



## Career Preparation Handbook

2024-2025

# Career Preparation

## What is it?

Career Preparation (CP) provides opportunities for students to participate in work-based learning experience that combines classroom instruction with business and industry employment experiences. The goal is to prepare students with a variety of skills for a changing workplace. CP is relevant and rigorous, supports student attainment of academic standards, and effectively prepares students for college and career success.

CP consists of time spent at an approved training site, as well as classroom instruction.

There are three types of CP programs:

- Career Preparation General - CP General provides opportunities for students to participate in a work-based learning environment that incorporates continuous collaborative feedback between the employer, teacher, and student. This course combines classroom instruction with business and industry employment experiences that may be outside the student's current program of study. The goal is for students to obtain entry-level employment developing a variety of skills for obtaining and maintaining employment.
- Career Preparation Program of Study - CP for Programs of Study provides additional opportunities for students to develop business and industry employment experiences, which **must be related** to the student's current program of study alongside advanced classroom instruction. The goal is to prepare students with a variety of skills to transition from job- to career-mindedness. This course provides a continuing focus on collaborative feedback between the employer, teacher, and student. CP for Programs of Study expands on CP General by increasing rigor, supporting student attainment of academic standards, and effectively preparing students for college and career success.
- Extended Career Preparation - Extended CP is an enhancement and extension to CP General or CP for Programs of Study to provide additional opportunities for students to participate in a work-based learning experience that combines classroom instruction with business and industry employment experiences that may be outside the student's current program of study. The goal is to provide students additional time for deeper exploration of skills in the workplace.

This handbook provides guidelines for the CP programs, outlining roles and responsibilities for teachers, students, and parents. The program aims to prepare students for both immediate employment and long-term career success through practical experience and academic instruction.

## General Requirements

- The Career Preparation course is for paid or unpaid experiences. The classroom component must address all the TEKS for the course. The training site will provide students with a variety of learning experiences that will give them the broadest possible understanding of the business or industry.
- Each CP course must consist of student participation in career preparation training appropriate to the instructional program plus participation in occupational related CTE classroom instruction.
- Written training plans must be on file for any student participating in either a paid or unpaid work-based learning experience at an approved training site except for a student participating in an unpaid practicum for which the teacher of record provides all training. These training plans must be on file within 15 days of the student's employment date.
- The course should span the entire school year and classroom instruction must average one class period each day for every school week. Class periods are required to be a minimum of 45 minutes in length.
- A student is expected to be enrolled the entire school year. However, a student may enter or exit the course when extenuating circumstances require such a change.
- Students unemployed or without an unpaid work-based learning experience for more than 15 consecutive school days are not eligible for contact hours.
- These courses are designed for students in Grades 11 and 12. A student must be a minimum age of 16 and hold valid work documentation, such as a Social Security card, to participate in paid CP learning experiences.
- A teacher assigned to teach courses involving work-based learning experiences, both paid and unpaid, must physically visit each student training site at least six times each school year. If a student's work-based learning experience is 100 percent virtual, the teacher assigned may conduct online video site visits.

- A student may not earn more than six credits for any combination of career preparation courses selected from Career Preparation General, Career Preparation for Programs of Study and/or Extended Career Preparation.

## Policies

1. The training site must be approved by the CP teacher.
2. Appropriate dress at the approved occupation as well as at school is required.
3. All school rules and regulations are applicable while at the student's occupation and school.
4. Students for whom a paid work-based training placement is being sought but not finalized by the 15th day of class will be rescheduled for full day of classes.
5. CP students are responsible for their own transportation to the work-based training site.
6. Resigning or quitting the job without the permission of the coordinator's approval may result in the student being withdrawn from the program with the loss of credit.
7. An unpaid internship, mentorship, or job shadowing may be utilized to supplement training opportunities.
8. Record keeping is a vital part of the academic grade in CP classes. Keep up with check stubs and weekly training reports.
9. You will not be allowed to be a 1099 Employee, no cash pay, or you may not work directly for a family member.
10. Training station evaluations will be conducted each six-weeks by the job site supervisor.
11. Child labor laws will be strictly monitored by the CP coordinator.

For more detailed information on Career Preparation General and Career Preparation for Programs of Study, please refer to the Texas Administrative Code: Career Preparation General and Career Preparation for Program of Study and/or the Career and Technical Education 2024-2025 Student Attendance Accounting Handbook pages 169-171.



### **Annual Public Notification of Nondiscrimination**

Wylie Independent School District offers career and technical education programs in Agriculture, Food & Natural Resources; Architecture and Construction; Arts, A/V Technology and Communications; Business, Marketing, and Finance; Education and Training; Health Science; Hospitality and Tourism; Human Services; Information Technology; Engineering; and Transportation, Distribution, and Logistics. Admission to these programs is based on grade placement, aptitude, interest, and the availability of class space.

It is the policy of Wylie Independent School District not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Wylie Independent School District not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by 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.

Wylie Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator, Tommy Vaughn at [thomas.vaughn@wyliebulldogs.org](mailto:thomas.vaughn@wyliebulldogs.org) or 325-692-4353, and/or the Section 504 Coordinator at Shauni Vaughn, [shauni.vaughn@wyliebulldogs.org](mailto:shauni.vaughn@wyliebulldogs.org) or 325-437-2370.

Wylie Independent School District  
6251 Buffalo Gap Road  
Abilene, TX 79606



## **Annual Public Notification of Nondiscrimination**

(Notificación Pública de No Discriminación en Programas de Educación Técnica y Vocacional)  
Wylie Independent School District ofrece programas de educación técnica y vocacional en Agricultura, Alimentación y Recursos Naturales; Arquitectura y Construcción; Artes, Tecnología A/V y Comunicaciones; Negocios, Marketing y Finanzas; Educación y entrenamiento; Ciencia de la salud; Hospitalidad y Turismo; Servicios Humanos; Tecnologías de la información; Ingeniería; y Transporte, Distribución y Logística. La admisión a estos programas se basa en colocación de grado, aptitud, interés y disponibilidad de espacio en clase.

Es norma de Wylie Independent School District no discriminar en sus programas, servicios o actividades vocacionales y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados por motivos de raza, color, origen nacional, sexo o impedimento, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; Título IX de las Enmiendas en la Educación de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Es norma de Wylie Independent School District no discriminar en sus procedimientos de empleo por motivos de raza, color, origen nacional, sexo, impedimento o edad, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; Título IX de las Enmiendas en la Educación, de 1972, la ley de Discriminación por Edad, de 1975, según enmienda; y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

Wylie Independent School District tomará las medidas necesarias para asegurar que la falta de habilidad en el uso del inglés no sea un obstáculo para la admisión y participación en todos los programas educativos y vocacionales.

Para información sobre sus derechos o procedimientos de quejas, comuníquese con el Coordinador del Título IX en (dirección), Tommy Vaughn at [thomas.vaughn@wyliebulldogs.org](mailto:thomas.vaughn@wyliebulldogs.org), or 325-692-4353 y/o el Coordinador de la Sección 504 en (dirección), Shauni Vaughn, [shauni.vaughn@wyliebulldogs.org](mailto:shauni.vaughn@wyliebulldogs.org) or 325-437-2370

Wylie Independent School District  
6251 Buffalo Gap Road  
Abilene, TX 79606

# Wylie High School Career Preparation Agreement Form

---

1. Career Preparation (CP) is designed as a full-year course.
2. Appropriate dress at the approved occupation as well as at school is required.
3. All school rules and regulations are applicable while at the student's occupation and school.
4. Students for whom a paid work-based training placement is being sought but not finalized by the 15th day of class will be rescheduled for full day of classes.
5. CP students are responsible for their own transportation to the work-based training site.
6. The training site must be approved by the CP teacher.
7. The student must work to develop employability skills, including professional communication, time management, and workplace etiquette.
8. The student will apply academic knowledge to workplace tasks and problem-solving.
9. Parents will need to provide encouragement, setting realistic career goals, provide support in balancing academic, work, and personal responsibilities.
10. All parties must maintain regular communication with teachers
11. You will not be allowed to be a 1099 Employee, no cash pay, or you may not work directly for a family member.

For more detailed information on Career Preparation General and Career Preparation for Programs of Study, please refer to the Texas Administrative Code: Career Preparation General and Career Preparation for Program of Study and/or the Career and Technical Education 2024-2025 Student Attendance Accounting Handbook pages 169-171.

I have read the handbook and understand its contents:

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_