CAREER DEVELOPMENT AND EXPLORATION PROGRAM (CDEP)

**STUDENT FACT SHEET**

**Program Objectives**

The Career Development and Exploration Program will:

1. Provide practical field experiences in a chosen career path.
2. Allow the student to experience director connection between school and the world of work.
3. Help the student appreciate and develop a good work ethic.

**Student Benefits**

Students who participate in the program will have the opportunity of:

1. Learning and working in real-life situations.
2. Developing a network of professional contacts for job recommendation.
3. Gaining advantage over other potential job applicants who have not completed an internship.
4. Earning high school credits upon successful completion.

**Student Expectations**

Students are expected to:

1. Complete and return the agreement forms, including all signatures, before starting to work.
2. Interview for the internship with potential business.
3. Show up for every scheduled workday, or personally call to notify the supervisor of absence.
4. Transportation:
   1. General education: parent or legal guardian are responsible for providing transportation.
   2. Special education: school or district are responsible for providing transportation.
5. Dress appropriately and adhere to all school rules and policies of the business while on site during the internship. All students shall be subject to the rules and regulations of the Affiliate during the hours they are in the Affiliate’s facilities. All students are under the discipline and authority of the staff of the school when present, otherwise student discipline is under the authority of the affiliate.
6. Be cooperative, dependable, and polite to employers, mentors, and school staff.
7. Observe and conform to the work standards set by the training supervisor.
8. Be evaluated twice each semester by the CDEP teacher and training mentor.
9. Participate in the internship for the minimum hours for the credit assigned.
10. Understand and agree to continue internship for the designated period.
11. Keep a daily log of hours and experiences to be turned in before each grading period as part of the evaluation and grade.
12. Notify the CDEP office of any change or problem at the work site.
13. Will attend school regularly according to school policies on attendance & truancies. Excessive violation could result in removal from the program.

Name of Business/Internship site

I understand that if I fail to carry out my responsibilities in the Career Development and Exploration Program, I will be refused participation in the program and I may be drop/failed and receive no high school credit.

Student Name (Please Print) Student Signature Date

Parent Name (Please Print) Parent Signature Date