For more information:

Ms. Olivia Yaung  
Principal, Academy Director  
(714) 996-4970 x 10001  
oyaung@pylusd.org

Mrs. Tonia Bahner  
Val Tech Counselor  
(714) 996-4970 x 10027  
tbahner@pylusd.org

Mr. Mark Stanley  
IB Counselor  
(714) 996-4970 x 10024  
mstanley@pylusd.org

Mr. Brian Johnson  
Val Tech Coordinator  
(714) 996-4970 x 10812  
brijohnson@pylusd.org

Mrs. Christine Hughes  
Val Tech Internship Coordinator  
(714) 996-4970 x 10036  
chughes@pylusd.org

Please visit www.vhstigers.org for more information.
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An Overview of the Val Tech Program

The Val Tech Program is compiled of five core elements: electronic portfolio, 150-hour internship and summer course, research paper, reflective essay, and senior presentation. Students will receive 10 credits at the end of the Spring semester upon successful completion of all core elements. To be eligible for a tech diploma, the Val Tech student must also construct an electronic portfolio. Students learn how to complete an electronic portfolio in their Val Tech Introductory Class. The 150-hour internship is unpaid on-the-job experience that serves as the capstone of Valencia High School’s Val Tech program. The Val Tech Internship Coordinator and/or the Director of the Valencia Academy must approve every internship. Upon completion of the internship, students will give an oral presentation before an interview committee comprised of PYLUSD personnel, Valencia teachers, and community members. Additionally, during their senior year, students must meet with the Val Tech Coordinator regularly to prepare for their final presentation. The required research paper and reflective essay is assigned during the summer internship course.

This Student Handbook and a separate special seminar conducted during the spring semester of the junior year will help prepare students for a successful Val Tech and Internship experience.

Criteria for Earning a Val Tech Diploma

- 240 credits with overall GPA of 2.5 or better
- 50 credits in Val Tech electives with a cumulative GPA of 3.0 or better in those courses
- Successful completion (minimum grade of 3 or B) of all core components of the Val Tech program: 150-hour Internship (including the summer course), research paper, reflective essay, electronic portfolio, and senior presentation
- Successful completion of all other district graduation requirements
- Acceptable citizenship grades and good behavior

All Val Tech seniors who plan to earn a Val Tech diploma must meet regularly with the Val Tech Coordinator, monitor Google Classroom, and check your school email to get the information necessary to successfully complete the internship program.

Internship students must meet the following requirements:

- Students must have developed the skills necessary for the internship they design through their coursework
- Students will obtain permission from their parents, the Val Tech Coordinator, and the internship mentor prior to starting the internship
- Students must provide the Val Tech Internship Coordinator with a schedule of their
internship hours before starting their internship
● As representatives of Valencia High School and the Val Tech program, students will act, dress, and work in a professional manner
● Students must work productively as they perform real-life tasks under the supervision of their internship mentor
● All internships must be completed at a legitimate organization/business
● Upon completion of the internship, all internship students will take part in a presentation of their experience as well as complete the research paper, reflective essay, and electronic portfolio

The Val Tech Internship Program
The Val Tech Internship Program is the capstone of Valencia High School’s four-year Val Tech program. The purpose of the Internship Program is to allow students to gain valuable experience and advanced technological skills as they explore potential career opportunities of interest to them. Each student—working with parents and the Val Tech Internship Coordinator—will design, schedule, and complete an unpaid 150-hour internship compatible with their career interests. This program is intended for highly self-disciplined students who can and will take responsibility for developing, planning, and successfully completing the Internship Program.

The Val Tech Internship Program is offered only to Val Tech juniors in good standing.

How to Get Started
Many students start thinking about their internship the day they commit to the Val Tech program. That awareness may influence their choice of classes that they take during their four years in the program. In turn, the classes they succeed in will impact where they might be able to complete their Val Tech internship.

1. Decide what kind of internship you would like to participate in by asking yourself the following questions:
   ● What were the results of the career assessments that I took in the CCR class?
   ● Are those results still consistent with my career goals?
   ● Should I retake these career assessments to see if my interests, abilities, and core work values have changed?
   ● If my career goals have changed, what have I done to confirm my new interest?
   ● What Val Tech classes have I taken?
   ● Which technology classes have I found especially interesting?
   ● What are some activities I enjoy doing?
   ● What jobs/activities can I imagine doing for the next thirty or forty years?
   ● What technology would I like additional experience in?
   ● How will I get to the site of my internship?
   ● When am I available to work my 150 internship hours?
   ● What do I want/expect to gain from the internship?
2. Contact at least one organization/business that is a possible site for an internship and get their tentative approval as well as the Internship Coordinator’s tentative approval.

Students make arrangements for their internship in the technology area of their own interest and choosing. Val Tech students may also arrange an internship at VHS or another local school. Students may schedule their internship during the summer between their junior and senior years or during their senior year. Completing a Val Tech internship at a “home-based” business or with a family member is generally not allowed.

It is your responsibility to establish an internship. If you’re having trouble finding an internship site, contact the Val Tech Internship Coordinator prior to spring break of your junior year.

3. Once you have found a potential internship, set up an appointment to meet your contact person.

Students should share their letter of introduction with their contact. Taking this booklet along to the appointment might also help your contact better understand the specifics of the Val Tech Internship Program.

4. Visit the business/organization.

Before committing to an internship, it is wise to find out what tasks and duties your internship will entail. Below are some questions to ask your contact.

- What does your business/organization do?
- What kinds of services/products do you provide?
- What tasks would you want interns to do?
- What work will I be doing?
- What are the job descriptions for the available positions?
- What type of initial and ongoing training is provided?
- When (which days, hours) do you need the intern?
- What kind of time commitment is required?

5. Make your decision.

If at your appointment, you become unsure about choosing the site for your internship, you should tell the contact that you would like to think about it and you will get back to them. You should be sure to let your potential host know your decision as soon as possible. If you know right after the initial interview that you don’t want to work at the agency, it’s quite appropriate to be honest and say so: “Thank you very much for taking the time to talk with me, but this isn’t the kind of work I had in mind for my internship.” Students should give themselves time to explore a variety of opportunities and different organizations.

6. Get final approval from the Val Tech Internship Coordinator.

You must submit all necessary internship forms prior to beginning your internship. You must submit your work schedule to the Internship Coordinator prior to beginning your work. Once you receive final approval from the Internship Coordinator, you may begin your internship as soon as you finish your junior year. Any changes to your work schedule must be communicated to the Internship Coordinator immediately. All interns can expect regular visits by the Summer Internship Course Teacher.
How to Complete the Val Tech Internship Program

Students must follow the steps outlined below in order to successfully complete the Val Tech Internship:

1. **Val Tech Internship Booklet:** Every Val Tech 11th-grader will receive this booklet outlining the Val Tech Internship Program and its requirements. This booklet—which needs to be shared with parents—offers a thorough description of what the internship program involves.

2. **Internship Forms:** All forms will be available to Val Tech 11th-graders in February. These forms must be signed and returned by the specified days. Additional forms may be obtained from the Val Tech Internship Coordinator. A student’s internship cannot begin until the necessary forms are signed and returned and approval is granted.

3. **Selecting a Business or Organization:** The internship should require technology-based work in the area of the student’s career interests. Service performed for family members will not count toward the internship requirement without the express written consent of the Valencia Academy Director and/or Val Tech Coordinator.

4. **Contacting the Business or Organization:** Students are responsible for contacting the business or organization and setting up the internship. Students are also responsible for determining the days and times of the internship hours. The Internship Coordinator will provide a list of continuing internship partners for students who may be interested.

5. **Internship Verification Form:** Throughout the summer course, students will be required to submit verification of their attendance and their work at the Internship site. Digital copies of the forms should be scanned and placed into the electronic portfolio.

6. **Miscellaneous:**
   - Students are highly encouraged to complete the internship before the end of the summer entering their senior year. The 150 hours must be completed by April 1st in order for students to have enough time to complete the remaining internship requirements.
   - Any student who has a personal problem relative to this requirement should contact the Internship Coordinator as soon as they are aware of it.

7. **Falsifying documents:** The falsification of any internship program documents will result in a student’s removal from the Val Tech Program and will prevent the student from earning a Val Tech diploma.
The Research Paper and the Reflective Essay

The research paper and reflective essay are core components of the Val Tech Program. Students must earn at least a 3 (or B) to be eligible for a Val Tech diploma. Any Val Tech student who doesn't complete these requirements will not earn a Val Tech diploma.

Research Paper

The Research paper is due by the end of the first semester of the senior year.

**Topic:** With the advancement of technology, certain ethical dilemmas or perceived ethical dilemmas have arisen that weren't even issues a generation ago. Research and present a thorough discussion of an ethical issue* that characterizes the use of technology today.

Possible Issues to explore:

- Helix — A digital app store designed to help you read your genome.
- The Robot Priest — BlessU-2 and Pepper are the first robot priest and monk, respectively.
- Emotion-Sensing Facial Recognition — Optimizing retail experiences by assessing your reactions.
- Ransomware — Holding data hostage until you pay up, whether you're an individual or a large corporation.
- The Textalyzer — A new tool in the battle against texting and driving that tells police if you were on your phone before an accident.
- Social Credit Systems — China will debut theirs in 2020, but do we already live in a world where online reputation is king?
- Google Clips — This little camera will watch you all day and capture your most picturesque moments.
- Sentencing Software — There are already Americans being sentenced with the help of a mysterious algorithm.
- The Rise of Robot Friendship — Can we create a chat bot out of our loved ones’ old texts and social media posts?
- The Citizen App — Live crime reporting may lead to vigilante justice.

*(https://www.design-engineering.com/top-10-ethics-1004028585-1004028585/)

**Requirements:**

- MLA format (typed, double-spaced, proper heading, margins, and citations)
- 5-7 pages (including an introduction, several body sections, and a conclusion)
- Works Cited page
- Free of grammatical and technical errors
- Carefully written, thoughtful, focused paragraphs
Reflective Essay

The Reflective Essay is due by Spring Break of the senior year.

The following questions suggest the kind of information to be included in both the reflective essay and the senior presentation:

- **Which Val Tech classes did you take during your four years at VHS?**
  - In what ways did your VHS classes help prepare you for your 150-hour internship? Give two or three specific examples.

- **What other classes helped prepare you for the future?**
  - What was your favorite/most helpful class?
  - What was your least favorite/hardest class?

- **Describe your internship experience.**
  - Why did you choose your internship?
  - What did you learn about your career of choice during your internship?
  - What kind of technology do you need to know how to use?
  - What skills and abilities did you learn or were you able to utilize?
  - What responsibilities/tasks were involved?
  - What advice did your internship host offer?
  - What steps to success did your host outline for you?
  - What aspect of your internship experience most surprised/challenged/interested/motivated you?

- **Make the connection between your internship and your future career goals.**
  - Why are you better prepared for your career as a result of doing this internship? Give two or three specifics.
  - As a result of completing this internship, are you still interested in pursuing this field? Give two or three supporting reasons.
  - What is the outlook for the future job market and what are the potential earnings (starting salary as well as career path)?
  - What kinds of education, training, and/or licenses are required to work in this field?
The Electronic Portfolio

Your electronic portfolio is a collection of work from your Val Tech classes over your four years in high school, your work from the remaining core components of the Val Tech program (150 hour internship, research paper, reflective essay, and senior presentation) and all other appropriate work completed through the Val Tech program. It should be a comprehensive collection of your Val Tech experience.

The electronic portfolio is a core component of the Val Tech Program. Students who do not properly fulfill this requirement are not eligible to a Val Tech diploma. Students must earn at least a 3 (or B) to be eligible for a Val Tech diploma.

There are Electronic Portfolio checks every grading quarter. This totals 4 per school year. Aside from the quarterly portfolio checks, all Val Tech students will also update their portfolios with specific documents dependant on their current grade level.

Students will be required to improve their portfolio if something is incomplete.

Was the electronic portfolio updated regularly during the four years of the Val Tech Program?

Does the portfolio contain an adequate selection of all the work the student completed during both the four-years of high school and the four-year Val Tech Program?

Are the work samples organized and properly catalogued to help viewers move through the portfolio quickly and easily?

Were all Electronic Portfolio verifications submitted on time?

Organization Comments Electronic Portfolio: Neat; followed a logical plan Catalogued by year (Sr. Jr. So. Fr.) All files have proper naming convention.

Completeness (Are all assets catalogued?) Electronic Portfolio:

- Updated regularly during the entire 4 years? Minimum of 12 Assets/files in each Val tech class per year.
- Updated 4-year plan (Highlight Val Tech classes)
- All EP Verifications
- All Internship Verification Papers Internship Pictures Final Val Tech Internship Papers Research Paper:
- First draft and final (corrected) draft Reflective Essay: First draft and final (corrected) draft May.
- Senior Presentation.
The Senior Presentation

This presentation is a culmination of your Val Tech education and internship. Students must submit their presentation verification to the Val Tech Coordinator twice during the spring semester.

