

# PRACTICAS

## GUIA PARA PADRES



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ARCHITECTURAL DESIGN TEACHER



# “SOMOS TODOS UN EQUIPO”

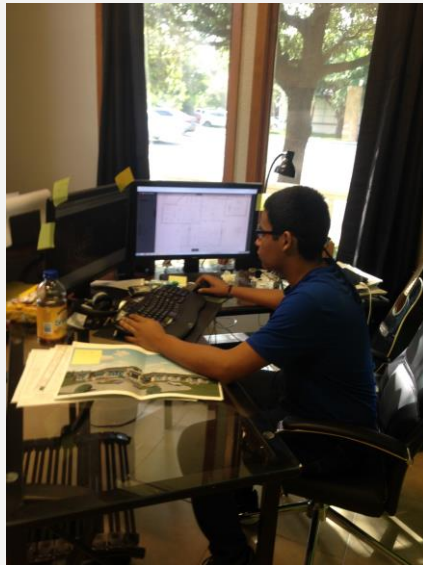
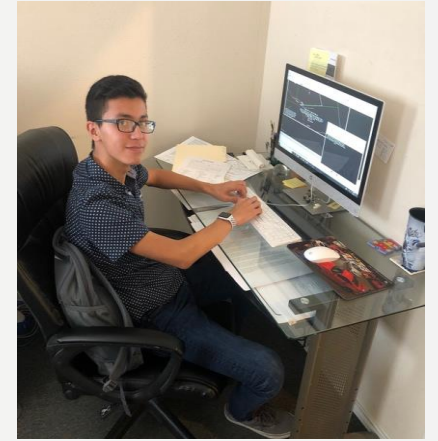
## OBJETIVO:

- Respeto/ Madurez
- Motivacion
- Asistencia/ Puntualidad
- Transportacion/ Planear
- Vestuario
- Certificacion
- Comentarios?

TRABAJO  
EN EQUIPO



# FOTOS DE PRACTICAS:



# TIEMPO DE MADURAR, ES HORA DE SER ADULTOS....

- Se puede o no se puede? Es la pregunta?
- Esta clase es opcional no obligatoria, y es una gran oportunidad para del estudiante!
- Si cree que es estresante para el alumno, porfavor hagalo saber con a tiempo antes de mandarlo al alumno trabajar y firmar contratos.



# RESPECTO/ MADUREZ

- Alumnos trabajararan con profesionistas muy ocupados.
- Recordarle al alumno a no usar el celular en horas de trabajo.
- Recordarle al alumno a saludar y despedirse con amabilidad.
- Recordarle a su hijo (a) a tener iniciativa. ( Alugnas veces los alumnos les ofrecen trabajo fijo despues de su graduacion \$10-\$15 la hora)



## NO OLVIDES DECIR

Buenos días



Buenas tardes



Buenas noches



Muchas Gracias



Por favor



Perdón



¡Hola!



# MOTIVACION

- Dormir temprano, para andar de buen humor.
- Comer bien para tener energia.
- Terminar tareas a tiempo.
- Estudiar para otros clases y poder graduarse este 2022!
- Dejar problemas en casa.
- Padres ayuden a motivar a sus hijos, denle animo!



# ASISTENCIA/ PUNTUALIDAD/ CONFIDENCIALIDAD



- Trabajo empezara el 26 de septiembre, 2022 hasta el 18 de mayo, 2023.
- Porfavor recordarle a los alumnos a llegar temprano.
- Si falta es solo por necesidad; (exámenes estatales, un juego, pero, o tutorias)  
(por eso el alumno desde ahorita debe tener buenas calificaciones!)
- Tener un pequeno resfriado no significa que debe de faltar.
- Si su hijo (a) tiene fiebre, vomito, o Covid/ influenza porfavor quedarse en casa y avisarme de inmediato.
- Algunos alumnos tendran dia de asueto, en sus trabajos y ellos podran faltar tambien (8-9 periodo)



# TRANSPORTACION

- Verificar que su carro este funcionando.
- Que tenga gasolina.
- Manejar con cuidado; a limite.
- BISD no es responsable por lo que pase en la calle solo en la compania.
- Si usted lo va a llevar, porfavor llegue temprano, a las 2:35 pm y espere afuera.
- Si no puede llevarlo (a) busque otra opcion con tiempo!

Plan B ( Quien lo (a) puede llevar)?

- Recordarle al alumno a manejar con cuidado a su destino.
- Evitar ir por comida,o algun mandado antes de ir al trabajar, no queremos accidentes por andar con prisa. (No Aprovechar ir al Doctor, licencia, etc. duarnte ese tiempo.)





# VESTUARIO

- Ir vestido profesional le dara confianza y seguridad.
- Ir vestido de acuerdo con las reglas de la escuela.
- No llevar jeans o zapatos rotos, blusas cortas, y no llevar mucha joyeria.
- No llevar ropa muy aflojada por medios de seguridad.
- Llevar zapatos cerrados por seguridad, ya que es una industria de construccion.
- Para las mujeres: no usar vestitido corto que exponga la piel ( seguir las reglas de la escuela.)
- Cada oficina tiene sus reglas y ha que seguirlas.
- Ir arreglados (limpios, banados, con poco perfume, y peinados con buen corte de pelo.)



# DOCUMENTOS IMPORTANTES:

**ACORD** CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate holder in lieu of such endorsement(s).

PRODUCER: Monarch Management Corp. 1240 S.W. Oakley Topeka, KS 66604

CONTACT NAME: PHONE: 781.210.930-6665 FAX: ADDRESS: wmalzone@ballwin.com INSURER APPROVE: INSURER A: Start Indemnity & Lia

INSURED: Brownsville Independent School District 1900 East Price Road Brownsville, TX 78251

INSURER B: INSURER C: INSURER D: INSURER E:

COVERAGES CERTIFICATE NUMBER: RE

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT, THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED EXCLUSIONS AND CONDITIONS OF SUCH POLICIES LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

CLASS	TYPE OF INSURANCE	FORM NUMBER	POLICY NUMBER	POLICY EFF. DATE	POLICY EXPI. DATE	CLASSIFICATION
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	1000106032	09/01/2013	09/01/2014	0000000000
	GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROCL <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS					
	UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS-MADE					
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY HIREES OR PART-TIME/SEASONAL OFF-COMMUTER EXCLUDED? (Specify in RV)					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER: Brownsville Independent School District 1900 East Price Road Brownsville, TX 78251

CANCELLATION: SHOULD ANY OF THE ABOVE BE THE EXPIRATION DATE, THEIR ACCORDANCE WITH THE POLICY

AUTHORIZED REPRESENTATIVE: Monarch Management Corp

ACORD 25 (2010/05) The ACORD name and logo are registered marks of ACORD ACORDs provided by Forms Boss. www.FormsBoss.com; (c) Impressive Publishing

Grade: 12  
Age: 18  
Sex: M X F

Time of day related class meets: Thursday and Friday

## TRAINING PLAN AGREEMENT

### Unpaid Work-Based Instruction

STUDENT: Jonathan Rosenbaum SOCIAL SECURITY NUMBER: N/A

Internship (Occupational Objective - Work-Based Learning /WBL Training Area) (PEIMS Code)

PROGRAM AREA: Architecture SCHOOL CAMPUS: HANNA HIGH SCHOOL

SCHOOL DISTRICT: B.I.S.D COMPANY NAME: Brownsville Public Utilities Board

The student agrees to diligently perform the work-based training experiences and conscientiously pursue the coordinated classroom course of study as outlined in the attached training plan. Work-based training experiences will be assigned by the training sponsor and performed according to the same company policies and regulations applicable to regular employees. The student agrees to take advantage of every opportunity to improve his or her efficiency, knowledge, and personal traits in order to pursue further education and enter the chosen occupation as a desirable employee.

The company and school are responsible for providing students with opportunities for training in the basic skills of an occupation and knowledge of related technical information. In order to provide a systematic plan for well-rounded training, a schedule of work-based training experiences and a parallel classroom course of study have been coordinated and agreed upon by the training sponsor and teacher-coordinator.

It is understood that the work-based training experiences will be unpaid. In order to qualify for an exemption from wage requirements, all six of the following criteria must be met: training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school; training is for the benefit of the students; the students do not displace regular employees, but work under their close observation; the employer that provides the training derives no immediate advantages from the activities of the students, and on occasion operations may actually be impeded; the students are not necessarily entitled to a job at the conclusion of the training period; and the employer and the students understand that the students are not entitled to wages for the time spent in training.

The training period begins the 21 day of October 2014, and extends through May, 21, 2015 (date may be subject to change).

There will be a probationary period of 60 days during which the interested parties may determine if the student has made a wise choice of an occupational training area, and if the training should be continued.

This plan may be terminated for just cause by either party without recourse.

Students will be accepted and assigned to training stations without regard to race, color, creed, national origin, sex, or handicapping condition.

DO ANY TASKS FALL UNDER U.S. DEPARTMENT OF LABOR HAZARDOUS OCCUPATION ORDERS?  
YES NO X

If Yes, the EXEMPTION FOR APPRENTICES AND STUDENT LEARNING will APPLY for TASKS COVERED BY HAZARDOUS OCCUPATION ORDERS #5,8,10,12,14,16 AND 17 (see attachment) to the extent:

- 1) The hazardous work of the student learner/apprentice is incidental to the training;
- 2) Such work shall be intermittent and for short periods of time and under the direct and close supervision of a journeyman if the student is an apprentice or a qualified and experienced person if a student learner;
- 3) If the student is to be employed as an apprentice, the apprenticeable trade must be registered by the U.S. Department of Labor, Bureau of Apprenticeship and Training;
- 4) Safety instructions shall be given by the school and correlated by the employer with on-the-job training; and
- 5) A schedule of organized and progressive work processes to be performed on the job shall have been prepared (see reverse side).

The school, the training sponsor, and the student will endeavor to cooperate with each other to insure that the applicable exemption is satisfied.

### SIGNATURE APPROVALS

(Student) \_\_\_\_\_ Date \_\_\_\_\_ (Training Sponsor) \_\_\_\_\_ Date \_\_\_\_\_  
(Parent or Guardian) \_\_\_\_\_ Date \_\_\_\_\_ Julietta Garcia-Ramirez \_\_\_\_\_ Date \_\_\_\_\_  
(Teacher-Coordinator)

(Note: Each party to this agreement should receive a signed copy. Keep the original or a copy with the student's permanent record, and for students with disabilities, the Individual Transition Plan.)

8/02

## BROWNSVILLE INDEPENDENT SCHOOL DISTRICT

### Career and Technology Education Department

### Internship Program

### Affiliation Agreement

The Brownsville Independent School District warrants and represents that all students and personnel permitted to utilize the internship facilities under this agreement shall execute an indemnification and hold-harmless agreement in form satisfactory to internship facilities and the Brownsville Independent School District. All parents will assume liability for health insurance for his/her daughter.

In connection with the services provided by the students from the Brownsville Independent School District, to the extent permitted by law, the school district and the individual students shall hold Keppel Amfels for and his employees harmless for any and all claims, lawsuits, legal expenses, and any other costs related to the services provided and performed at the internship facility of Keppel Amfels for by the students from the school district.

The internship facility cannot be held liable by the Brownsville Independent School District for accidents that occur while the student is training there.

In keeping with 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; no person shall, on the grounds of race, sex, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity included herein.

This agreement shall stand for all Homer Hanna High School students from the Practicum Program assigned to all pre-approved departments at the facility of Keppel Amfels for the school year 2015-2016

Signature of School Administrator \_\_\_\_\_ Date \_\_\_\_\_ Signature of Practicum Teacher \_\_\_\_\_ Date \_\_\_\_\_

Signature of Official of Facility \_\_\_\_\_ Date \_\_\_\_\_

BISD does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in provision of services, programs or activities.

# DOCUMENTOS QUE FIRMO:

## PARENT/GUARDIAN AGREEMENT FOR WORK-BASED LEARNING

HIGH SCHOOL \_\_\_\_\_ DATE \_\_\_\_\_

1. The student's first responsibility is to the school. It is the student's responsibility to make satisfactory arrangements with the employer concerning his/her work schedule on those occasions when his/her presence is necessary at school.
2. The student in a career and technical education program using the work-based learning method of instruction is subject to all school regulations.
3. The student will not terminate a job without the approval of the coordinator.
4. The employed student, upon completion of daily classes, must report either to the job or to the school for a supervised activity as directed by the coordinator.
5. The student who is between jobs must, upon completion of daily classes, remain at school or engage in other activities as directed by the coordinator.
6. The student will be expected to conform to the requirements of the school and the employer.
7. The student will conduct self in a manner that will reflect credit to self, school, and employer.
8. No student will work on days when absent from school unless advance permission has been granted. Violations of this rule will be treated as truancy. It is the responsibility of the student to report to the employer by 10 a.m. on a day when absent.
9. The student who loses a job because of negligence or misconduct may be dropped from the course.
10. Transportation to and from the place of employment is the responsibility of the student. The student must meet with the approval of parents and school administration.
11. The student is responsible for submitting reports to the coordinator when required.
12. On-the-job training of the student is the responsibility of the school. The coordinator reserves the right to change the student's job if deemed necessary.
13. Employment conditions, including total hours worked by the student, will be regulated by the employer. Total hours shall average of 11 to 15 hours per week.
14. Parents or guardians will assume responsibility for the conduct and safety of the student from the time of leaving the school until reporting to the job, and from the time of leaving the job until arrival at home.

The undersigned have read and agree with the policies listed.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Parent or Guardian

*OTE: This is a sample of a form that may be used to report upcoming coordination activities to administration.*

### To the Parent/Guardian and Student:

Your signature below indicates you have carefully read and completely understand the rules and Standard Operating Procedures of Career Preparation training in the Brownsville Independent School District.

You are aware that this is an elective program and your signature acknowledges your agreement to the standards stated herein.

Student's Printed Name \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent/Guardian's Printed Name \_\_\_\_\_

Phone number to use for contact \_\_\_\_\_

Parent/Guardian's e-mail address \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

## CAREER PREPARATION SELECTION CRITERIA

1. Completed application must be submitted and approved by the selection committee. (Selection committee composed of counselors and CAREER PREPARATION teacher/coordinators on each campus.)
2. Student must be at least 16 years of age and classified as a junior or senior in high school.
3. Attendance and referrals must be verified.
4. Student should have no High Level Discipline Referrals.
5. Student must have reliable transportation.
6. After applications have been sorted by career area of interest and/or place of employment, the appropriate CAREER PREPARATION teacher/coordinator will contact assigned students.
7. After cooperative instructors have contacted each student on his/her list, a meeting will be held of cooperative teachers to re-assign students to appropriate program.
8. Signatures below indicate truthfulness on the application. If it is determined that untruthful information has been given on the application, the student will not be approved for admission to the program or risks immediate dismissal if he/she has been approved for the program.

\_\_\_\_\_  
Parent/guardian signature

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

*BISD does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in provision of services, programs or activities.*

# DOCUMENTOS ..

## CAREER PREPARATION STUDENT EXPECTATIONS

I \_\_\_\_\_ HAVE READ THE FOLLOWING STATEMENTS AND I UNDERSTAND THAT FAILURE TO FOLLOW THESE RULES WILL RESULT IN LOSS OF CREDIT AND REMOVAL FROM THE COURSE. IF I DO NOT FOLLOW THESE RULES, I WILL HAVE TO STAY ON CAMPUS UNTIL THE END OF THE REGULAR SCHOOL DAY AND WILL LOSE MY EARLY RELEASE PRIVILEGE.

Please initial next to each statement:

- \_\_\_\_ NO SCHOOL MEANS NO WORK.
- \_\_\_\_ TRANSPORTATION WILL NEVER BE USED AS AN EXCUSE FOR MISSING SCHOOL OR WORK.
- \_\_\_\_ FRIENDS AND RELATIVES WILL NOT VISIT ME AT WORK FOR SOCIAL REASONS.
- \_\_\_\_ NO PERSONAL PHONE CALLS/ TEXTING WILL BE MADE AT WORK ON MY EMPLOYER'S TIME.
- \_\_\_\_ NO PERSONAL INTERNET BROWSING WILL BE MADE AT WORK ON MY EMPLOYER'S TIME.
- \_\_\_\_ I WILL PASS ALL ACADEMIC CLASSES.
- \_\_\_\_ I WILL BE POSITIVE ABOUT OUR STUDENT ORGANIZATIONS AND ENCOURAGE STUDENTS WHO PARTICIPATE IN COMPETITIVE EVENTS TO DO WELL.
- \_\_\_\_ I WILL NOT QUIT MY JOB.
- \_\_\_\_ I WILL NOT CHANGE MY JOB.
- \_\_\_\_ MY WORK ETHIC WILL BE EXCEPTIONAL.
- \_\_\_\_ I WILL COMPLETE ALL WAGE AND HOUR REPORTS ON TIME.
- \_\_\_\_ I WILL GET MY EMPLOYER EVALUATION BACK ON TIME.
- \_\_\_\_ ALL WORK HOURS DOCUMENTED CAN BE VERIFIED BY MY EMPLOYER.
- \_\_\_\_ I WILL BE ETHICAL OF ANY CONFIDENTIAL WORK ASSIGNED TO.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

I HAVE READ AND DISCUSSED THE CAREER PREPARATION EXPECTATIONS WITH MY SON/DAUGHTER

\_\_\_\_\_  
PARENT SIGNATURE

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## HANNA EARLY COLLEGE HIGH SCHOOL



### CAREER PREPARATION PRACTICUM WEEKLY JOB REPORT 2017-2018

<b>Name:</b>	<b>Training Station:</b>
<b>Month:</b> October 2017	<b>Supervisor's Name:</b>
<b>Week:</b> 1 out of 29	<b>Days:</b> Monday-Thursday
<b>Program:</b> Architectural Design Internship	<b>Time:</b> 3:00-5:00
<b>Intern Contact #:</b>	<b>Intern email address:</b>

#### Internship Job Duties

<b>Days:</b>	<b>Date:</b>	<b>Description of Routine Duties</b>
Monday:	10/02/17	
Tuesday:	10/03/17	
Wednesday:	10/04/17	
Thursday:	10/05/17	

#### Internship Leave

<b>Days:</b>	<b>Date:</b>	<b>Reason for Leave: due to Holiday, School Testing, illness, or other.</b>



**ENTREGAR CADA VIERNES!  
Y MANDAR POR CORREO  
ELECTRONICO ES  
UN EXAMEN..**

# ESTA EXPERIENCIA TRAERA OPORTUNIDADES PARA EL FUTURO !



**QUEREMOS LAS PUERTAS ABIERTA PARAS  
LAS SEGUIENTES GENERACIONES.**



# PREGUNTAS O COMENTARIOS

- Porfavor mantengase en comunicacion en Remind por cualquier anuncio. (Remind Code: b8e3c68)
- Lea bien los documentos que firmo, si tienen alguna duda sobre el los archivos del estudiante porfavor pregunten.



**NUEVAMENTE SOMOS UN EQUIPO!**