

School and Community Partnership I & II

The School and Community Partnership courses require study within the school setting alternating with a paid or unpaid internship in a family and consumer sciences (FCS) related occupation. (Rules for Careertech, 780:20-3-1(e), page 54-55, paraphrase)

Implementing a school and community partnership course:

- ✓ Determine a need for the program.
- ✓ Determine if sufficient FCS related businesses exist to provide on-the-job training opportunities for students.
- ✓ Discuss and obtain support from stakeholders.
- ✓ Present information to potential students about the program.

Supervision of students.

Schools offering cooperative CareerTech programs shall provide adequate time for teacher-coordinators to supervise and coordinate the activities of student learners.

Adequate time shall be determined by applying the following formula:

(A) 0-25 cooperative students —1 period (hour) per day

(B) 26-50 cooperative students —2 consecutive periods (hours) per day

(CareerTech Rule Book, Section 780:20-3-1(e)(2))

3) Exemption of planning period. The one-hour planning period shall not be considered coordination time. (CareerTech Rule Book, Section 780:20-3-1(e)(3))

Course Guidelines.

- Only juniors and seniors may enroll in school and community partnership courses.
- Students under sixteen must have a work permit. The principal of the high school is the official who issues work permits. Find the work permit process here: <https://www.ok.gov/odol/documents/ChildLaborOklahomaWorkPermitInstructionGuide.pdf>
- The teacher-coordinator shall have the responsibility of coordinating classroom instruction, on-the-job activities or hands-on experience, and placement of students. (CareerTech Rule Book, Section 780:20-3-1(e)(4)(A))
 - Employer Meetings: The teacher-coordinator must meet with each student's employer in person at least once per grading period to document and coordinate the learning experiences of the students. (CareerTech Rule Book, Section 780:20-3-1(e)(4)(B))

- For each school and community partnership enrolled student the teacher-coordinator shall keep the following on file and send to the employer and parent/guardian:
 - Memorandum of training
 - Training plan (CareerTech Rule Book, Section 780:20-3-1(e)(4)(C))
 - Hours worked (CareerTech Rule Book, Section 780:20-3-1(e)(4)(B))
 - Money paid
 - Place(s) of employment
- Employer evaluation. Each employer shall complete a written evaluation of the student's progress at least one time per grading period, and a copy of this evaluation shall be on file in the teacher's office. Employers are also required to have proof of age on file and a work permit if the employee is under 16 years of age. (CareerTech Rule Book, Section 780:20-3-1(e)(4)(D) paraphrased)

Scholastic credit.

(A) *Credit for on-the-job training/internship.* Additional units of credit may be added to the unit(s) earned in the classroom for being employed in an occupationally appropriate training station during the school year by applying the following:

- (i) an average of 10 periods (hours) per week for a minimum of 30 weeks of on-the-job training under the supervision of a teacher-coordinator = 1 unit;
- (ii) an average of 20 periods (hours) per week for a minimum of 30 weeks on-the-job training under the supervision of a teacher-coordinator = 2 units;
- (iii) in the case of block schedules, where a student completes the requirements for a unit of class work in one semester, a student could also earn an additional ½ unit for 10 hours per week for 15 weeks of on-the-job training under the supervision of a teacher-coordinator, or
- (iv) a student could earn an additional 1 unit for 20 hours per week for 15 weeks of on-the-job training under the supervision of a teacher-coordinator.

(v) Employers or their representatives shall complete a written evaluation of the cooperative student's worksite performance for each grading period. The teacher is responsible for converting the employer's evaluation into the appropriate letter grade for the student's on-the-job grade. Not to be confused with the pass/fail or satisfactory/unsatisfactory grade sometimes given to students participating in a work release program.

((CareerTech Rule Book, Section 780:20-3-1(e)(5)(A))

Extra assignments. If extenuating circumstances exist, and the student is not employed, the teacher must document extra assignments equal to one hour of

classroom instruction per day for every hour under the required 10 hours per week of employment. ((CareerTech Rule Book, Section 780:20-3-1(e)(5)(C))

School release time. A student who is employed in accordance to 5(A) above and is receiving credit for a supervised cooperative work experience may be released up to two hours per day from the normal six-hour school day. (CareerTech Rule Book, Section 780:20-3-1(e)(5)(D))

Classroom credit only. If the teacher cannot document extra assignments and/or hours worked, the student shall receive only credit for the classroom activities. (CareerTech Rule Book, Section 780:20-3-1(e)(5)(E))

- Recommended curriculum for assignments: Employment Essentials

Teacher's Signature

Date

Administrator's Signature

Date