPS/CAREER PREP CONTRACTS

I, _____, student of UT Permian Basin STEM ACADEMY, understand the requirements to participate in the career prep/internship program include: punctuality, job appropriate attire, written essay detailing my experience, presentation of essay, and a follow-up letter thanking their company for allowing participation in the project. I acknowledge that failure to satisfy the requirements at any point in time will cause me to lose the privilege of participating in the career prep/internship program. I acknowledge that discipline measures in addition to the loss of my participation privilege may also be administered. In addition to agreeing to complete all aspects of the career prep/internship program, I also release the school and its employees from liability in the event my personal property or I am injured or damaged before, during, after, or while in transition to or from the career prep/internship program.

I have read and agree to the terms for my participation in the career prep/internship program.

Student Date

I _____, parent/guardian of the above named student, understand the requirements for my son/daughter to participate in the career prep/internship program include: punctuality, job appropriate attire, written essay detailing the experience, presentation of the essay, and a follow-up letter thanking their company for allowing participation in the project. I acknowledge that failure to satisfy the requirements at any point in time will cause my student to lose the privilege of participating in the career prep/internship program. I acknowledge that discipline measures in addition to the loss of my students participation privilege may also be administered. In addition, I agree to ensure my student will complete all aspects of the career prep/internship program. Also, as parent/guardian of the above mentioned student, I release the school district and its employees from liability in the event my personal property or my student are injured or damaged before, during, after, or while in transition to or from the career prep/internship program.

I have read and agree to the terms for my son/daughter's participation in the career prep/internship program.

Parent/Guardian Date

Notary Public Date Commission expires on _____



Internship Employer Information Sheet

What is the UT Permian Basin STEM Academy?

The UT Permian Basin STEM Academy is a public charter school located on the campus of The University of Texas Permian Basin. We are a unique project based learning school currently serving students in grades K-10. We are designated by the State as a Texas Science Technology Engineering and Mathematics (TSTEM) school. The majority of students will graduate with 15-30 hours of college credit. Students at UT Permian Basin STEM Academy pursue one of three tracks on campus: Computer Science, Engineering, or Biomedical Studies.

What are UT Permian Basin STEM Academy Internships?

STEM Academy internships are skill-based, paid/unpaid internships designed to help STEM students build upon their considerable skills and gain real-world experience in the workplace that will help them become truly career-ready.

Internships are:

- Semester/Year long (September-December, Jan – May, or September – May)
- Monday – Friday, no more than 10 hours a week
- Paid or unpaid
- Based in Midland/Odessa
- Designed to give students supervised practical application of previously studied knowledge and skills

Who are the STEM Academy interns?

STEM Academy interns are in their Junior or Senior year of their high school program. Eligible student interns are based on the following factors:

1. In order to participate in the internship and career prep programs, the student must be on track for high school graduation and be TSI complete.
2. Student must meet district attendance policy.
3. Student must be a junior or senior and at least 16 years of age and provide proof of eligibility to work in the United States (Social Security card or INS verification). Juniors under the age of 16 may be able to participate in the non-paid internship.
4. Student must have reliable transportation.
5. Student must be pursuing a STEM endorsement in relationship to Computer Science, Engineering, or Biomedical Studies, or multidisciplinary studies.



What is expected of employers?

- Provide meaningful work experiences that enable students to showcase/learn skills (more than copying or answering the phones)
- Provide supervision and mentorship for students
- Provide weekly feedback to school supervisor

What will employers receive?

- Guidance on how to work with young people
- An opportunity to showcase the best of your organization to the future talent pipeline
- Recognition as a STEM school employer partner
- An opportunity to provide dynamic young people with great promise a unique opportunity to build their skills and expand their life experiences

What type of work can STEM Academy interns do?

- Social media/Communications strategy
- Team consulting projects
- Client research and competitive analysis
- Testing new applications/products/software
- Designing and administering client surveys
- Assisting with marketing campaign
- Coding and website re-design
- Evaluate the reliability of information from informational texts, scientific websites, and technical materials and resources



Internship/Career Prep FAQ

Why would I want to do an internship? What is an internship? An internship is generally defined as an advanced level course, often in a specialized field of study, where the student has an opportunity to apply the knowledge and skills he or she is learning in class to a work experience. The work experience can be either paid or unpaid. In Texas public schools, an internship is a capstone experience for high school students participating in a coherent sequence of career and technical education courses. Students enrolled in an internship will be allowed to leave campus early.

Does an internship have to be a paid position? No

How do I sign up for an internship? Students who are interested in an internship will work with the counselor and principal, to find a position.

Do I have to have transportation? Yes. A few internship positions that do not require transportation may be available.

What is career prep? What is an advantage of career prep? Career Preparation is a work-based learning program which is designed to develop essential knowledge and skills through classroom technical instruction, on-the-job training in an approved career and technical area of training. The work experience is a paid position and does not have to relate to previous courses. Students enrolled in career prep will be allowed to leave campus at assigned time.

How old do I have to be for a career prep position? All students participating in career prep must be 16 years old.

How many hours do I have to work? The a minimum number of 5 hours and maximum number of hours per week is 10. These hours do not have to occur during the school day. All work schedules must be in compliance with federal/state requirements related to age.

What do I do if I do not want to participate in these programs? It is not a requirement to participate in either program. Students who choose not to participate will remain on campus until normal dismissal time and enrolled in an elective course.

What type of training site qualifies for the internship and/or career prep program? The committee will work with individuals to answer this question.

What do I do if I want to participate? If students want to participate in either program, you must fill out an application (that accompanies this packet) before the deadline. There will be areas on the application to express your questions, as well as to ask for assistance in finding a position.