The first draft is due in February and the final verification is due in early May. Due dates and practice presentations will be announced in advance.

Using Google Slides, create a slideshow presentation that summarizes your Val Tech high school experience, your internship experience and future educational goals in the professional field you are interested in.

Use quality digital photos to illustrate your VHS and Val Tech internship experience. Slides must include photos of your Val Tech Internship, and a picture of you and your host (if possible). As well as list your future college plans and career plans.

Sample Presentation:

**Slide #1 Intro**

Introduce yourself and talk about your specific Val Tech pathway and why you chose it (can be a general pathway).

*This Slide includes:*

- Make sure to reference photos. (General photos of the field you are interested in or photos you took.)

**Slide #2 Val Tech Experience and Internship**

Share significant details about your time in the Val Tech program including specific Val Tech coursework and classes you have taken, as well as your internship experience.

*This Slide includes:*

- Quality pictures of your significant memories as a Val Tech/VHS student.
- Quality pictures or video of you at your internship.
- What you accomplished while at the internship.
- How the internship experience has prepared you for the future.

**Slide #3 Future Plans**

Talk about the professional field you want to pursue and the educational path you are choosing to get there.

*This Slide includes:*
Quality photos of your school of choice you plan on attending and the possible careers you will be interested in pursuing.

Frequently Asked Questions:

What do I need to know about the research paper and the reflective essay?
All Val Tech students will receive support for these assignments in the Summer Internship Course. Students will be provided the writing prompt and Val Tech Style Guide to assist in the writing projects. Final copies of the research paper and reflective essay will be submitted to the google classroom during the students senior year.

How will I get to the internship site?
All transportation, the liability associated with transportation, and the cost of transportation are the responsibility of the student and their family.

When does the summer class meet?
The hybrid summer class meets once a week, with meetings held online and in-person on alternating weeks.

Students with unexcused absences to the summer class will forfeit any internship hours worked for that week. Students should avoid taking vacations during the internship program.

What do I have to wear at the internship site?
You must dress professionally as appropriate for your specific internship. If possible, wear your Val Tech polo shirt as your uniform. Your site may require more formal clothing so be sure to follow the dress code at your site.

Can the internship be terminated by the organization, the student, and/or the Valencia Academy?
Yes. The student will submit regular logs and evaluations to the Val Tech Summer Internship Course Teacher each week. If for any reason the organization is less than satisfied with the performance of the Val Tech student, the organization may terminate the internship. At this point, the student must meet with the Val Tech Internship Coordinator and Academy Director to determine whether another internship can be started or if the student should withdraw from the Val Tech program.

Can I make any changes to my internship during the 150 hours?
Ideally you will work all 150 hours at the same location. However, with approval of the Val Tech Coordinator or Internship Coordinator, you may make one site change. You will not be allowed to work for more than two organizations. All forms would need to be re-completed and submitted to the Val Tech Internship Coordinator prior to the change.

How are students held accountable during the internship program?
Performance reviews are required weekly. Students will fill out review forms and provide them to their internship mentor for completion. Interns will submit original copies of the hour logs and evaluations forms to the Summer Internship Course Teacher the following week. Digital copies will be scanned and placed in the electronic portfolio.
What if I am unable to complete all the core components of the Val Tech Internship Program?

To be eligible to earn a Val Tech diploma, you must successfully complete all core components of the program.

When should I submit thank-you letter?

Upon completion of the internship, write a thank-you letter to your host. Be sure to provide the Val Tech Internship Coordinator with a copy of this thank-you letter. This letter must be typed in proper personal-business style format and mailed (USPS) or hand delivered to your host.

What materials are required at my senior presentation?

You will prepare the following for the Val Tech Presentation:

- An overview of your internship, including an explanation of how your VHS classes prepared you as well as how the 150 hours related to both the career and the technology you're interested in.
- Future educational and career goals.

What should I wear when I give my presentation?

Please dress professionally.

When and where are presentations held?

Students will make their presentations in late May or early June on campus.

Who will be attending my presentation?

You will present to a Val Tech Presentation Committee consisting of Val Tech faculty, Valencia High School administrators and staff members, PYLUSD personnel, members of the Placentia community, and local business leaders. Family members are invited to attend as well.

How long is the Val Tech presentation?

The Val Tech presentation can take anywhere between 2-5 min.

What if I don’t satisfactorily complete my senior presentation?

The senior presentation is a core component of the Val Tech Program. Students who do not successfully give their presentation are not eligible to earn a Val Tech diploma.

What if I’m not academically eligible to graduate with a Val Tech diploma?

Students must successfully complete all core components of the Val Tech program in order to earn a Val Tech diploma. In addition, students must maintain a minimum cumulative GPA of 2.5 or better and complete the 240 credits necessary for graduation.

What grade do I need to earn to receive a Val Tech diploma?

In order to receive a Val Tech diploma, students must earn at least an overall grade of 3 (or B) on all core components of the Val Tech program: 150-hour internship, electronic portfolio, research paper, reflective essay, and senior presentation. Each core component must also receive a minimum of a 3 (or B). It is imperative that students meet the established deadlines in order to be successful in the program.

How will my final Val Tech Internship grade be determined?
The Val Tech Internship class is a 10-credit course during the Val Tech student’s senior year. Students will be able to track their progress throughout the year through Aeries and Google Classroom. Students will receive all 10 credits at the end of the Spring semester upon successful completion of all core elements of the Val Tech Program: electronic portfolio, 150-hour internship and summer course, research paper, reflective essay, and senior presentation.

Your Val Tech grade will be calculated as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship and Summer Course</td>
<td>50%</td>
</tr>
<tr>
<td>Electronic Portfolio</td>
<td>20%</td>
</tr>
<tr>
<td>Research Paper</td>
<td>10%</td>
</tr>
<tr>
<td>Reflective Essay</td>
<td>10%</td>
</tr>
<tr>
<td>Senior Presentation</td>
<td>10%</td>
</tr>
</tbody>
</table>

Students will be graded on a 4-point scale for all components (A=4, B=3, C=2, D=1, F=0). A grade of a 3 (or B) or higher on all core components is needed to earn the Val Tech Diploma.

If you have any other questions, please contact Val Tech Coordinator, Brian Johnson at brijohnson@pylusd.org (ext 10812) or Val Tech Internship Coordinator, Christine Hughes at chughes@pylusd.org (ext 10036).

*Information is subject to change without notice.*
Checklist:
Congratulations! You have almost completed Valencia High School’s Val Tech Program!

Have you done the following?

- Do you meet the eligibility requirements for the Val Tech internship?
- Is your Electronic Portfolio updated? Your portfolio must be updated quarterly all four years of high school.
- Reviewed this entire packet in order to better understand the expectations and requirements of the Val Tech Internship Program?
- Updated your resume and described what your career interests are?
- Considered which Val Tech course best matches your career/internship interest?
- Determined what kind of internship you’re interested in?
- Contacted agencies/organizations/businesses you are interested in?
- Arranged appointments and gathered information on their programs?
- Decided what internship position would be best suited for you?
- Submitted all signed necessary internship forms?
- Received final approval from the Val Tech Internship Coordinator?
- Submitted a work schedule to the Val Tech Internship Coordinator?
- Consistently attended your internship and Summer Intern Course?
- Written a thank-you note to your internship host at the conclusion of the internship?
- Submitted hour logs and evaluations forms weekly to the Summer Internship Course Teacher? As well as placed digital copies in your Electronic Portfolio?
- Placed a copy of the thank-you letter in your Electronic Portfolio?
### Val Tech Timeline

This document is only used for general information. Specific information will be available throughout the school year.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Freshman Year</strong></td>
<td></td>
</tr>
<tr>
<td>1st Quarter Verification—Freshman Year</td>
<td>Approximately end of 1st quarter</td>
</tr>
<tr>
<td>2nd Quarter Verification—Freshman Year</td>
<td>Approximately end of 2nd quarter</td>
</tr>
<tr>
<td>3rd Quarter Verification—Freshman Year</td>
<td>Approximately end of 3rd quarter</td>
</tr>
<tr>
<td>4th Quarter Verification—Freshman Year</td>
<td>Approximately end of 4th quarter</td>
</tr>
<tr>
<td><strong>Sophomore Year</strong></td>
<td></td>
</tr>
<tr>
<td>1st Quarter Verification—Sophomore Year</td>
<td>Approximately end of 1st quarter</td>
</tr>
<tr>
<td>2nd Quarter Verification—Sophomore Year</td>
<td>Approximately end of 2nd quarter</td>
</tr>
<tr>
<td>3rd Quarter Verification—Sophomore Year</td>
<td>Approximately end of 3rd quarter</td>
</tr>
<tr>
<td>4th Quarter Verification—Sophomore Year</td>
<td>Approximately end of 4th quarter</td>
</tr>
<tr>
<td><strong>Junior Year</strong></td>
<td></td>
</tr>
<tr>
<td>1st Quarter Verification—Junior Year</td>
<td>Approximately end of 1st quarter</td>
</tr>
<tr>
<td>2nd Quarter Verification—Junior Year</td>
<td>Approximately end of 2nd quarter</td>
</tr>
<tr>
<td>Updated Resume**</td>
<td>Early February</td>
</tr>
<tr>
<td>Pre-Internship Orientation Meeting</td>
<td>Mid February</td>
</tr>
<tr>
<td>3rd Quarter Verification—Junior Year</td>
<td>Approximately end of 3rd quarter</td>
</tr>
<tr>
<td>-Parent/Student Val Tech Internship Agreement Form**</td>
<td>Mid April</td>
</tr>
<tr>
<td>-Pre-Approval Application Form w/ Host Agreement**</td>
<td></td>
</tr>
<tr>
<td>-Joint Venture Agreement (If needed)**</td>
<td>Mid May</td>
</tr>
<tr>
<td>-Val Tech Internship Information Sheet**</td>
<td></td>
</tr>
<tr>
<td><strong>Previous electronic portfolio (EP) Verifications (FR, SO, JR year) 12 total + SR. YR</strong></td>
<td>Must be 100% completed to be eligible for Internship</td>
</tr>
<tr>
<td>Pre-summer Internship Orientation Meeting (One day after school)</td>
<td>Mid June</td>
</tr>
<tr>
<td>4th Quarter Verification—Junior Year</td>
<td>Approximately end of 4th quarter</td>
</tr>
<tr>
<td>Internship Course (times to be assigned)</td>
<td>Summer</td>
</tr>
<tr>
<td>-Goals and Objectives Form** -ROP ITP** -Assigned Evaluations**</td>
<td>Within Summer Course</td>
</tr>
<tr>
<td>-Weekly Hours Logs** -Online Assignments** -Final Host Evaluation**</td>
<td></td>
</tr>
<tr>
<td>-Final Student Evaluation** -Thank you Letter to Host**</td>
<td></td>
</tr>
<tr>
<td><strong>Senior Year</strong></td>
<td></td>
</tr>
<tr>
<td>Transcript Verification (Students must sign the transcripts that will be printed out for them)</td>
<td>Mid September</td>
</tr>
<tr>
<td>1st Quarter Verification—Senior Year</td>
<td>Approximately end of 1st quarter</td>
</tr>
<tr>
<td>Research Paper—Thesis Statement</td>
<td>Mid November</td>
</tr>
<tr>
<td>Research Paper—Topic Sentences</td>
<td>Early December</td>
</tr>
<tr>
<td>December Val Tech Courses--EP—Senior Year</td>
<td>Early December</td>
</tr>
<tr>
<td>Research Paper—Work Cited</td>
<td>First week in January</td>
</tr>
<tr>
<td>2nd Quarter Verification—Senior Year</td>
<td>Approximately end of 2nd quarter</td>
</tr>
<tr>
<td>Research Paper—Final Draft</td>
<td>Late January</td>
</tr>
<tr>
<td>PowerPoint Presentation—Check 1</td>
<td>Mid February</td>
</tr>
<tr>
<td>Reflective Essay—Thesis Statement</td>
<td>Early March</td>
</tr>
<tr>
<td>Reflective Essay—Topic Sentences</td>
<td>Mid March</td>
</tr>
<tr>
<td>March Internship Pictures—Senior Year</td>
<td>Mid March</td>
</tr>
<tr>
<td>Reflective Essay—Final Draft</td>
<td>Before Spring Break</td>
</tr>
<tr>
<td>3rd Quarter Verification—Senior Year</td>
<td>Approximately end of 3rd quarter</td>
</tr>
<tr>
<td>Final Val Tech Eligibility Check (Classes/GPA, Citizenship/V-TIP Requirements, etc.)</td>
<td>Mid April</td>
</tr>
<tr>
<td>Updated Research Paper/Reflective Essay</td>
<td>May</td>
</tr>
<tr>
<td>Senior Presentation—Check 2 &amp; Final V-TIP &amp; Val Tech Diploma Requirement Check</td>
<td>May</td>
</tr>
<tr>
<td>4th Quarter Verification—Senior Year</td>
<td>Last week in May</td>
</tr>
<tr>
<td>Senior Presentation (Practice on Wed. and the actual presentation on Fri.)</td>
<td>Last week in May</td>
</tr>
</tbody>
</table>

*Every reasonable effort has been taken to provide accurate information on this form. Any necessary changes to this form will be communicated via email and Google Classroom. Parents as well as students are to (1) keep a valid email address on file with the Val Tech Coordinator at all times and (2) regularly monitor that account. **All Val Tech internship assignments must be (1) submitted personally to the Val Tech Internship Coordinator or Instructor and (2) placed in the student’s Electronic Portfolio.
Dear Parent or Guardian:

In Fall 2001, the Valencia High School and the Placentia-Yorba Linda Unified School District Board of Education founded the Val Tech Program. The program is designed to both provide quality academic instruction and allow the students to gain technological skills required in further academic studies and/or specific careers. The Val Tech Program requires all students, either before or during their senior year, to complete a 150-hour internship with an approved organization.

