

# **LINN COUNTY R-I HIGH SCHOOL**



## **Career Study Handbook**

**2024-2025**

Linn County R-I  
15533 Hwy KK  
Purdin, Missouri  
660-244-5045  
[linnr1.k12.mo.us](http://linnr1.k12.mo.us)

Approved By  
The  
Board of Education  
May 15<sup>th</sup>, 2024

## **Course Rationale**

In 2009, Missouri Senate Bill 291 established the “School Flex Program” as an incentive for students to stay in school part-time while continuing to work towards a diploma. Students who hold a senior standing can benefit substantially from a school-directed and supervised paid learning experience that cannot be readily provided within a regular classroom setting – experiences that can be made available through assignment to off-campus locations under cooperative arrangements with business and industry or other institutions.

## **Course Description**

Cooperative Career Education is a career and technical education program based on the cooperative education method of instruction. The program should serve students with a wide variety of career interests, including careers not traditionally considered “vocational”. Academic study is combined with paid supervised employment in a career area of interest. The employment is planned and supervised by the school in cooperation with a business or industry. A formalized agreement between all cooperating parties specifies the role each is to play as part of the program. A written plan of instruction details the knowledge and skills to be mastered. The teacher-coordinator responsible for the program conducts periodic communication with the student’s employer in order to better correlate classroom instruction with employment skills, and to complete evaluations of the student’s performance which are supplemented by employer evaluations. Credit is awarded for the classroom instruction and for the on-the-job experience in compliance with Linn County R-1 School District Policies. The program is open to high school seniors as a practical arts elective for one semester during their senior year.

## **Career Study Program Student Objectives**

1. Development of occupational competence.
2. Development of higher level, transferrable knowledge and skills related to careers.
3. Development of core academic skills through application in the workplace.
4. Development of career knowledge & awareness.

## **Linn County High Career Study Program Guidelines**

**Eligibility Requirements:** Students eligible to enroll in the Linn County High Career Study Program must:

1. Be of senior standing academically and on track to graduate with their cohort.
2. Maintain a cumulative grade point average of 2.0 on a 4.0 scale
3. Maintain a 90% attendance rate or higher.
4. Have no major discipline infractions on record.
6. Arrange employment with an employer *before* the start of the participating semester.
7. Meet with the high school counselor during the semester prior to the participating semester in order to discuss these qualifications and determine eligibility for the program.

### **Career Study Procedures:**

1. Participating students will be assigned a supervising teacher certified in the corresponding content area who will:
  - a. Provide the participating student with copies of the student/supervisor/parent agreement along with other necessary paperwork which must be submitted *prior to* the student leaving school to attend work.
  - b. Be responsible for work turned in weekly by students throughout the length of the program (See Appendix).
  - c. Communicate periodically with students and site supervisors to review student progress and growth within the program. Communication may include site visits, phone conversations, and e-mail or other methods of electronic correspondence.
  - d. Submit quarterly and semester grades based upon student work and site supervisor evaluations.
2. Students will attend either the first or last four (4) periods of the regular school day.
3. Students must have a doctor excuse or verification if absent during the school hours before attending on site career study.
4. Students will sign-in or sign-out at 11:30 a.m. in the high school office depending on their career study schedule.
5. Students must provide their own transportation to the workplace. Before a student leaves school, he/she must have a signed transportation agreement on file with the high school office.

6. The workplace will be considered an extension of the classroom, therefore, appropriate classroom behavior is expected while at the student's workplace. Part-time students will be governed by the same rules & regulations that apply to regularly enrolled students.

a. Once the student has arrived at work, they are to stay at their workplace until their daily hour requirements have been fulfilled.

b. Students are to comply with all rules brought forth by individual supervisors and places of employment.

c. Students are to refrain from the use of alcohol, tobacco, and drugs while participating in the Linn County Flex Program.

***Students who are in violation of any of these rules are subject to disciplinary action up to and including after-school detention, Saturday detention, out-of-school suspension, and/or dismissal from the Linn County High Career Study Program.***

# **Linn County High School**

## **Career Study Program**

### ***EXPECTATIONS FORM***

**Student's Name** \_\_\_\_\_

**Respond to the following questions in complete sentences.**

**1. What field(s) are you interested in pursuing for your career study program? Why?**

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**2. What do you hope to gain throughout your employment experience?**

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**3. Have you considered a workplace location and transportation requirements? If so, please explain.**

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# **Linn County High School**

## **Career Study Program**

### ***PERMISSION FORM***

**Student's Name:** \_\_\_\_\_

**Site Supervisor:** \_\_\_\_\_

**Site Supervisor Email:** \_\_\_\_\_

**Internship Site:** \_\_\_\_\_

**Site Address:** \_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Site Telephone Number :** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

**The above named student will be participating in Career study Program for the 2018-2019 academic school year for the purpose of enhancing his/her educational experience.**

**Student Signature & Date:**

\_\_\_\_\_

**Parent/Guardian Signature & Date:**

\_\_\_\_\_

**Internship Site Supervisor Signature & Date:**

\_\_\_\_\_

**Program Coordinator Signature & Date:**

\_\_\_\_\_

# **Linn County High School**

## **Career Study Program**

### **TIME – LOG:**

**Student's Name:** \_\_\_\_\_

**Site Name:** \_\_\_\_\_

**Site Supervisor:** \_\_\_\_\_

#### **Career Study Time-Log**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>DATE</b>					
<b>HOURS</b>					

**Site Supervisor Signature & Date:**

\_\_\_\_\_

**\*\*\*\* It is the student's responsibility to notify the site supervisor and High School Principal of all absences; including sickness and school activities, prior to the scheduled internship time. \*\*\*\***

# **Linn County High School**

## **Career Study Program**

### **Career Study Program Point Structure**

**Weekly time log 25 pts each (due each Monday)**

**- Starting \_\_\_\_\_**

**Supervisor evaluation 100 pts each (grade will be based on supervisor evaluation score)**

**Due Dates for Evaluation:**

*October (End of 1<sup>st</sup> Quarter)*

*December (End of 2<sup>nd</sup> Quarter)*

*March (End of 3<sup>rd</sup> Quarter)*

*May (End of 4<sup>th</sup> Quarter)*

**Site Visit 50 points each**

**Final Reflection 100 points**

**\*Full credit will only be given for assignments turned in on or before the due date!**



# Site Supervisor Evaluation Form

Please fill out and feel free to comment. Grade students as if you were a teacher in the following categories:

- |  |                  |
|--|------------------|
| <b>1. ATTENDANCE</b>   | <b>A B C D F</b> |
| Is the student at the job when they are supposed to be?              |                  |
| <b>2. TARDINESS</b>  | <b>A B C D F</b> |
| Is the intern always on time?  |                  |
| <b>3. NEATNESS</b>   | <b>A B C D F</b> |
| Does the intern dress appropriately?                                 |                  |
| <b>4. POSITIVE ATTITUDE</b>  | <b>A B C D F</b> |
| Does the intern exhibit a good attitude toward their individual job? |                  |
| <b>5. INTERPERSONAL</b>  | <b>A B C D F</b> |
| Does the intern get along with all fellow workers and supervisors?   |                  |
| <b>6. ATTENTIVENESS</b>  | <b>A B C D F</b> |
| Does the intern show a willingness to listen and learn?              |                  |
| <b>7. WORK ETHIC</b>   | <b>A B C D F</b> |
| Does the employee give full effort when completing tasks?            |                  |

**\*\*Please use this space to comment on the intern.\*\***

**Site Supervisor Signature** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

# **Linn County High School**

## **Career Study Program**

### **Individualized Transportation Agreement**

Students participating in the Linn County High Career study Program will be involved in activities off of the Linn County R-1 High School campus. In order to take part in this program, it will be necessary for students to provide their own transportation between the High School campus and their individual off-campus workplace.

I give permission for my student, \_\_\_\_\_, to provide their own transportation from Linn County High School to locations where they participate in Linn County High Career Study activities

**PARENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_