

Enrollment Requirements:

- Classified as a junior / senior
- Meet age and academic requirements
- Approved paid employment or unpaid learning experience site
- Reliable transportation

Course Requirements:

- Demonstrate positive attendance within school day
- Complete academic instruction during morning instructional class
- Work at least 15 hours per week – proof of employment required
- Meet Employer Expectations
- Follow school expectations – class attendance / positive grades

Plan to Succeed – Instructor will assist students with employment challenges, job transitions / progression and college preparation

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Summary

Students will complete academic class in the mornings with the instructor.

Receiving credit for three classes, students will generally leave school two periods early. Individuals should use this time wisely. This time can be used in the following ways: reporting directly to work, completing homework, eating before starting a work shift

Students will receive individual mentoring regarding employment, college options, and independent life / career choices.

Upon completion, students will have a positive paid-employment experience, explored possible career choices and decided upon a plan after high school graduation.

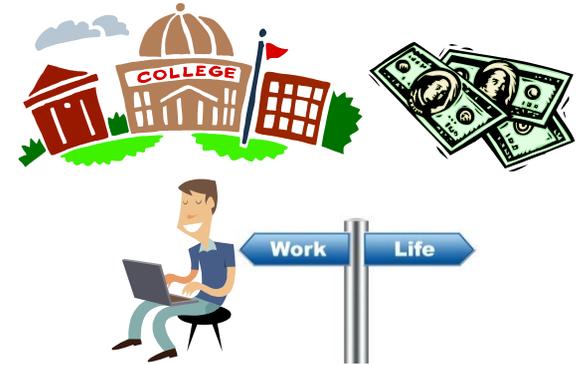
Students will complete a portfolio - Individualized for each student

Plano East Senior High School

3000 Los Rios Blvd
Plano, Texas 75074

Career Preparation

I & II



Work 15 Hours a Week

Earn Money While Learning

Get out of School Early

Early to go to Work

Earn Three Credit Hours for One Class

Career Prep I 553801

553811-M

Career Prep II 553851

Career Preparation

Students enrolled within Career Preparation will benefit from both classroom instruction and work experience opportunities.

All paid and unpaid training sites must be **approved by the Career Preparation teacher**.

Individuals will visit with the instructor weekly during class to discuss progress and show evidence of the learning experience.

The teacher will work with a site manager to complete a Work Performance Evaluation – within each nine-week grading period. The Career Preparation teacher will make periodic visits to each site.

Paid Employment

- Represents the **MAJORITY** of students in Career Preparation
- Students will work **at least 15 hours** per week at an approved employment site.
- A weekly work schedule (with documentation) will account for a weekly grade.
- Instructor will visit the employment site each nine weeks and assist the employer with a performance review / major grade.

Unpaid Training Sites

- **Specialized Opportunity** – with an **average of 15 hours' weekly**
- "The training site will provide students with a **variety of learning experiences** that will give them the broadest possible understanding of **business and industry**." Examples ->
- **Individual topic of specialized learning** decided upon by the student and approved by the teacher
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- Completing a **vocational certification program** requiring direct learning experiences with a community college
- Serving with **Community Organizations** on a weekly basis – *a few examples have been listed* - such as Habitat for Humanity, SPCA, Minnie's Food Pantry, North Texas Food Bank
- **Community Service Projects or volunteering in routine events**
- **Internships** at area businesses
- **Career Training Programs** such as Plano Fire-Rescue Explorers and Law Enforcement Explorers Post, Collin County Master Gardens, Collin County Hobby Beekeepers Association
- **Job Shadowing / Apprenticeships**

Classroom Instruction

Students will receive experiences related to the following topics:

- Career Exploration activities
- Resumes, Interview Skills,
- Employment Search / Job Applications,
- Employer Expectations
- Career Changes / Unemployment,
- College Choices – Community Colleges, Universities, Trade Schools,
- Employment Issues / Challenges,
- College Financial Aid, Scholarships,
- Degree Plan Selection, College Course Descriptions,
- Financial Planning, Tax Preparation, Credit Understanding,
- Professional Dress, Competitive Employment, Entrepreneurship
- College Research Opportunities
- Career Fairs / Networking
- Exploration of Careers within a variety of Fields
- Letters of Recommendation
- College Applications
- Compare Employment Options
- Research of careers / Employment
- Guest Speakers