

Hayesville High School Career Technical Education (CTE) Work Experience Application

Define Program: It is the goals of the CTE program at Hayesville High School to place students in the work environment to allow them to apply their learned skills in the job setting and acquire new skills that prepare them for the work place. This can be achieved by allowing students to job shadow, job intern or be involved in a job apprenticeship. These are defined as follows:

Job Shadow – A short-term educational experience that introduces a student to a particular job or career by pairing the student with an employee of a business, industry, or agency.

Internship - A work-based learning experience where a student participates in the daily operations of a work site under the direct supervision of a business mentor.

Apprenticeship – A system of skilled occupational training that combines practical work experiences with related academic and technical instruction.

The school system coordinates the placement of the students and monitors the student in the workplace with direct staff involvement by Revonda Palmer, CTE Director. The school system also carries insurance on the student that is placed in the job setting. 828-389-8513 rpalmer@clayschools.org

Job Site Preparation: The business/organization that would like to participate in this program needs to know that this is not filling a job vacancy in your business but an experience where you are supervising and mentoring a young adult. In many cases, you may be the first introduction to the work force. Prepare a job description based on skill development and be ready to establish required protocol that it is reviewed as you train.

Business Information:

Name of Business: _____

Contact Person: _____

Email: _____ Phone: _____ Cell: _____

Address of Business: _____

Best way to get ahold of and when: _____

Describe the Job: (attach a second page if needed)

What job skills do you think that can be attained in this placement:
