

August 16, 2017

***The mission of Tates Creek High School is to prepare all Commodores for college and career success and for service as informed and active citizens with intercultural understanding and respect.***

Dear Students and Parents:

Welcome to senior year at Tates Creek High School! Participating in the Experience Based Career Education (EBCE) Program is a wonderful way for students to finish high school and for both parents and students to begin to prepare for life after high school. EBCE is a program designed to provide seniors with the opportunity to complete academic internships in career fields in which they have an interest and possibly pursuing after high school. In EBCE, students are provided opportunities to observe study and apply academic skills in a variety of business and industry settings in both the public and private sectors.

The EBCE program is designed to help students research and become involved in a variety of careers, refine decision making skills in a real world setting, gain insight on being a career professional and interact with classmates, educators and community members in a professional manner. Most of these skills will be done while placed in a five site rotation beginning the week of September 11 and culminating in May of 2017. In addition to the community placements, there will be instructional days or “in-house days” that will occur approximately every other week after September 11.

Clearly, students must conduct themselves in a very mature and professional manner in attendance, action and attire at all internship sites in order to reap the many benefits the EBCE program offers. In addition to receiving academic credit on their transcript and documenting internship experiences, the students may also receive letters of recommendation, professional contacts, paid job opportunities and an accumulation of volunteer hours necessary for admission to select colleges and universities. It has been documented that students who participate in the EBCE program not only form a better vision of what they want to accomplish after high school but they also gain the skills and work ethic necessary to make a successful transition to adult life.

Parents please do not hesitate to contact me regarding your child. If you need to contact me for any reason, you may do so via phone, 381-3632. My planning time is from 1:45--3:15 every day on A days and 10:00-11:30 on B days. The easiest way, and one which guarantees the quickest response, is email.

My email address is chris.long@fayette.kyschools.us.

In order to ensure the success of the student, parents, students and teachers must work together. Please read through this following information regarding signatures, deadlines, assignments and grading policies. I look forward to a wonderful year together.

Sincerely,

Chris Long

EBCE Learning Coordinator

**ACADEMIC INTERNSHIPS in EBCE**

**GUIDELINES**

**Class Goals**

Upon completion of this class student will:

1. Be prepared to become active participatory citizens of the 21st Century
2. Acquired skills for the workplace
3. Possess basic technology skills necessary for submitting tests, papers and assignments electronically
4. Refine communication skills including writing, reading, speaking and listening.

 **Guidelines for Success: TCHS Guidelines For Success**

**T**akes Responsibility

**C**ommits to Learning

**H**onors Self and Others

**S**erves and Contributes

**Our school believes that we are:**

**C**onnected

**R**esponsible

**E**ngaged

**E**xceptional

**K**ind

**In addition, I have the following expectations of you while you are in this class.**

1. **All students will be given an equal opportunity to speak.**
2. **All students will respect the opinion of the others in the class.**

I follow all school rules and I expect you to do so as well.  While I do not expect any behavior problems in a class of seniors, there are a few classroom expectations that must be mentioned. Of course, if you are found in violation of the school’s skipping policy, closed campus policy, smoking policy, dress code or any other Fayette County Board of Education policies, immediate and appropriate action will be taken. If other minor infractions are encountered- - sleeping, working on other class work in this class, excessive off topic talking , etc.- - - , they will be dealt with immediately. Most will include a conference between the teacher and the student.

**Materials for Class**

For this class you will need-

* a spiral notebook or composition book for your journal
* writing utensil for in-house days
* Internet access, an email address either at home or at school and a flash drive.
* **Transportation to and from your site**
* **Your EBCE ID badge**
* **School Parking Permit**

**Attendance**

*Attendance for EBCE is of the utmost importance.* The community members are depending on you to be at the work place every day you are scheduled to be there. You must behave in a professional manner and your attendance at your site **is non-negotiable!** You are expected to be there on time every site day.

However, I am a realist and I know sometimes you are really sick (As in you would not go to school that day or you would call off work that day). If you must be absent, you are required to communicate with three people reporting your absence- **In this order**!!!

1. Your site (make sure they receive the information)
2. The school-Call attendance to make sure they are aware.
3. Mr. Long- -call 859-381-3632 (school) or call or text 859-421-5133. Please remember to include your name in your message. **This has to happen!!!**

Failure to notify these three people may result in a skipping referral. Repeated absences may result in being removed from your site. This has happened and reflects poorly upon you, me, and our school.

Attendance at your EBCE site is the most important component of this class. ***PLEASE schedule all doctor’s appointments at times that DO NOT conflict with your EBCE time. This is huge!!***

* **You should be back at school by 11:30 (only exception is if you have A lunch).**
* **Upon returning to school from your EBCE site you are to enter through the front doors and report quietly to room 514 where you will sign in. Remember to silence your phones when you get back to campus.**
* **If you are running late due to an unforeseen circumstance (car break down, wreck on New Circle, not “the line was long at Chick Fil-A), call 381-3632 or text and tell me you will be late and I will notify your 3rd block teacher/give you other instructions.**
* **If you are running late, when you arrive at school you must still come to my room to sign-in and get a tardy note from me.**
* **If you have “A” lunch you do not have to be back at school until 12:00- PLEASE REMEMBER TO SIGN IN.**
* **If you are not coming back to school- you have an appointment- you must have a note from home that will excuse you for the afternoon classes. PLEASE LET ME KNOW SO I CAN COMMUNICATE WITH ATTENDACE.**

**Hall Passes** **– In- House Days**

         All students who wish to leave the room must be given permission to leave the room and use the hall pass as it was intended to be used.

         All students are expected to be in the room the first ten or the last ten minutes of class.

         All students will remain in the room during direct instruction.

         Only one person will be permitted to leave at a time and you must take the hall pass with you at all times unless there is another pass that is more appropriate for your departure.

My schedule for the 2016-2017 school year is:

A Day (514)                                                                        B Day (713)

A1- E.B.C.E. B1- Freshman Seminar

A2- E.B.C.E.                                                                 B2- Plan

A3- Adv. Political Science B3- Freshman Seminar

A4- Planning                                      B4- Freshman Seminar

**ACADEMIC INTERNSHIPS in EBCE**

**GUIDELINES**

 Due to the nature of the EBCE Program, the course grade will be achieved through participation, attendance, reflection and both oral and written communication. The following will be used to determine your final semester grade:

**FOR EACH PLACEMENT THE FOLLOWING “ASSIGNMENTS” WILL DETERMINE YOUR GRADE**

1. **Attendance/Participation-Daily/Formative (100 points)**
2. Attendance is the key to a successful year in EBCE. You are expected to be at your placement the first two blocks of each and every “A” day that is not a Friday. Participation points will include:
	1. Attendance
	2. Signing in upon return to school
	3. **Communication with Mr. Long and site resource person if you are absent**
	4. Participation in all in-house activities and exercises
3. For each site day you are ABSENT (valid or invalid reason) you will lose 20 points. However, you do have an opportunity to make up these points
	1. If you are absent for **SITE DAYS**, you do have an opportunity to obtain the points lost by completing the following make-up assignment.
		1. Make up assignments must be done for each day missed and **must be included in your journal for the day in question.** If it is not received or present in your journal, you will get a 0.
		2. The make-up assignment is to locate a *current event article related to your current site or profession*. **The article you find and submit cannot be older than 18 months and must be a minimum of 1000 words**. You must download or copy the article, read the article, and type a one page summary of the article and how it relates to your current placement. One page is not two paragraphs. The summary should be in “regular” font no larger than 12, double spaced, free of mechanical and grammatical errors with 1” margins throughout. FCPS make-up work will be followed (FCPS Student Code of Conduct pages 3-4). These will be submitted where your normal journal would be.
		3. If you are absent on IN-HOUSE days you must do any assignment completed during in-house classes if an excused absence occurs. In –house assignments also need to be complete with the approved FCPS makeup work guidelines.
		4. Each student may receive a waiver of 2 days per semester for a preapproved college visit. These waivers apply to current event assignment and DOES NOT excuse work missed during in-house sessions.
4. **Reporting an absence must be done by 8:00 a.m. You must call me and your site resource person. Failure to call will result in the loss of 20 points. You may call me through the EBCE direct line, 381-3632 or by calling or texting my cell phone- 859-421-5133. Please identify yourself if you text me.**
5. Failure to show up at your EBCE site or in class on in-house days (i.e. skipping) may result in removal from your site, removal from EBCE and /or receiving a failing grade in the class for the semester.
6. If you are absent, you must bring a parent note or doctor note to school upon your return to school, whether that is the next day or 3rd Block!

**2. Startup Paperwork-Daily/Formative (25 points each)**

1. Each site to which you are assigned requires completion of paperwork as you start a new site. For lack of a better word, I will refer to this as “startup paperwork”.
2. This paperwork must be turned in to me **within one week of being at a new location and will not be accepted after that time**. This paperwork includes: confirmation form signed by your site resource person, you, and your parent or guardian, dress code form signed by your site resource person and resource information sheet completed buy your site resource teacher. **IT IS YOUR RESPONSIBILITY TO GET THIS FROM YOUR SITE RESOURCE PERSON.**
3. Each form carries a value of 25 points for 75 total points.

**3. Picture ID-Daily/Formative**

1. You should have had your picture taken at the end of the last school year, if not please see me.
2. Please wear that ID badge any time you are at your site and, if requested, present to any Tates Creek High School personnel during EBCE blocks or when entering the building upon returning to school **THROUGH THE FRONT DOOR OF THE BUILDNG**
3. If you were unable to attend either session of EBCE orientation arrangements must be made to have this done as soon as possible. Cost is $5.00 which is the replacement cost if yours is lost.

**4. Career Exploration Inventory (CEI)-Daily/Formative-50 points**

1. This career interest survey will be given early in the semester to help you explore and plan for areas of your life- career, leisure activities and education.

**5. Resume-Daily/Formative-50 points**

1. Each student will develop a comprehensive resume to be kept in the EBCE student’s file and used to introduce the student to the site.
2. The resume will be updated periodically throughout the school year.
3. The resume will be typed and error free and worth 25 points initially and 25 additional points when updated throughout the school year.
4. I am more than happy to make copies if you need them.

**6. In- House Activities/Formative- 25 points**

A. On in-house days there will be activities and or assignments we will do.

1. Participation and completion of these activities will be worth a minimum of 25 points. Longer and more involved activities—parent interview for example- will have a greater point value than smaller, in class exercises.

**7. Time Sheet-Assessment/Summative-50 points.**

* 1. Your site resource person needs to sign off on your time sheet weekly after you have filled in the appropriate times.
	2. Time sheets are due at the end of each rotation.

**8. Site Interview-Assessment/Summative- 50 points**

1. Students are required to interview one site resource person per semester.
2. Students will be provided with a list of potential interview questions to use during the interview.
3. The interview must be typed, in paragraph format with questions included, a minimum of two pages.
4. Students will refine their interviewing skills by interviewing a parent early in the semester about his/her career.

**9. Site Evaluation-Assessment/Summative-25 points**

1. Students will be required to complete a site evaluation form during in-house time after the completion of a site rotation. This information provides valuable feedback on your experience at the site.

**10. Thank You Letter-Assessment/Summative-25 points**

1. Students will be required to mail a thank-you letter to each site resource person after each rotation.
2. Each thank you letter must be word processed and error free.
3. You will need to bring in a stamp (Can be bought at any Kroger in addition to any USPS).

**11. Journals-Assessment/Summative**

1. Students will be required to maintain a journal chronicling their time spent at their site.
2. Journal entries MUST include a discussion of the day’s events and some type of insight, reflection or discussion of discussion of what was learned or observed today.
3. Journal entries must be atleast a page in length and will be due at the end of each rotation.
4. Journals can be typed or handwritten.
5. Each entry is worth 10 points
6. If you are absent on a site day, the current event will substitute for your journal entry for the day.

**12. End of Placement Projects-Assessment/Summative**

1. Projects encompass three different and distinct components
	* 1. a written paper must accompany each rotation. The paper can be research based selected from a topic or question you encountered or is related to your current placement or a task your placement has asked you to complete. Due dates will be identified on the rotation calendar.
			+ 1. If research based, you must site your sources using MLA format and must be a typed paper at least three pages in length- - double spaced, size 12 standard font and error free.
		2. a visual- posters, videos, demonstrations, food samples - - It cannot simply be wearing a shirt that was given to you by your site!
		3. presentation- made during the in-house class session after the rotation is complete. This should include where you were, what you did, samples of work. It can be a PowerPoint or similar
2. Projects are worth 125 points. Paper=75 Visual = 25 Presentation =25
3. An absence on a project presentation in-house day will result in an automatic loss of 25 points from the 125 point project

**13. Evaluation of Student- Assessment/Summative-50 points**

A**.** After each placement the site resource person is responsible for sending feedback on the student back to the school. **IT IS THE STUDENT’S RESPONSIBILITY to ensure the proper person receives the form and it is returned completed to me**. This can be done via mail or in a sealed envelope.

B. The points you receive for this evaluation will be based on the score your site resource person gives you. 95-100= 50 points. One point will be deducted from 50 for every point you receive that is lower than 95. Example- if you get a 90 you will receive 45. 89 will get you a 44.

 **Late work is not accepted on this assignment.**

**15. The Fayette County Grading Scale will be applied to EBCE.** Final grades will be determined based on a 50/50 split. Fifty percent of your final grade will be based on your daily/formative grades. These include the categories outlined above and any additional in-house assignments that may be included. Fifty percent of your final grade will be based on your assessment/summative grades as outlined in the categories above.

**16. Weighted Credit Option**

 A. Students may choose to take EBCE for weighted credit.

B. Your intention to take the class for weighted credit must be given to me in writing by September 3 and must include your choice for extra project you will be completing to obtain your weighted credit.

C. You must complete extra project per semester for weighted credit.

 Examples include:

a. reading a selected book relating to career exploration, the business world, college planning, college attendance, finances, or teen issues and writing a 5-7 page book review based on an outline I will give you. Examples include What Color is Your Parachute? by Richard N. Bolles, The 7 Habits of Highly Effective Teens by Sean Convey, Who Moved My Cheese? By Johnson and Blanchard, and It’s Called Work for a Reason by Larry Winget and Whistle While You Work by Richard Leider and David Shapiro.

b. completing a 5-7 page research based paper regarding a career you are most interested in pursuing or a compare/contrast paper of the colleges you are considering attending.

c. Other appropriate semester long projects that may be determined based on your interests and ideas. HOWEVER, no student may complete a weighted credit assignment without permission from Mr. Long

d. Weighted credit assignments worth 100 points each semester and **WILL NOT BE ACCEPTED LATE.**

**e. You must let Mr. Long know by September 2 if you are choosing to participate in the weighted credit option. Once you commit, you cannot change your mind until the second semester.**

**17. Miscellaneous**

A. Your senior year is a busy and exciting time. However, remember college visits, doctor’s appointments etc. need to be scheduled around your EBCE site placement including in-house class meetings. It is important that you and I maintain a professional image with our business community. Attendance and Attire are very important to a successful EBCE school year.

 B. Students must be able to provide their own transportation or be driven by a parent or guardian to each site. Depending on another student for transportation is not acceptable.

 C. Makeup work is the responsibility of the student for excused absences and must be done within the guidelines established by Fayette County Public School.

 D. This is not an all-inclusive list of assignments. There will be more not listed here.

**18. Materials for Class-** In addition to paper, pens and pencils, and a composition book for your journal, you will need a notebook/folder with pockets and a jump or flash drive.

**And finally…while at your site, please remember to act in a manner that represents you, your family, me, and your school in a professional manner. You should not talk on your cell phone, text message, arrive late or leave early without appropriate communication, or lounge around acting bored or disinterested. Take initiative. Be interested. Ask questions. Learn to be industrious to get the most possible from each and every placement. Remember this is an experience that you will drawn on both personally and professionally for years to come. Professional, courteous and polite students reap the greatest benefits from the EBCE Program- - be one of those students!!**

**PLEASE READ, SIGN AND RETURN NO LATER THAN THURSDAY, AUGUST 14, 2017**

Important to remember for success in EBCE

* + - * Attendance is crucial.
			* Turn in all assignments and meet all deadlines.
			* Display professional behavior at all of your EBCE sites.
			* Dress appropriately for the work place.

We have read and understand the policies for Mr. Long’s EBCE class for the 2016-2017 school year.

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian- Please complete the information below to more easily facilitate communication should it be necessary. Please print

Parent/Guardian Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Numbers

Work \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Comments if necessary: