



**2020 - 2021**  
**Career Pathway Internship &**  
**Career Exploration Program (CEP) Application**

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Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Birthdate (M/D/Y) \_\_\_\_\_ ID # \_\_\_\_\_

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Student e-mail address \_\_\_\_\_ Student Cell Phone # \_\_\_\_\_

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Parent/Guardian Name \_\_\_\_\_ Parent/Guardian e-mail address \_\_\_\_\_ Parent Phone # \_\_\_\_\_

**Schedule / other Class Requests**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Do you have your own transportation? (\*\*Required\*\*) YES \_\_\_\_\_ NO \_\_\_\_\_

Are you interested in a one semester (fall or spring) or full school year internship? \_\_\_\_\_

Why do you want to participate in an internship?

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In which career field are you interested in being placed?

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Do you have a specific Broken Arrow business/place of work in mind for your internship? If so, where?

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What are your academic strengths and best professional traits?

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List the teachers who you will ask to complete the Educator Recommendation forms:

1) \_\_\_\_\_ 2) \_\_\_\_\_

Please return completed application to Main 122 or 124 College/Career Office - Interview will be required

For Office Use Only:

Attendance – days absent \_\_\_\_\_ GPA \_\_\_\_\_ Behavior record \_\_\_\_\_ Teacher Rec. \_\_\_\_\_



## Career Pathway Internship & Career Exploration Program Permission Form

BAHS Career Pathway Internships and Career Exploration Program (CEP) were developed to give students an authentic learning experience in the business world. Through internships, students are provided with an overview of their chosen career area(s), as well as familiarized with the professional processes of that profession.

The following form is required to participate in an off school site internship. Please complete the form below and return it to the BAHS College and Career Office Main 124 with the program application.

I give permission for my child, \_\_\_\_\_  
to leave the BAHS campus to attend their internship site. I understand that my child must have their own transportation to participate. I give permission for my student to use necessary tools to complete projects within their internship. I release Broken Arrow Public Schools and all of its employees and employees at the internship site from liability, costs, and damages that could result from participation in this activity.

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Parent/Guardian Signature

Print Name

Date

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Parent/Guardian e-mail address

Parent/Guardian Phone #

I agree that my safety is my own responsibility. I agree to make sure that I know how to safely participate in the activity, and I agree to observe any rules and practices that may be employed to minimize the risk of injury. I agree to stop and seek assistance if I do not believe I can safely continue, limit my participation to reflect my personal skill level, and to refrain from any and all actions that would pose a hazard to myself and others. I understand that misconduct, poor behavior, risky behavior that may result in injury or property damage, or at the request of my internship supervisor that I can be removed immediately.

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Student Signature

Student ID #

Date

# Educator Recommendation Form

Student - Detach this form and ask a teacher to complete for you.

Teacher – The student listed below is applying for a Career Exploration or Pathway internship program. Please complete and return to the College and Career Office - Main 124.

Student Candidate Name \_\_\_\_\_

Teacher Name \_\_\_\_\_

How long have you known student? \_\_\_\_\_

Please circle the answer that best describes this student in your class. All recommendation forms are kept confidential. On a scale of 1-10, (1 = unsatisfactory/extremely low and 10 = EXCELLENT) where would you rate the student on:

Written communication skills?

1 2 3 4 5 6 7 8 9 10 or N/A

Oral communication skills?

1 2 3 4 5 6 7 8 9 10 or N/A

Responsibility?

1 2 3 4 5 6 7 8 9 10 or N/A

Attitude?

1 2 3 4 5 6 7 8 9 10 or N/A

Maturity level?

1 2 3 4 5 6 7 8 9 10 or N/A

Comments \_\_\_\_\_

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Student Candidate Name \_\_\_\_\_

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Please circle the answer that best describes this student in your class. All recommendation forms are kept confidential. On a scale of 1-10, (1 = unsatisfactory/extremely low and 10 = EXCELLENT) where would you rate the student on:

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1 2 3 4 5 6 7 8 9 10 or N/A

Attitude?

1 2 3 4 5 6 7 8 9 10 or N/A

Maturity level?

1 2 3 4 5 6 7 8 9 10 or N/A

Comments \_\_\_\_\_

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## Career Exploration Program (CEP) Information

**Purpose:** The Career Exploration Program (CEP) was developed to give 12<sup>th</sup> grade BAHS students an authentic learning experience in the business world. Through CEP, students are provided with an overview of their chosen career area(s), as well as familiarized with the professional and decision-making processes of that profession. CEP broadens students' knowledge base about the business world and enables students to hone their own talents, goals, abilities and interests as they go forward in their academic and professional careers.

**Candidate Selection** - Prior to acceptance of a student into CEP, a selection process is followed:

- Students must have a minimum 2.5 GPA (rigor of classes considered).
- Students must have 2 class periods in their school day during 12<sup>th</sup> grade year to dedicate to CEP.
- Students must provide their own transportation to their sponsor sites.
- Students are permitted to complete a CEP application in the second semester of their junior year.
- Students will submit two Educator Recommendation forms to faculty members who will rate the student's aptitude for the program.
- Students will be interviewed by the CEP coordinator who will make the final decision regarding entry into the program taking into consideration the above information as well as discipline and attendance records.

### Student Intern Roles and Responsibilities

- **Term:** Interns will dedicate one or two semesters (2 class periods a day/5 days a week) to their respective internships.
- **Site Overview:** Interns will participate in non-paid educational activities that correspond to the performance objectives at the sponsor's site.
- **Evaluation:** Interns will receive credit based on completion of assignments, attendance, and reviews from sponsors. 50% of grade will be earned through academic work from the CEP coordinator, and 50% of grade will be earned from site evaluation.
- **Professionalism:** Interns will follow procedures outlined by their sponsor in regard to proper etiquette, grooming, and demeanor when dealing with all persons with whom the sponsor has them in contact.



## Career Pathways Program Information

Research proves that students who are dialed into a career pathway are more likely to succeed beyond high school and easily transition to post-secondary education or the workforce. Through the Beyond BA Career Pathway Program, students are connected to a possible career path based on their personal interests, abilities and strengths as early as elementary school.

Aligned with Career Tech and higher education degree programs, Broken Arrow Public Schools career pathways are an integrated collection of curriculum and programs that provide students with a roadmap for future success and an easy-to-read plan of study. This program is operated in conjunction with the Broken Arrow Chamber and the Broken Arrow Economic Development Corporation.

**Candidate Selection** - Prior to acceptance of a student into Career Pathways Program, a selection process is followed:

- Students must have 2 class periods in their school day during 11<sup>th</sup> or 12<sup>th</sup> grade year to dedicate to Career Pathways.
- Students must provide their own transportation to their sponsor sites.
- Students are permitted to complete a Career Pathways application during their sophomore or junior year.
- Students will submit two Educator Recommendation forms to faculty members who will rate the student's aptitude for the program.
- Students will work with the Career Pathways coordinator to compile a resume and practice interview skills prior to applying with the Broken Arrow business of interest. The business will then interview and make the final selection of student candidates. After the business has made their selection, placement in the Career Pathways Program will be finalized and reflected on the student's schedule.

### Student Intern Roles and Responsibilities

- **Term:** Interns will dedicate one or two semesters (2 class periods a day/5 days a week) to their respective internships.
- **Site Overview:** Interns will fulfill responsibilities that correspond to the performance objectives at the sponsor's site.
- **Evaluation:** Interns will receive credit based on attendance and reviews from sponsors.
- **Professionalism:** Interns will follow procedures outlined by their sponsor in regard to proper etiquette, grooming, and demeanor when dealing with all persons with whom the sponsor has them in contact.