

# **La Villa Early College High School**

## **5.7 Career Preparation and Practicum Learning Experiences**

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

Practicums are specific to a Career Cluster and combine classroom instruction with learning experiences in a laboratory setting or at an approved training site.

Career Preparation and practicums require that the LEA and the training sponsor plan and supervise instruction cooperatively. Students receive instruction by participating in occupationally specific classroom instruction and training site experiences.

### **5.7.1 Career Preparation Eligibility Requirements**

CTE Career Preparation eligibility requirements are as follows. Refer to 5.7.3 Training Plan Requirements and Date on Which Students May Earn Contact Hours through 5.7.5 Required Site Visits by Teachers for additional information and to the Glossary for definitions.

- The Career Preparation course 152 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 Career Preparation course must consist of student participation in career preparation training appropriate to the instructional program plus participation in related CTE classroom instruction. 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, in accordance with LEA policy, a student may enter or exit the course when extenuating circumstances require such a change.
- A student must be a minimum age of 16 and hold valid work documentation, such as a Social Security card, to participate in paid Career Preparation learning experiences.
- Students unemployed or without an unpaid work-based learning experience for more than 15 consecutive school days are not eligible for contact hours.
- An LEA must not enroll a student in a Career Preparation course in any setting that does not

allow a student to be enrolled for the entire school year, such as credit recovery.

152 19 TAC §127.14 and §127.15

Use the following chart to determine the CTE code for students participating in CTE Career Preparation.

Classroom Instruction Work-Based Instruction Units of Credit CTE Code

Classroom Instruction	Work-Based Instruction	Units of Credit	CTE Code
1 class period per day (average)	10 hours per week (average)	2	V2
1 class period per day (average)	15 hours per week (average)	3	V3

### 5.7.2 Practicum Course Eligibility Requirements

CTE practicum course eligibility requirements are as follows. Refer to 5.7.3 Training Plan Requirements and Date on Which Students May Earn Contact Hours through 5.7.5 Required Site Visits by Teachers for additional information and to the Glossary for definitions.

- Practicum courses and other two credit or three credit CTE courses found in 19 TAC Chapter 127 or 130 may be used as laboratory-based, paid, or unpaid work experiences for students.
- Each practicum course using a work-based learning instructional arrangement must consist of student participation in training aligned with the student's program of study plus participation in related CTE classroom instruction. A practicum course spans the entire year. A student is expected to be enrolled the entire school year. However, in accordance with LEA policy, a student may enter or exit the course when extenuating circumstances require such a change.
- In a practicum instructional arrangement, related classroom instruction must average one class period per week during the school year. Class periods are required to be a minimum of 45 minutes in length.
- A student must be a minimum age of 16 and hold valid work documentation such as a Social Security card to enroll in any of the practicum learning experiences that have a paid component.
- Students unemployed for more than 15 consecutive school days in a practicum learning experience must be placed in an unpaid learning experience.

Use the following chart to determine the CTE code for students participating in a practicum learning experience.

Combination of Classroom Instruction and Work-Based Instruction (Work Site or Lab Based	Units of Credit	CTE Code
2 class periods per day (average)	2	V2
3 class periods per day (average)	3	V3

### **5.7.3 Training Plan Requirements and Date on Which Students May Earn Contact Hours**

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. Training plan forms are available at [http://tea.texas.gov/CTE\\_Career\\_Preparation\\_and\\_Practicum\\_Courses/](http://tea.texas.gov/CTE_Career_Preparation_and_Practicum_Courses/).

A student in paid work-based instruction may be counted for contact hours on the first day of enrollment, provided a training plan for the student is on file within 15 school days of the student's employment date. A student participating in unpaid work-based instruction may be counted for contact hours on the first day of enrollment, provided a written training plan is completed and on file before the student begins participating in training at the site.

### **5.7.4 Additional Requirements for Students Participating in Paid Learning Experiences**

For a student participating in paid experiences, employment must begin within 15 school days of the student's enrollment date. If a student's employment ends before the end of the school year, contact hours may be counted without interruption provided the student's paid training resumes within 15 school days and a written training plan is on file within 15 school days of employment.

### **5.7.5 Required Site Visits by Teachers**

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. The teacher must be provided time within his or her schedule to visit the training sites. The training site visits must not be conducted during the teacher's planning and preparation period.<sup>153</sup> Regardless of the length of a grading period, at least one training site visit must be conducted during each grading period to earn contact hours for that reporting period.

## **5.8 Project-Based Research**

A Project-Based Research course<sup>154</sup> must be cooperatively planned by the student and teacher, continuously supervised by the teacher, and conducted by the student with the guidance and support of a mentor or interdisciplinary team.

An LEA must maintain a written project plan for each student enrolled in a Project-Based Research course. An LEA may count a student in a Project-Based Research course for contact hours on the first day of enrollment, provided the student's project plan is written within 15 school days of the student's enrollment date. If a student's project plan is not written within this time period, an LEA may count the student for contact hours beginning on the first day the project plan is written.

The Project-Based Research course provides a combination of classroom instruction and supervised research equivalent to an average of five class periods per week. The student and teacher must meet for instruction at least once each week for the purpose of project planning, reporting, evaluation, supervision, and coordination. The student must use remaining class time to conduct research, work with the project mentor or interdisciplinary team, analyze and interpret project data, compile evaluation results, and compose a project presentation. A project progress evaluation for each grading period is required for the student to earn contact hours for that reporting period.