Although students can learn much about technology in a classroom, we feel that real-life experience in the community is the only way for students to fully understand how technology is used in various businesses and organizations. We hope to facilitate the development of an educated workforce by encouraging students to participate in the Val Tech Internship Program.

We encourage Val Tech parents to help students select an appropriate organization or agency for the internship, sites where the internship is beneficial to the organization as well as meaningful for the student. The internship must bring together the student’s area of technology interest with his/her career interest. Students also must have taken appropriate Val Tech classes that prepared them for an internship in that particular area of technology. Verification of participation in and completion of the internship must be submitted to the Val Tech Internship Coordinator.

Parents should also help students arrange necessary transportation. The school will not provide transportation. (Parents may purchase additional insurance through the school if they so desire.) Some internship opportunities may be available on the Valencia campus or at other PYLUSD schools, but students may choose to travel greater distances to complete their internship. We appreciate your cooperation and support of this valuable program.

If you have any questions, please do not hesitate to contact us directly.

Thank you,

Brian Johnson
brijohnson@pylusd.org
Val Tech Coordinator
714-996-4970 x 10812

Christine Hughes
chughes@pylusd.org
VT Internship Coordinator
714-996-4970 x 10812

Olivia Yaung, Principal
oyaung@pylusd.org
Valencia Academy Director
714-996-4970 x 10812
"Hello, my name is ______________________________________________________.
Is_____________________________________________ [contact person] available?"

If yes:
"Hi, my name is ________________________________________________________.
I’m a student in Valencia High School’s Val Tech program, and I’m interested in learning
about internship opportunities in your organization. May I make an appointment to talk with
you about a possible internship?” Or “Who should I talk with to discuss the possibility of
establishing an internship between your organization and the Val Tech Program?”

If you arrange an appointment:
“Thank you. I’ll see you __________________________________________________.  
                          (Date, time, place)

 “Goodbye.”

If you aren’t able to arrange an appointment:
If the contact person is not available, ask the person who answered the phone if you can
leave a message:
“I’m ________________________________________, and I’m interested in internship opportunities
in your organization. I can be reached at _____________ after 3:00 p.m. Thank you.”

If they don’t even want to talk with you:
Ask them if they know of another business/organization that’s willing to help students learn
how to become good future employees. Thank them for their time and start the process all
over again.
To a Potential Val Tech Intern Host:

The Valencia Academy/Val Tech Program has been established to help students learn more about technology, to see that the use of technology is central to many organizations, and to gain a better understanding of the world of jobs and careers.

Before or during their senior year, Val Tech students are required to provide technology assistance/work to an organization for a minimum of 150 hours. Afterwards they complete a comprehensive research paper, develop an electronic portfolio, and make a presentation to a committee of school personnel and members of the community.

In this unpaid internship, students are expected to benefit from real-world experience, while at the same time providing the participating organization with an eager young adult who’s anxious to apply school knowledge and technology skills to the world of work. Whatever their duties, students are expected to work professionally and responsibly.

If at any time this internship program does not meet the expectations of either the student, the host organization, or the Valencia Academy, it can be terminated with or without cause.

The Val Tech Internship Program has partnered with the North Orange County Regional Occupational Program to provide students with the support and instruction needed to be successful throughout their internship. While students are enrolled in the North Orange County ROP Community Classroom, workers' compensation and liability insurance will be covered.

For additional information, please see “Internship Program” on the Valencia High School/Val Tech website (www.vhstigers.org), or contact Christine Hughes at 714-996-4970 ext 10036 or at chughes@pylusd.org.

Thank you for your participation in this program. We trust that the internship will be beneficial for you as well as for the intern.

Christine Hughes  
Val Tech Internship Coordinator  
Valencia High School  
500 North Bradford Avenue  
Placentia, CA 92870  
714-996-4970 ext 10036  
chughes@pylusd.org

Brian Johnson  
Val Tech Coordinator  
Valencia High School  
500 North Bradford Avenue  
Placentia, CA 92870  
714-996-4970 ext 10036  
brijohnson@pylusd.org
Placentia-Yorba Linda Unified School District
Internship Application Form

(To be completed by the Val Tech student and his/her potential host and then submitted to the Val Tech Internship Coordinator ON OR BEFORE APRIL 22nd, 2019)

Student: ____________________________________         Class of ________________
Organization: ________________________________        Website: ________________
Intern’s contact:______________________________        Phone: ________________
Intern’s supervisor:______________________________      Phone: ________________
Email address:______________________________        Address: ________________
Proposed dates and times of the internship: ________________        (City  State  Zip)

Students, answer the following questions:

1. What date did you meet with your host? _____________________________
2. How do you know the host? Where did you get the contact info for the host/internship site?
3. Go online to do research. What is the business/organization’s purpose?
4. Why would you like to work for this business/organization?
5. Describe the activities and the tasks involving technology that you will be involved in during your internship. What specifically did the host say during your conversation?
6. What classes have helped prepare you for this specific internship?

We (the Parent, the Val-Tech Student, the Host Organization and Valencia High School of PYLUSD) understand that any party may terminate this internship at any time for any reason or for no reason, with or without cause, and with or without notice.

____________________    __________    __________    __________
Parent Signature                  Date                  Potential Host Signature                  Date

____________________    __________
Student Signature                  Date

Please attach a business card to the top of this form.

Christine Hughes
Val Tech Internship Coordinator
714-996-4970 x 10036
chughes@pylusd.org
Val Tech Intern Host Agreement Form

Re: ________________________

(Val Tech Student’s Name)

Dear Friend of the Val Tech Internship Program,

Thank you for participating in Valencia High School’s Val Tech Internship Program. We trust that your time with a Valencia student will be positive for both of you.

Ideally, we would like our students to gain a clearer picture of how technology is used in the workplace. As a host, you are agreeing to assist and guide this student through 150 hours of unpaid technology-based work experience in a career of interest to this student. All internship hours must be completed prior to April 1 of the student’s senior year. Your role is to direct and guide the student in a manner that will help the student use and sharpen technological skills as well as better understand the chosen career and his/her career goals.

You can do this by showing the student the role of technology in your field. Please feel free to offer your suggestions about how to pursue a career like yours. Specifically, for instance, you might share information you wish you had known as a young adult, information that will make it easier for the intern to get to where you are today.

Please contact me at (714) 996-4970 ext 10036 or at chughes@pylusd.org, if I may answer any questions about your role in the Val Tech Internship Program or if you have any suggestions about how we can improve the program.

Feel free to make a copy of this document for your records. Thanks for your support.

Sincerely,

Christine Hughes
Val Tech Internship Coordinator
chughes@pylusd.org
(714) 996-4970 x 10036

Val Tech Internship Program Host Agreement

I agree to host the above-named Val Tech student throughout the 150-hour Val Tech Internship Program required by the Val Tech Program.

Val Tech Host’s Name: ________________________________
Job Title: ________________________________ Company Name: ________________________________
Address: ________________________________ City: ________________________________ Zip: ________________________________
Host’s Signature: ________________________________ Date: ________________________________
I understand that I must meet all of the following Val Tech Academy requirements in order to complete the Val Tech program (including the 150 hour internship and course) and receive a Val Tech diploma. My signature on this list of due dates serves as a contract: I will meet these deadlines in order to remain eligible for a Val Tech diploma. I understand (1) there are consequences for late assignments; (2) I am no longer eligible for the Val Tech diploma if I miss more than 3 deadlines; and (3) any missing assignment will make me ineligible for the Val Tech diploma. For specific due dates and times, please log in to your Val Tech Google Classroom.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updated Resume**</td>
<td>February 8, 2019</td>
</tr>
<tr>
<td>Pre-Internship Orientation Meeting**</td>
<td>February 13, 2019</td>
</tr>
<tr>
<td>-Parent/Student Val Tech Internship Agreement Form**</td>
<td>April 22, 2019</td>
</tr>
<tr>
<td>-Pre-Approval Application Form w/ Host Agreement**</td>
<td></td>
</tr>
<tr>
<td>-Site Agreement**</td>
<td></td>
</tr>
<tr>
<td>-Joint Venture Agreement (If needed)**</td>
<td>May 15, 2019</td>
</tr>
<tr>
<td>-Val Tech Internship Information Sheet**</td>
<td></td>
</tr>
<tr>
<td>Previous electronic portfolio (EP) Verifications (FR, SO, JR year)</td>
<td>Must be 100% completed to be eligible for Internship</td>
</tr>
<tr>
<td>Pre-summer Internship Orientation Meeting (One day after school)</td>
<td>June 2019</td>
</tr>
<tr>
<td>Internship Course (times to be assigned)</td>
<td>Summer 2019</td>
</tr>
<tr>
<td>-Goals and Objectives Form** -ROP ITP** -Assigned Evaluations**</td>
<td>Within Summer Course</td>
</tr>
<tr>
<td>-Weekly Hours Logs**</td>
<td></td>
</tr>
<tr>
<td>-Final Student Evaluation** -Thank you Letter to Host**</td>
<td></td>
</tr>
<tr>
<td>Transcript Verification (Students must sign the transcripts that will be printed out for them)</td>
<td>Mid September — 2019</td>
</tr>
<tr>
<td>1st Quarter Verification—Senior Year</td>
<td>Approximately end of 1st quarter 2019</td>
</tr>
<tr>
<td>Research Paper—Topic Sentences</td>
<td>Early December — 2019</td>
</tr>
<tr>
<td>December Val Tech Courses--EP—Senior Year</td>
<td>Early December —2019</td>
</tr>
<tr>
<td>Research Paper—Work Cited</td>
<td>First week in January — 2020</td>
</tr>
<tr>
<td>2nd Quarter Verification—Senior Year</td>
<td>Approximately end of 2nd quarter 2020</td>
</tr>
<tr>
<td>Research Paper—Final Draft</td>
<td>Late January — 2020</td>
</tr>
<tr>
<td>PowerPoint Presentation—Check 1</td>
<td>Mid February — 2020</td>
</tr>
<tr>
<td>Reflective Essay—Topic Sentences</td>
<td>Early March — 2020</td>
</tr>
<tr>
<td>Reflective Essay—Topic Sentences</td>
<td>Mid March — 2020</td>
</tr>
<tr>
<td>March Internship Pictures—Senior Year</td>
<td>Mid March —2020</td>
</tr>
<tr>
<td>Reflective Essay—Final Draft</td>
<td>Before Spring Break — 2020</td>
</tr>
<tr>
<td>3rd Quarter Verification—Senior Year</td>
<td>Approximately end of 3rd quarter 2020</td>
</tr>
<tr>
<td>Final Val Tech Eligibility Check (Classes/GPA, Citizenship/V-TIP Requirements, etc.)</td>
<td>Mid April — 2020</td>
</tr>
<tr>
<td>Updated Research Paper/Reflective Essay</td>
<td>May — 2020</td>
</tr>
<tr>
<td>Senior Presentation—Check 2 &amp; Final V-TIP &amp; Val Tech Diploma Requirement Check</td>
<td>May — 2020</td>
</tr>
<tr>
<td>4th Quarter Verification—Senior Year</td>
<td>Last week in May — 2020</td>
</tr>
<tr>
<td>Senior Presentation (Practice on Wed. and the actual presentation on Fri.)</td>
<td>Last week in May — 2020</td>
</tr>
</tbody>
</table>
Community Classroom (CC) Site Agreement

Name of Student (Last, First, Middle Initial)

Title of Course

School Year

☐ Fall  ☐ Winter  ☐ Spring  ☐ Summer

Name of School

INSTRUCTOR

1. Will provide related instruction at an equivalency of 2.5 hours per week minimum.
2. Will conduct a training site visitation at least once every three weeks to consult with the management of the community classroom and observe student.
3. Will evaluate student training performance coordinating with the site supervisor.
4. Will recommend school credit base on district credit policy.
5. May exercise authority to transfer or withdraw the trainee from program at any time.

SITE SUPERVISOR

1. Understands the programs objectives and agrees to participate.
2. Will provide adequate supervision and guidance to ensure the student will receive maximum educational benefit from the on-site training.
3. Will coordinate with the instructor regarding the student's training progress.
4. Will participate with the instructor/student in preparing an individualized training plan.
5. Will assist the student to acquire competencies necessary for employment in the occupational area for which training is offered.
6. Will assist in maintaining accurate daily training hour records.
7. Will provide a training station with sufficient equipment, materials, and other resources for a beneficial training experience.
8. Will ensure that the training site working conditions shall not endanger the health, safety, welfare, or morals of the student.
9. Understand the student's on-site activities shall be limited to practicing, enhancing, developing and/or observing skills taught in the related classroom and shall not be considered productive in nature as defined by the Department of Labor Title 5 of the Education Code.

Name of Training Site

Address of Training Site (Number, Street)

City, State, Zip Code

Telephone Number of Training Site

( )

Signature of Site Supervisor

Date Signed

Distribution: Original – Student Folder; Copy to Parent; Site Supervisor; Counselor

July 20, 2017

23
JOINT VENTURE TRAINING AGREEMENT
COMMUNITY CLASSROOM FACILITIES

By this agreement, dated ________________, North Orange County Regional Occupational Program and __________________________ located at __________________________, hereinafter referred to as the Management of the Community Classroom Facilities, mutually agree that:

I

All career-technical instruction and training held at __________________________ community classroom shall be conducted pursuant to the California Education Code, Chapter 9, Article 5, and rules and regulations adopted by the Superintendent of Public Instruction. The unpaid on-the-job experiences shall be in accordance with the Individualized Training Plan, which includes specific performance objectives and a statement of expected time requirement for attainment of each objective.

II

All students of the North Orange County Regional Occupational Program enrolled in the course entitled __________________________, CBEDS Code __________________________, conducted in the community classroom shall be under the immediate supervision and control of an instructor who is an employee of North Orange County Regional Occupational Program and who holds a valid California Teaching Credential authorizing the subject to be taught.

III

No student enrolled in career-technical instruction and training courses shall replace an employee of the community classroom management or cause the employee hours to be reduced, nor shall the student’s training activities preclude the hiring of additional employees.

IV

The number of students enrolled per course section, per certificated instructor, shall not exceed 30.

Neither the North Orange County Regional Occupational Program nor the Management of the Community Classroom Facilities shall discriminate against any student on the basis of race, color, national origin, sex, or disability in making available opportunities in career-technical instruction and training.

V

Annually all Joint Venture Training Agreements are reviewed by the Board of Trustees of the North Orange County Regional Occupational Program and shall be in effect for four years or until terminated or amended by mutual written consent of the parties and/or terminated upon sixty (60) days notice in writing by either party.

Authorized Signature of Management

Print Name

Title

Name of Site Contact Person (Please print or type.)

Street Address

City State Zip

Telephone

Email Address of Site Contact Person

Rev 7.25.2017

The North Orange County Regional Occupational Program provides high-quality, relevant career technical education, and prepares all students to succeed in employment, career advancement and further education. It is a joint venture of the Anaheim Union and Fullerton Joint Union High School Districts and the Brea Olinda, Los Alamitos, and Placentia-Yorba Linda Unified School Districts.
COMMUNITY CLASSROOM GUIDELINES

Definition and Purpose:
A Community Classroom is a site or a series of physical locations in which career-technical training programs are conducted. A community classroom has as its general purpose the extension of career-technical training opportunities by utilizing community sites and facilities.

Certificated Supervision/Instruction:
Students shall be under the immediate supervision and control of a North Orange County ROP employee who possesses a valid vocational credential authorizing the subject to be taught. The term “immediate supervision” means pupil participation in unpaid on-the-job experiences as outlined under a training agreement and individual training plan, wherein the supervisor of the training site and certificated school personnel share the responsibility for the supervision of on-the-job experiences.

Training programs in a community classroom shall include group and individualized related instruction.

Roles for Others:
There may be persons designated within the community classroom location who will help provide the students with tools, instructional materials, procedures, safety equipment, and training experiences. These persons cannot assume the certificated instructors’ responsibilities for rotation, directing and monitoring the learning process of each student.

Individualized Training Plans:
Each student must have a written training plan describing the specific skills and employment levels the student will be expected to learn, and the expected duration of training.

Class Size:
The number of students per course section for any certificated instructor shall not exceed 30.

Student/Instructor Interaction:
Instructor shall visit student at community site at least once every three weeks. Visitation shall include an observation of the students participating in a training experience. Dates and times of the on-site contacts are to be recorded by the instructor on the Individualized Training Plan.

The student shall be moved from learning one career-technical skill to another by the certificated instructor whenever it is determined that the student has learned the career-technical skill or has become employable in it.

Employment vs. Training:
A student who has been hired by the management of their community classroom site shall not continue in training at that site in the same training area where employment is incurred.

Regular Employees vs. Students:
No student may displace or reduce the number of work hours for a paid employee, nor shall the student’s training activities preclude the hiring of new paid employees. It is appropriate, however, for students to train under close observation of a qualified paid employee.

Workers Compensation:
Students enrolled in career-technical training classes held in the community are considered to be employees of the school district or county superintendent of schools, or any school administered by the State Department of Education, for the purpose of providing workers’ compensation insurance. Workers’ compensation and liability insurance coverage is only during scheduled training hours. Training of students at other times is a violation of the Joint Venture Training Agreement as there would be no credentialed instructor on duty at that time.

No Employment Guarantee:
The student cannot be guaranteed a job at the conclusion of the training period.

Rev 7.26.2017

The North Orange County Regional Occupational Program provides high-quality, relevant career technical education, and prepares all students to succeed in employment, career advancement and further education. It is a joint venture of the Anaheim Union and Fullerton Joint Union High School Districts and the Brea Olinda, Los Alamitos, and Placentia-Yorba Linda Unified School Districts.
Val Tech Goals and Objectives Form

The host and intern are to work together to complete this form.

Student’s Name: ______________________ Number of hours already logged: _____

Host’s Name: _________________________ Company: _________________________

Host’s Signature: ____________________ Student’s Signature: __________________

In answering these five questions, please refer to the projects the student will be working on as well as to the specific technology and skills the student will be using.

What does the host/organization expect the student to accomplish during the 150-hour internship?

What does the Val Tech student expect to learn from this internship experience?

In order to reach the goals listed in response to the first two questions…

What goal(s) do both the host and the intern have for the first 50 hours?

What goal(s) do both the host and the intern have for hours 51-100?

What goal(s) do both the host and the intern have for the last 50 hours?
REGIONAL OCCUPATIONAL PROGRAM
EXPECTED RESULTS FOR STUDENTS (ROPERS)

Student Name: __________________________
Projected training hours: ________________
Actual training hours in class: ___________

Fall    Winter    Spring    Summer

We are career and college ready students who...
- Engage in self-directed learning.
- Compete in a global environment.
- Prepare and present a professional portfolio.
- Research and identify career and college pathways.

