

Fall 2024

Dear CTE Scholars/Parents,

Thank you for your interest in the **Practicum in Business Management** course for the 2024-2025 school year! The Practicum in Business Management is designed to be a capstone experience providing scholars with a supervised internship and the opportunity to apply the skills and principles learned in the Business Management Sequence. The program will help prepare scholars for entry-level employment and/or post-secondary education.

Summary of Requirements

1. Scholar must be 16 years of age or older (per TEA)
2. Completion of level I and II courses
3. Completed packet (MOU, essay, attachments, etc.)
4. Satisfactory Interview
5. Pass a Criminal Background Check

Please note that attendance is **critical** to success in this course – you must be present in class to learn the hands-on material. This packet contains all the information necessary for the Practicum in Business Management course. Read each page carefully and contact _____ with any questions.

Austin Independent School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Jacob Reach, Chief Officer of Governmental Relations and Board Services, 512-414-2412, jacob.reach@austinisd.org.

The deadline to receive all packets is _____. Due to the volume of packets anticipated, absolutely NO packets will be accepted past the due date! Packets will be accepted early but MUST be turned into _____ by the due date in order to meet registration timelines!

Scholars will be notified by _____ if they have been selected for the course. Once enrolled into the program, the scholar and a parent must attend a mandatory meeting to be held before the end of this school year. All required paperwork will be filled out at that time. The meeting date will be announced with the enrollment letter.

Thank you for your interest in the Practicum in Business Management course! Please contact Teacher/Coordinator _____ for more information: _____ or _____.

INTEREST PACKET- FOR PRACTICUM IN BUSINESS MANAGEMENT

Scholars: REMEMBER – It is your responsibility to make sure all portions of your packet have been completed correctly by the deadline. Please ask questions before the deadline!

Remember, all required documents are due

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El Distrito Escolar Independiente de Austin no discrimina por motivos de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados. La siguiente persona ha sido designada para manejar consultas sobre las políticas de no discriminación: Dr. Jacob Reach, Chief Officer of Governmental Relations and Board Services, 512-414-2412, jacob.reach@austinisd.org.

I. General Information

Scholar:

First, Last Name, and MI	
Scholar ID number	
Age	
Date of Birth	
Current grade level	
Home address	
Scholar cell phone number	
Scholar email address	
Counselor's Name	

Parent(s) or Guardian(s):

First and Last Name	
Relationship to scholar	
Cell phone number	
Home phone number	
Work phone number	
Email address	

Alternate person to be contacted in case of emergency:

First and Last Name	
Relationship to scholar	
Daytime phone number	

Current Schedule:

PER.	COURSE	TEACHER/ Rm #	PER	COURSE	TEACHER/ Rm #
1			5		
2			6		
3			7		
4			8		

II. Absences:

Attendance is very important. (Please note—poor attendance will not eliminate you from being eligible for practicum courses, but it may be discussed during your advising session.) Please go to the attendance office and ask for an attendance report August 17th- December 17th). Attach the report to this packet!

III. Discipline:

Since this class participates in work-based learning activities, including out in the community, we place a lot of trust in our CTE practicum scholars. The ability to follow rules is essential. Did you have any discipline problems and/or referrals this year? (Please note—a disciplinary issue does not eliminate you from being eligible for practicum courses, but it may be discussed during your advising session.)

Circle One: Yes No

If yes, explain:

IV. Activities and Experience

List any school or community activities in which you participate

NAME OF CLUB OR ACTIVITY (Please indicate if you are an Officer)	

Describe hobbies and special interests:

Previous work experience (briefly describe):

Place a check next to each of the following high school courses that you have successfully completed:

Principles of Business, Marketing, and Finance

Business Information Management I

Business Information Management II

Entrepreneurship

Business Law

Global Business

Human Resources Management

Money Matters

Business Management

Practicum in Business Management

Practicum in Entrepreneurship

*For full course descriptions, reference the [Secondary School Information Guide](#).

V. Scholar Response

Scholar, please respond to these questions using complete sentences. Please **type your answers** using **Times New Roman, size 12** font on a separate page and attach it to this form.

1. Explain why you are choosing to participate in the Practicum in Business Management course. Include your short and long-term goals.
2. What have you done to prepare for your chosen future career? Include extracurricular activities, classes, or employment that pertains to that career. If you are still unsure of your career choice, please briefly explain what you have done to prepare for any career choice.
3. Explain how do feel an instructor should deal with a scholar who does not call in to tell their instructor that they will be unable to attend a scheduled lab activity or training site shift?
4. Read the enclosed **Memorandum of Understanding**. Explain why you think it is important to comply with these standards.

**MEMORANDUM OF UNDERSTANDING Practicum
in Business Management - School Year 24-25**

Please type or print all information.

Scholar Name: _____ Scholar ID#: _____
 First MI Last

Home Address: _____
 Street City State Zip Code

Home Phone Number: _____ Cell Phone Number: _____ Birth Date: _____

Graduation Date (month/year): _____

Parent/Guardian's Name: _____ Phone Number: _____

As a member of the Practicum in Business Management, I understand that:

1. I must display appropriate behavior in all my classes and school related activities. Suspension from school may result in removal from the program.
2. To be considered for Practicum in Business Management, I must:
 - a. Commit to achieving an excellent record of attendance and punctuality.
 - b. Commit to no discipline referrals.
3. The Practicum in Business Management reserves the right to address each requirement on an individual basis.

I understand that in being enrolled into this program, I am agreeing to comply with the standards of conduct. Failure to follow the standards set forth in this document will result in removal from the Practicum in Business Management course.

Scholar Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

**Austin Independent School District
 Practicum in Business Management Point System**

Scholars will be considered based on the number of points received.
 Total possible points: 20 points

Scholar Name: _____ Scholar ID #: _____

Interest Packet Due Date: _____ Date received: _____

Information packet, attachments, and MOU turned in by due date	5 points max _____
Fully completed, few errors, excellent effort	(5 points)
Partially completed, some errors, good effort	(4 points)
Barely completed, many errors, little effort	(2 points)
Did not complete	(0 points)

Essay	5 points max _____
Essay – Typed, one page, answered 4 of 4 prompts	(5 points)
Essay – Typed/Handwritten, legible, answered 3 of 4 prompts	(4 points)
Essay – Typed/Handwritten, legible, answered 2 of 4 prompts	(2 points)
Essay – Typed/Handwritten, legible, answered 1 of 4 prompts	(1 points)
Essay – Did not answer the prompts	(0 points)

*Extracurricular activities (specified in information packed)	5 points max _____
1 point earned for each extracurricular activity	
1 point earned for every 10 hours of volunteer or community service	

Attendance Record Attached Yes / No

Interview- level of interest/commitment	5 points max _____
Advanced	(5 points)
Proficient	(4 points)
Basic	(2 points)
Minimal	(1 points)
Insufficient	(0 points)

Instructor Signature: _____

Date: _____

Total Points: