

Congratulations, [REDACTED]

KKT would like to offer you an internship position from **3/28/2022 to 4/8/2022**.

Your internship schedule will be:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2:00-4:00 pm	1:00-3:00 pm	2:00-4:00 pm	3:00-4:30pm	2:30-4:30pm

KKT is committed to providing a professional experience for each student accepted into the KKT internship or job shadow programs. In turn, KKT expects you as the student to show up on time and be prepared to learn and participate. Each student will be assigned a supervisor that will expose and involve you in a variety of project types and include you as part of internal team discussions or client meetings as appropriate.

KKT's Commitment to Students

- Provide clear expectations and meaningful roles for students throughout the program
- Expose and involve students in a variety of project types
- Introduce students to some of the tools used in design
- Expose students to all the departments: architectural design, interior design, structural engineering, and administration to show the collaboration needed in the design profession

KKT's Expectations for Students

- Punctuality (arrive on time ready to work and stay for the entire time committed)
- Communication (communicate any schedule conflicts or absences with your supervisor before event)
- Responsibility and Dependability (doing tasks you have been assigned in a timely manner)
- Inquiry (ask questions if you need clarification or do not understand)
- Confidentiality (any information you see or hear is not to be shared)
- Collegiality (ability to work with others)
- Professional Dress (no shorts, no holes in clothes, no bare midriff, close-toed shoes, etc.)
- Proof of Full Vaccination

Students are expected to provide their own transportation to and from KKT Architects. Students and Parents/Guardians assume all liability, accountability, and responsibility for any and all acts arising out of the student's participation in the program, including, but not limited to, project and construction site visits and operating a motor vehicle to and from the internship site.

I accept this internship, agree to the above expectations and statement, and will notify KKT of any changes in my availability to the agreed schedule above. I acknowledge and have proof that I am fully vaccinated and will follow all KKT's office policies, including those regarding facemasks.

Student Signature: _____ Date: _____

*Parent/Guardian Signature: _____ Date: _____

**Parent/Guardian Signature is also required if student is under 18 yrs.*

OPTIONAL DEMOGRAPHIC DATA (This optional information helps with KKT's future grant applications.)	
Gender Identity: <input type="checkbox"/> Woman <input type="checkbox"/> Man <input type="checkbox"/> Transgender <input type="checkbox"/> Non-Binary/Non-Conforming <input type="checkbox"/> Prefer not to respond	
Race: <input type="checkbox"/> Asian <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Black or African-American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Multiple Races (mark each that apply) <input type="checkbox"/> Other (specify) _____	
Household Income: <input type="checkbox"/> under \$25,000 <input type="checkbox"/> \$25,000-\$49,999 <input type="checkbox"/> \$50,000-\$99,999 <input type="checkbox"/> \$100,000-\$149,999 <input type="checkbox"/> \$150,000 and above	
Parent's Highest Level of Education: <input type="checkbox"/> Some High School <input type="checkbox"/> High School Grad or GED <input type="checkbox"/> Some College <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctoral Degree	

KKT Photo and Video Release Form (Choose 1)

Permission



I grant to KKT Architects, Inc. the right to take and publicize photographs and/or video/film of myself. I authorize KKT Architects, Inc. and its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that KKT Architects, Inc. may use such photographs and/or video/footage of me with or without my name for any lawful purpose, including for example such purposes as publicity, marketing, brochures, advertising, social media, web content, into perpetuity.

I have read and understand the above permission.

Student Signature _____ Printed Name _____

Parent/Guardian Signature (if under 18) _____ Printed Name _____

Date _____

Declination



I do not grant my permission to KKT Architects, Inc. to release my photograph/video.

If you choose not to release this information, no photographs of you will be published on the official KKT Architects, Inc. website or in any publication related to KKT Architects, Inc.

If you wish to stop your consent you must make your request in writing to Human Resources and clearly state that you want to stop all or part of your consent, understanding that certain data may have already been released prior to your election to stop your consent.

I have read and understand the above declination.

Student Signature _____ Printed Name _____

Parent/Guardian Signature (if under 18) _____ Printed Name _____

Date _____

LEARN WELL.

Bixby High School
601 S. Riverview Bixby, OK 74008

BIXBY
Public Schools

LIVE WITH HONOR.

918.366.2222

Sponsorship / Employment Agreement

This Sponsorship / Employment Agreement is effective on (DATE) between (Name of Company) referred to as "provider" throughout and (Name of Student), referred to as "student".