We use essential literacy skills to...
- Comprehend technical, professional, and internet resources.
- Achieve career technical and academic standards.
- Communicate effectively through listening, reading, writing and speaking.
- Use technology responsibly.

We are critical thinkers who...
- Identify, prioritize, and solve problems with predictable and unpredictable outcomes.
- Create, implement, and assess ideas.
- Consider the ethical issues of decisions.

We are effective team members who...
- Collaborate towards a common goal.
- Use respectful social and cross cultural skills.
- Participate and contribute to the local and global community.

PERFORMANCE RATING SCALE

4 – Exceeds job standard at a very high level with minimal supervision; outstanding potential for success in field.
3 – Meets job standard at a competent level with minimal supervision; good potential for success in field.
2 – Progressing towards job standard with some supervision; potential for success in field.
1 – Beginning level/introduction to job standard; hasn’t yet met all job standards.

CLASSROOM COMPETENCIES for

<table>
<thead>
<tr>
<th>Career Preparation Standards</th>
<th>Rating</th>
<th>Planned Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Personal Skill Development</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Understand classroom policies</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>B. Define and explain business ethics</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>C. Manage time effectively</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>D. Understand the importance of lifelong learning</td>
<td></td>
<td>1</td>
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</tbody>
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<thead>
<tr>
<th>2. Effective Interpersonal Skills</th>
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</thead>
<tbody>
<tr>
<td>A. Identify group dynamics</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>B. Demonstrate conflict resolution &amp; negotiation</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>C. Work effectively as a member of a team</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>D. Define and apply leadership skills</td>
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<td>1</td>
</tr>
<tr>
<td>E. Understand and discuss sexual harassment in the workplace</td>
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<td>1</td>
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<tr>
<th>3. Academic Skills</th>
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<tbody>
<tr>
<td>A. Read and interpret information</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>B. Understand occupation specific terminology</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>C. Write notes, memoranda, and letters</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>D. Prepare specialized forms</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>E. Apply appropriate basic math skills</td>
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<td>1</td>
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<thead>
<tr>
<th>4. Critical Thinking &amp; Problem Solving</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>A. Practice critical thinking skills</td>
<td></td>
<td>1</td>
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<tr>
<td>B. Apply creative problem solving process</td>
<td></td>
<td>1</td>
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<thead>
<tr>
<th>5. Communication</th>
<th></th>
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<tbody>
<tr>
<td>A. Demonstrate active listening strategies</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>B. Apply effective speaking skills</td>
<td></td>
<td>1</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Career Preparation Standards</th>
<th>Rating</th>
<th>Planned Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Occupational Safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Define and demonstrate good safety practices</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>B. Identify, avoid, and report potential hazards</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>C. Understand basic sanitation practices</td>
<td></td>
<td>1</td>
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<table>
<thead>
<tr>
<th>7. Career Paths &amp; Job Search Strategies</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Complete a Career Portfolio, including: Master Job Application</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>B. Understand long and short-term goal setting</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>C. Identify job aptitudes and interests</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>D. Research career opportunities &amp; required education</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>E. Demonstrate proper interview techniques</td>
<td></td>
<td>1</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Technology in the Workplace</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Identify technology used in field</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>B. Demonstrate use of computer, including the internet</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>C. Adapt to changing technology</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

7.20.2017
## ON THE JOB TRAINING COMPETENCIES

Projected training hours:  
Actual training hours in class:  

<table>
<thead>
<tr>
<th>Career Preparation Standards</th>
<th>Rating</th>
<th>Planned Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>9. A.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td></td>
<td></td>
</tr>
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<td>D.</td>
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</table>
Student Timesheet for Training

Community Classroom (CC)  
Cooperative Vocational Education (CVE)

Student Name:  
Course Title:  
Instructor Name:  
Training Site:  
Site Supervisor:  

Use blue or black ink only, NO PENCIL

DIRECTIONS:  
1) Student completes timesheet daily. 
2) Site supervisor reviews hours, completes ratings and signs form. 
3) Student must submit timesheet to instructor weekly.

<table>
<thead>
<tr>
<th>Week of: Monday to Sunday</th>
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<tbody>
<tr>
<td>MONDAY</td>
<td>Start Time:</td>
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<td>Total Hours</td>
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<td>Date:</td>
<td>End Time:</td>
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<td>TUESDAY</td>
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<td>Date:</td>
<td>End Time:</td>
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<td>WEDNESDAY</td>
<td>Start Time:</td>
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<td>Total Hours</td>
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<td>THURSDAY</td>
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<td>FRIDAY</td>
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</table>

| TOTAL WEEKLY HOURS        |   |   |   |

Student Signature          Date Signed

Evaluation for Training Site Supervisor to Complete

| Evaluation REQUIRED for this week. | Interim Evaluation | Final Evaluation |

Please rate the student's performance below using this scale: 
Outstanding = 4  Satisfactory = 3  Developing = 2  Needs to improve = 1

<table>
<thead>
<tr>
<th>Ability to Learn</th>
<th>Rating</th>
<th>Judgement</th>
<th>Rating</th>
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<tbody>
<tr>
<td>Attendance</td>
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<td>Punctuality</td>
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<td>Attitude-Application to work</td>
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<td>Quality of Work</td>
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<tr>
<td>Dependability</td>
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<td>Relations with Others</td>
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</tbody>
</table>

Total Rating Score

Comments:

Site Supervisor's Signature  Date Signed

North Orange County Regional Occupational Program / Education Center / 365 N. Muller Street / 714-302-5893

C:\Forms\CCE, CVE Student Timesheet; Rev. 10-10-08, 08-08-12, 05-09-14, 8-6-15, 08-06-18

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Placentia-Yorba Linda Unified School District
Val Tech Host Evaluation Form
(To be completed by Host)
Please return to intern or email it to chughes@pylusd.org.
If you would prefer to complete the form online, please visit: http://bit.ly/VTHostEval

Student’s Name: __________________________

Person completing this evaluation: __________________________

Name
Organization
Title
Phone Number

Signature: __________________________

Describe the greatest benefits of having this Val Tech student participate in the Val Tech Internship at your site.

What would you describe as areas of strength for this Val Tech student?

Are there any areas of improvement that this student should work on to be successful in the future?

What can Valencia High School do to improve the Val Tech Internship Program?

Would you be interested in having future Val Tech interns help you at your place of work? If so, in what areas are you interested?

Other Comments: