



Patch High School, Stuttgart, Germany

# CAREER PRACTICUM

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- × The Career Practicum Program is an important component of the education and training that students receive at Patch High School.
- × Purpose
- × Opportunity
- × Student Benefits
- × Employer Benefits
- × Responsibility
- × Timesheets / Signing Out

# PURPOSE

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- ✘ Career Practicum is designed to provide school-to-career experiences and training through a practicum offered in a real work setting. Important aspects of a practicum are to:
  - + Provide students an opportunity to acquire an understanding of actual employment settings utilizing their skills and aptitudes
  - + Apply problem solving skills in the work environment
  - + Develop communication techniques
  - + Utilize electronic information systems to search for career information
  - + Explore information resources
  - + Acquire learning and self-management tools
  - + Develop intrapersonal and interpersonal competencies

# OPPORTUNITY

Some opportunities for job training include:

- + Engineering Aide
- + Postal Aide
- + Deli Worker
- + Child Care
- + Inventory Clerk
- + Elementary School Aide
- + Television Production
- + Project Assistant for Contractors
- + Assistant in military offices
- + Supply Clerk
- + Food Preparation
- + Health/Dental Clinic Assistant
- + Office/Clerical Support



# STUDENT BENEFITS

- ✘ Practical work experience in chosen field
- ✘ Opportunity to apply classroom learning on the job
- ✘ High School credit and possible compensation while engaged in Cooperative Education
- ✘ Opportunity to develop interpersonal communication skills
- ✘ Opportunity to discover and test individual interests, capabilities, and goals
- ✘ Valuable contacts for employment and letters of reference
- ✘ Opportunity to familiarize yourself with "state of the art" technology, equipment and current practices



# EMPLOYER BENEFITS

The program is a “cooperative” effort because it depends upon a collaboration between students, the high school, and participating local employers.

CP helps maintain a flow of personnel into the occupational field, reducing the cost of employee turnover by employing people who are on a career path. The co-op students develop work objectives with his/her supervisor which furthers the employer's goal and the employee's work performance.



# RESPONSIBILITY

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- ✘ The student is responsible for regular attendance at work and school, appropriate appearance and performance, positive attitude and human relationship, job skills, and educational progress.
- ✘ The employer's responsibility includes
  - + providing a suitable work station and work experience which have educational value for the student,
  - + supervision to help the student progress on the job and accomplish specific on-the-job learning objectives, as well as the compensation established by law.
- ✘ The high school provides organization, coordination, program supervision, and maintenance of student records. The CP coordinator will visit and counsel with the student and employer during the semester and, together with the supervisor, determine the student's grade.

# TIMESHEETS / SIGNING OUT

- × Students must turn in weekly timesheets stating where his/her work site is, the days worked, the amount of time worked, and the description of activity per day. He/she must also have his/her employer rate the performance for the week and sign the timesheet.
- × Each CP student will sign out from the CP room before going to his/her job site. CP students must check their mailboxes daily for messages and assignments.
- × [CP Timesheet \(PDF\)](#)

**Patch American High School  
Career Practicum Program**

Complete this record for each day that you work. At the end of the week, have your supervisor evaluate your work and sign at the bottom. Submit the completed form to your mailbox at the beginning of the next week. (Complete in blue/black ink).

Name \_\_\_\_\_ Job Title \_\_\_\_\_  
Work Site \_\_\_\_\_ Week of \_\_\_\_\_

DAY	TIME IN	TIME OUT	TOTAL	DESCRIPTION OF ACTIVITY
Monday				
Tuesday				
Wednesday				Student Benefits
Thursday				
Friday				

Total Time for the Week:

Performance for Week  
\_\_\_ Very Good \_\_\_ Good \_\_\_ Average \_\_\_ Poor

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

\_\_\_\_\_  
Supervisor Signature  
Date signed \_\_\_\_\_