



**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.

It is the policy of UT Permian Basin STEM Academy not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of UT Permian Basin STEM Academy not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

For information about your rights or grievance procedures, contact the Title IX Coordinator and/or the Section 504 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 at the completion of their senior year. 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..
2. The completed enrollment request form must be submitted and approved by the selection committee. (Selection committee composed of counselors, and administration).
3. Students must meet district attendance policy. Students will be representing the University Academy; therefore, 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. Students 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 the non-paid internship.
5. Students must have reliable transportation. There will be limited non-paid internship opportunities on each campus. These positions will be assigned based on application criteria.
6. Students 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:

CTE students will be dismissed early 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 have the right to remove the privilege of leaving early for any CTE student.

*Unless arrangements have been made and approved through your campus Principal. Students MUST sign in if they are returning for a tutorial or other after school activity.



2019-2020 STEM Job-Shadowing 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)

What knowledge do you expect to gain from Job-Shadowing: (minimum of 150 words)

*The above text boxes will expand

Student Signature:
Parent/Guardian Signature:



Internship Employer Information Sheet

What is UT Permian Basin STEM Academy

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 get real-world experience in the workplace that will help them become truly career-ready.

Internships are:

- Semester/Year long (September-December, September – May)
- Monday – Friday, no more than 10 hours a week.
- Skills based
- Paid or unpaid
- Based in Midland/Odessa

Who are the STEM Academy interns?

STEM Academy interns are in at least their third year (traditionally junior year) of their school program, pursuing college credit. 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. The students must be TSI complete.
2. Students must meet district attendance policy.
3. Students must be a junior or senior and at least 16 years of age. Students 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 the non-paid internship.
4. Students must have reliable transportation.
5. Students are pursuing a STEM endorsement in relationship to Computer Science, Engineering, or Biomedical Studies.



What is expected of STEM Academy employers?

- Provide meaningful work experiences that enable students to showcase their skills (not 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 purviews.

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



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 camps 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 Mrs. Miller, and Mr. Griffin, to find a position.

Do I have to have transportation? Yes. There are a few internship positions that do not require transportation.

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 and on-the-job training in an approved career, and technical area of training that has already been approved and assigned a PEIMS work-based learning number. 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 early.

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 minimum number of hours per week is 10. These hours do not have to occur during the school day. Students are also required to receive a class period of instruction each day.

What do I do if I do not want to participate in these programs? It is not a requirement to participate in either program. However, it is encouraged to be engaged in authentic learning. Students who choose not to participate will remain on campus until normal dismissal time.



What type of training site qualifies for the internship and/or career prep program? This is an individual question. The career prep program covers most paid positions. The internship is more specific. It is best to discuss your options with Mrs. Miller, to answer this question.

What do I do if I want to participate? If you want to participate in either program, you must fill out an application 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.

What is the deadline for application? If you want to participate, an application must be presented to the campus counselor during academic planning.

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