

INTERNSHIP

PARENT GUIDE

ARCHITECTURAL DESIGN



BY: JULIETTA GARCIA RAMIREZ



“WE ARE A TEAM”

Objective:

- Respect/ Maturity
- Motivation
- Assistance/ Punctuality
- Transportation/ Plan Ahead
- Dress Code
- Comments

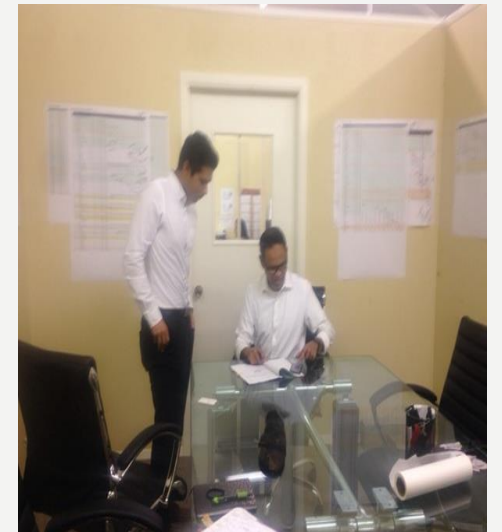


INTERNSHIP PICTURES:



TIME TO MATURE ARE WE READY FOR ADULTHOOD....

- Question: Parents, do you think your child is ready for internship?
- This class is optional not required, and it's a great opportunity to advance for their future career.
- If you think it is stressful for students, please tell me today in time before sending it to work and sign contracts.



RESPECT/ MATURITY

- Students will work with busy professionals.
- Remind your child to have initiative. (Some times students are offered a permanent job of \$10-\$15 hour after graduation)
- Remind child/ student not to use their cell phone at work.
- Remind students to have **soft skills**. “ **Good afternoon, how are you doing?**”
- Remind the student to greet and say goodbye with kindness.



MOTIVATION

- Sleep early, to have energy all day and good attitude.
- Eat well to have energy for work.
- Finish school tasks on time. (homework, etc.)
- Study for others exams and complete on time.
- Leave problems at home.
- Parents help motivate children, give encouragement!



ASSISTANCE/ PUNCTUALITY/ CONFIDENTIALITY

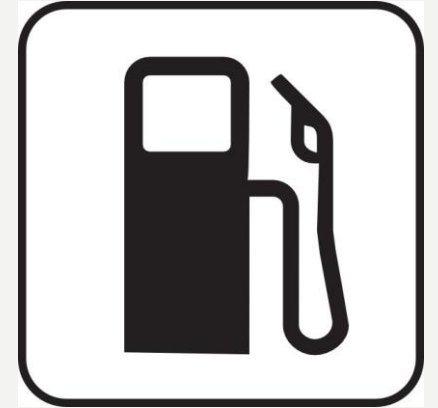
- Work starts Monday, September 27, 2021 to May 20, 2022. (Thursday)
- Remind student to be at work on time. 2:45 PM!
- Student must report scheduled absences a **week ahead**, plan before time!
- Remind student to be responsible and safe at all times
- If child has fever, vomiting, influenza please have them stay home, let supervisor and myself no later than 10 am that day.
- If scheduled job site is off for a Holiday student will also be off.



TRANSPORTATION

- Check to see if car is working a night before.
- Always check to see if car has gas.
- Remind student to drive carefully (to limit)
- BISD is not liable for transportation coordination only on job site liability.
- If you pick up child be here no later than 2:30 pm by the front of the school.
- Please plan ahead and have a plan **A, B, and C** just in case you can't pick up child.
- Internship time is to work in job site and not to do errands, or buy food before arrive to work.

(Student safety is a priority, and running out of time stresses students causing them to drive faster risking them to an accident.



DRESS CODE

- Business Casual is required, which allows students to feel confident.
- Follow BISD Dress Code.
- Torn Jean, shirts, or shoes are not allowable.
- No excessive jewelry or make up.
- Closed shoes are required for student safety.
- Ladies short dresses or low cut shirts are not permitted.
- Remind student to be very well groomed and ready for their job each day.



IMPORTANT DOCUMENTATION.

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 DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE PROVIDED BY THE POLICIES DESCRIBED BELOW. THIS CERTIFICATE OF LIABILITY 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: 785.210.930-6665 FAX: ADDRESS: wmalzone@ballwinmoinsg.com INSURER'S ADDRESS: INSURER'S:
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.

PERMITS	TYPE OF INSURANCE	INSURER	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	LI BI SI SI LI SI
	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 HIRER AUTOS SCHEDULED AUTOS NON-OWNED AUTOS					BI BI BI BI BI BI
	UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS-MADE					LI LI SI SI
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY HIRER OR PARTNER'S EXECUTIVE OFFICER/MEMBER EXCLUDED? (Statutory in TX) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			LI LI SI SI

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

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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.

IMPORTANT DOCUMENTATIONS.

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 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.

DOCUMENTS ..

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

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

Internship Job Duties

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

Internship Leave

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

WINDOWS USER

1



STUDENTS WILL TURN THIS WEEKLY REPORT ON FRIDAY VIA EMAIL= TEST GRADES!

AUTOCAD & REVIT- CERTIFICATION



THIS IS A GREAT OPPORTUNITY TO NETWORK FOR FUTURE JOBS!



**WE WANT TO KEEP ALL
DOORS OPEN FOR OUR NEXT
GENERATIONS.**



QUESTIONS OR COMMENTS

- Please keep up with Remind announcements.
- Review all documents.



AGAIN WE ARE A TEAM.