(Full Student Name) has been accepted in the (Internship) Program at (Name of Program), (Address of Program) (duration of the program) for the time period of (Month and Year to Month and Year).

The purpose of the Internship is for the student to receive on-the-job training and education credit at Bixby High School.

The student and the company agree to comply with the terms and conditions of this agreement.

Internship:

The student shall participate in a (paid or voluntary) internship during (year) semester. Each internship session will be from 8-12 weeks as determined by the provider and the student's schedule.

If this is a paid internship session, the student shall be paid an hourly wage determined by the provider in its sole discretion. The student shall not be eligible for any employment benefits, such as group health insurance, disability insurance, and retirement benefits, that the provider generally makes available to regular employees.

Termination:

Notwithstanding any other provisions of this Agreement, student's sponsorship/employment shall terminate subject to the following provisions:

Either party may terminate this Agreement for any or no reason, with or without cause, upon two (2) weeks' written notice to the other party.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective as per the provisions of the Agreement.

Intern Expectations:

- Assist and contribute to the team! Learn and gain experience.
- Job shadow.
- Take on an increasing amount of responsibility.
- Network and work collaboratively with others.
- Learn about the career and work environment.
- Demonstrate appropriate work behaviors (be on time, communicate respectfully, adhere to standards of conduct, and take initiative).

Internship Opportunity

Academic Learning: The student may apply classroom knowledge learned in the school setting to a professional work environment.

Career Development: The student may explore a specific field of interest, expand his or her professional network and gain an understanding of the qualifications and duties involved in a specific profession or career field.

Skill Development: The student gains an understanding of the transferable skills and knowledge required for success in a professional work environment and integrates those skills into their academic learning.

Personal Development: The student gains decision-making skills, self-confidence, business savvy, ethics, experience, and teamwork required for success in a professional work environment.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective as per the provisions of the Agreement.

Business Provider Representative

Business Provider Signature

Date

Bixby Public School Representative

Authorized Signature

Date

Student / Intern

Student Signature

Date

Parent of Intern

Parent/Guardian Signature

Date

of class will meet 5 days a week according to the high school schedule. **Currently only PreCalc is offered at BHS.**

Seniors: By Oklahoma statute, each high school senior who meets the eligibility requirements for enrollment shall be entitled to receive a tuition waiver equivalent to the amount of resident tuition up to 18 credit hours in their senior year. The senior year begins June 1 following the 11th grade. **Juniors:** Tulsa Community College provides a tuition waiver to each high school junior who meets the eligibility requirements for enrollment. Juniors shall be awarded a tuition waiver equivalent to the amount of resident tuition up to 6 credit hours per semester in their junior year. The junior year begins June 1 following the 10th grade.

Concurrent enrollment students are responsible for all fees associated with admissions and enrollment each semester. Online courses and courses which use online textbooks will have additional fees. Students must pay the fee balance prior to enrolling for the next semester. Tuition waivers are awarded for all enrollments unless students drop a class within the college drop period. All hours waived will be counted in the total tuition waiver limits including any grade entered on the transcript: W, AW, I, WN, or A – F grades.

OSU IT Concurrent Enrollment Opportunity at Bixby High School 2022-23

During the 2022-23 school year, OSU-IT is partnering with Bixby High School to make 4 classes available for qualifying Juniors and Seniors. Classes will be held at both BHS and OSU IT (transportation provided). Below is the schedule of courses which are limited to a maximum of 15 students. Costs are \$40 per credit hour, but students may apply for financial assistance with their counselor. Courses offered:

Fall 2022:

3 credit hours:	Exploratory Course: <ul style="list-style-type: none">• Nursing• Culinary• Engineering IT• Automotive	M/W/F
3 credit hours	Freshman Comp 1 *if needed	T/Th

Spring 2023:

3 credit hours:	Safety Course <i>Required for all OSU IT programs</i>	M/W
3 credit hours:	Freshman Comp II *if needed	T/Th

For more information on OSU-IT and Concurrent enrollment academic requirements please see:

<https://osuit.edu/admissions/concurrent-enrollment.php>

Work-Study

Semesters: 1 or 2

Grades: 11-12

Course Description: This course allows students to explore work/career interests, as well as, learn employment and life skills through a paid work experience. Monthly evaluations submitted by the student's immediate work supervisor and a weekly assignment are the grading components for this course. Students may enroll in up to two Work Study classes, with additional classes to be approved by administration. Students must maintain an average of 5 hours per week for each Work Study class for which he/she is enrolled. Students Work Study classes will be scheduled to allow student the most flexibility possible and from coming/going from campus. Students are responsible for finding and maintaining employment for the entire semester to receive credit for the course. Disciplinary infractions while enrolled in the course could result in removal from the course and a failing grade for the semester. Student cannot be directly related to anyone in management at the place of employment for which he/she is employed.

Office Procedures and/or Library Practice

Course Number: 2419

Semesters: 1 or 2

Grades: 12th Only

Prerequisite: *No serious discipline issues, passing grades*

Course Description: This course is an introduction to office procedures and concepts which focus on skills necessary for office workers at every level. Skills addressed include effective communication, telephone and business etiquette, public relations, filing, and copying procedures. Students will be assigned to a school office/library and will perform a variety of tasks. Written coursework is required and the final grade includes a supervisor's evaluation and final exam. Students may be placed at the High School, 9th grade Center, Central Elementary, Central Intermediate or Home of the Spartans. Disciplinary infractions while enrolled in the course could result in removal from the course and a failing grade for the semester.

Education Job Shadowing

Course Number: 2790

Semesters: 1 or 2

Grades: 12th Only

Course Description: This class is an opportunity for career exploration for those students interested in a career in education. It is a two-hour placement off-campus at one of the elementary sites in the district. Students will be placed in classrooms under direct supervision of a certified teacher. Students will be expected to provide their own transportation to and from their placement every day, as well as, expected to fulfill all duties and responsibilities outlined by their supervising teacher. Disciplinary infractions while enrolled in the course could result in removal from the course and a failing grade for the semester. **Placement is by Application Only and must be turned in prior to the end of pre-enrollment.**

Service Learning Internship

Course Number: 2790S/2791S

Semesters: 1 or 2

Grades: 11-12

Course Description: Students enrolled in this course are expected to serve the community throughout the semester for a minimum of 5 hours per week. Students can serve in area churches, health or medical facilities, charitable organizations, non-profit institutions, etc. The grade for the course is determined by a supervisor's evaluations and weekly attendance verification. Students may not serve in a capacity supervised or managed by a family member.

Service
Learning
Credit

Students are responsible for having an approved placement within the first 10 days of the semester and for providing their own transportation. Disciplinary infractions while enrolled in the course could result in removal from the course and a failing grade for the semester.

Spartan Peers Student Mentoring

Course Number: 2775

Semesters: 1 or 2

Grades: 10-12

Course: Student mentoring gives peer mentors the opportunity to work directly in a high school special education classroom or in an elective classroom where they will perform their duties under the supervision of the special education teacher and paraprofessionals. The student mentoring course is designed to promote an understanding of students with disabilities and allows for peer mentors to assist students in reaching their social and educational goals. Peer mentors also have the opportunity to volunteer for Special Olympics and be part of the Special Olympics team. Students applying for this course should be genuinely interested in participating in a service opportunity that positively impacts Bixby High School.

Tulsa Technology Center

Pre-Engineering Program

Overview of Program

Tulsa Tech's College Prep Pre-Engineering Program, when combined with college preparatory mathematics and science courses in high school, introduces students to the scope, rigor and discipline of engineering and engineering technology prior to entering college. Students will work on teams to solve problems, collect and categorize data, keep engineers' notebooks, give oral presentations and use computer software to design parts and assemblies. They will work in high-tech laboratories equipped with robotics technology and sophisticated computer networks as they complete projects and activities designed to interconnect math and science to engineering applications. Completion of this challenging program will allow students to be better prepared for college engineering programs and more likely to be successful. Students must first take Introduction to Engineering in the 9th grade, then Principle of Engineering in the 10th grade. They may continue with specialty courses: Digital Electronic, Civil Engineering, Computer Integrated Manufacturing, Engineering Design and Development, Computer Science Applications, Computer Science Principles, and Aerospace Engineering at a TTC Campus their junior and senior years.

Principles of Engineering (P.O.E)

Course Number: 9032

Semesters: 2

Grades: 10

Prerequisites: *Acceptance into TTC program*

Course Description: A hands-on course that helps students understand the field of engineering and engineering technology. Utilizing projects, modeling kits and computers, students explore technology systems and engineering processes to find out how math, science and technology help people. This course counts as 1.0 units of computer technology credit.

Foundations of Manufacturing