

APPLICANT NAME: \_\_\_\_\_



Chippewa Valley Schools  
*Career Technical Education*



# CAREERS IN EDUCATION PROGRAM\*

## 2020-2021 APPLICATION



**Chippewa Valley High School**

Clinton Township, MI

Chippewa Valley Schools  
19120 Cass Avenue  
Clinton Township, MI 48038

\*FORMERLY TEACHER CADET PROGRAM



## CAREERS IN EDUCATION PROGRAM EXPECTATIONS

Students accepted into the 2020-2021 Careers in Education Program will:

- Examine the multiple responsibilities and the professional roles of a teacher
- Explore diverse career options in education
- Observe, explore, and utilize effective teaching practices
- Recognize aspects of human growth and development related to learning
- Develop and demonstrate leadership, interpersonal, intrapersonal, and self-evaluation skills
- Explore school structures, operations, and policies
- Examine the complexities of critical issues in education

This program provides students with a hands-on opportunity to explore teaching as a profession. Initially, students participate in classroom instruction five days per week in Chippewa Valley High School learning about various aspects of education which prepares them to eventually spend up to four days a week in the Field Experience classroom.

Students that meet the course expectations (classroom instruction, participation in Field Experience classroom and academic performance) may earn Articulated College credit from Oakland University, Saginaw Valley State University, Western Michigan University, Davenport University, Central Michigan University, Ferris State University or Macomb Community College.

Due to the rigorous requirements, students must consider the entire **program (academic requirements, attendance and Field Experience placement) as a college preparatory course with high academic standards.**

The following are just some characteristics of successful program completers:

- Strong writing skills
- Proactive and self-motivated
- Excellent problem-solving skills
- Professional attitude and demeanor
- Collegiate academic focus
- High level of personal responsibility
- Seeks opportunities to learn
- Strong time management and organizational skills

APPLICANT NAME: \_\_\_\_\_

# CVHS CAREERS IN EDUCATION APPLICATION & SELECTION PROCESS

## The Application

Applications for the **Chippewa Valley High School Careers in Education** program are accepted during late February and early March during the Junior year.

Application requirements include:

1. Applicant name on **every** paper required for a complete application packet.
2. Completed Application Form, (page 5 of this packet)
3. Parent/Guardian Release Form (page 6 of this packet)
4. Two completed Teacher Recommendation forms from current 11<sup>th</sup> grade teachers.
  - One recommendation needs to be completed by a current Winter 2020 teacher.
  - One recommendation needs to be completed by your *Fall 2019 English teacher*.
5. Print-out of candidate grade 10 and 11 historical attendance and grades.

Please reference the Careers in Education Application Checklist (page 4 of this packet)

**During the March scheduling, interested students should request Careers in Education on their 2020-2021 course schedule.** Counselors are notified after candidate selections are complete and students ineligible for the program are moved into alternate classes.

## Interviews

After the application due date, applicants will receive an email to their CVS email acknowledging receipt of their application and request for them to schedule an interview.

Interviews are conducted during the week of April 1<sup>st</sup> and last between 15. During the interview students will receive additional paperwork to complete the application process.

Once all interviews and applications are complete, a selection committee reviews all parts of the application process and determine if a student is accepted, placed on waitlist (in the event of high student enrollment) or denied admission into the program. Then, via a formal letter, the Careers in Education advisor will notify students and guidance regarding student admission status (accepted, waitlist or denial). Students placed on a waitlist, or denial list, will work with Guidance staff to make any necessary adjustments to their class schedule.



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**CVHS CAREERS IN EDUCATION  
2020-2021 APPLICATION CHECKLIST**

- Use the checklist below to keep track of your forms.
- Complete and review all application forms before submitting it for review.
- Either deliver the completed application to Mrs. Kiel in room 160 or give the completed packet to the guidance office, no later than **March 13, 2020**
- If you have any questions, please contact the Careers in Education advisor, **Mrs. Kiel** ([rkiel@cvs.k12.mi.us](mailto:rkiel@cvs.k12.mi.us)), visit the Careers in Education tab on Mrs. Kiel's website ([tKiel.weebly.com](http://tKiel.weebly.com)), or contact the Director of Career and Technical Education Mrs. Brisson ([cbrisson@cvs.k12.mi.us](mailto:cbrisson@cvs.k12.mi.us)).

**Application Packet Checklist**

**Student Application Packet is due March 13, 2020.**

**Required student application packet materials:**

- Completed CVHS CAREERS IN EDUCATION 2020-2021 APPLICATION FORM (page 5)
- Signed Parent/Guardian Release Form (page 6)
- Grade 10 & 11 Attendance & Grade summary print-out.

**Two Teacher Recommendations** – select two teachers to complete the Teacher Recommendation form. Both teachers must be from the 2019-2020 school year – please review page 3 for specific requirements. Ask each teacher to complete the form and return it to Mrs. Kiel before March 13, 2020.

**Names of teachers completing your evaluation forms:**

Teacher Recommendation 1 \_\_\_\_\_

Teacher Recommendation 2 \_\_\_\_\_

**Additional Documents Required to Complete the Application:**

(Provided during the interview)

- **Typed** goal statement.
- **Typed** list of relevant experiences with descriptions (course work, volunteer experience, etc.).
- A printed copy of your complete Educational Development Plan (EDP) from your Career Cruising account.



## CVHS CAREERS IN EDUCATION 2020-2021 APPLICATION FORM

**SECTION I. TO BE COMPLETED BY STUDENT APPLICANT**

Full Legal Name \_\_\_\_\_  
Last First Middle

Home Address \_\_\_\_\_  
Street

\_\_\_\_\_

City State Zip

Telephone Numbers: Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Student's CVS provided e-mail\*: \_\_\_\_\_  
*\*it is very important that the email is accurate and current as this is the preferred method of contact*

Names of Parent(s) or Guardian(s): \_\_\_\_\_

Last First Middle

\_\_\_\_\_

Last First Middle

Address if different from above: \_\_\_\_\_

Street

\_\_\_\_\_

City State Zip

CVS Student ID Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Month Day Year

**SECTION II. To be completed by student and parent/guardian**

*I support my child's application for admission to the Careers in Education program. I have read the information supplied with the application and I am aware of the conditions for participation. I agree to permit information in this application and other records which result from application and attendance to be made available on a confidential basis to the applicant's Careers in Education Advisor. We agree to permit information from the applicant's school to be used in a confidential manner, further understanding that reports and recommendations that are collected for administration purposes do not become a part of my student's permanent academic record. Therefore, I hereby agree to waive access to my child's application information and understand that this includes the requested teacher recommendations.*

\_\_\_\_\_  
 Parent/Guardian Signature Date

\_\_\_\_\_  
 Applicant Signature Date

**NOTICE OF NONDISCRIMINATION** It is the policy of Chippewa Valley Schools not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Assistant Superintendent of Human Resources, Chippewa Valley Schools Administration, 19120 Cass Avenue, Clinton Township, MI 48038 Phone: 586-723-2090 / Nondiscrimination inquiries related to disability should be directed to: Section 504 Coordinator, Director of Special Services, (same address) Phone: 586-723-2180



APPLICANT NAME: \_\_\_\_\_

# Chippewa Valley Schools Career Technical Education



## CVHS CAREERS IN EDUCATION PROGRAM PARENT/GUARDIAN RELEASE FORM

I understand that my son/daughter is applying to the Careers in Education program offered by Chippewa Valley High School, Chippewa Valley Schools, and to be delivered at Chippewa Valley High School and other schools within the Chippewa Valley Schools District. I understand, and give my permission, for the selection committee to request and obtain any further scholastic information pertaining to my son/daughter from their local school.

Acceptance into the Careers in Education program means acceptance of the following policies:

1. All C.I.E. cadets are responsible for following rules established by the program advisor, Chippewa Valley High School, and the cooperating placement school(s). Failure to do so may result in removal from the program.
2. All C.I.E. cadets provide their own transportation to and from their cooperating placement school(s). Students may elect to walk to one of the schools near Chippewa Valley campus or students my drive to placement. Students who drive themselves to placement must provide **proof of active insurance for the entire period of field placement experience**. Student carpooling to cooperating placement school is **prohibited** and may result in removal from the program.
3. All C.I.E. cadets must maintain an 80 percent or greater cumulative course grade to participate in field placement experience.
4. All C.I.E. cadets will adhere to rules and policies governed by FERPA; all student information learned in the program will be maintained as confidential. Confidentiality is defined as, "written or verbal information considered to be privileged and cannot be released without permission."
5. All C.I.E. cadets found engaging in any illegal or unethical behavior may result in removal from the Careers in Education program.
6. All C.I.E. cadets are prepared to use internet and/or other messaging services to complete the various online components of the course; internet and/or messaging services via personal devices and/or Chippewa Valley High School internet ready machinery, before or after school.
7. Eligibility for Articulated college credit requires C.I.E. cadets to earn a 3.0 GPA and **meet minimum program activity participation (classroom instruction & placement experience) as required by specific University agreements through MDE. This equates to a maximum of 2-days absence in from both classroom instruction and placement.**

I hereby certify that the information contained in this application for the Careers in Education program and submitted by me is true, accurate, and complete. I recognize that any misrepresentation or willful omission of fact shall be sufficient cause for disqualification from this program.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian e-mail: \_\_\_\_\_

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Chippewa Valley Schools  
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## 2020-2021 CAREERS IN EDUCATION APPLICATION

### 1<sup>st</sup> TEACHER RECOMMENDATION

#### To Be Completed by Student Applicant:

Student's Name:	Current Grade 11
Recommending Teacher Name (print clearly):	

Dear Teacher:

The student identified above is applying to the **Chippewa Valley High School Careers in Education** program and requests you to complete the **Confidential Recommendation Form** on the reverse side of this letter.

Your insight, along with another teacher, are required components of the student application. Together the recommendations provide invaluable insight beyond grades and attendance about the student, providing the Selection Committee, a comprehensive picture of the student and their potential for success in the Careers in Education program.

Please write an "X" in the box that matches the student's level of proficiency or application of each area listed; write only one "X" per assessment area.

**Do not return this completed form to the student. Instead, return this confidential recommendation to Mrs. Kiel, room 160, before March 13, 2020.**

Thank you for your time and careful consideration.

Sincerely,

Rebecca Kiel  
 Careers in Education Program Advisor

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**Confidential Recommendation Form**  
**TO BE COMPLETED BY 1<sup>ST</sup> RECOMMENDING TEACHER**

RECOMMENDING TEACHER NAME: \_\_\_\_\_

DATE STUDENT REQUESTED RECOMMENDATION: \_\_\_\_\_

LEADERSHIP SKILLS	Exemplary 3	Average 2	Inconsistent 1	Problematic 0
<b>Integrity &amp; Character</b> (behaviors and choices are respectful of them self and others, advocates for self and others)				
<b>Initiative</b> (accepts responsibility, seeks opportunity to improve, acts without prompting, consistently conducts themselves as a positive role-model)				
<b>Appearance &amp; Professionalism</b> (respects authority and rules, adheres to dress code policy, maturity in mannerisms and carriage)				
<b>Emotions &amp; Engagement</b> (self-control, empathetic, works with others without bias, accepts responsibility for decisions)				
ACADEMIC PERFORMANCE AND PROFESSIONALISM	Exemplary 3	Acceptable 2	Inconsistent 1	Problematic 0
<b>Attitude &amp; Interpersonal Skills</b>				
<b>Adherence to Deadlines and Policies &amp; Procedures</b>				
<b>Organization, Time Management</b>				
<b>Ownership of actions/level of individual responsibility</b>				
<b>Respect for authority and peers free of bias regarding ethnicity, gender, abilities, etc.</b>				
<b>Acceptance of constructive criticism and desire to improve.</b>				
OVERALL APPRAISAL	Exemplary Candidate 3	Average Candidate 2	Hesitate to recommend 1	I cannot recommend 0
Your overall appraisal of the applicant's ability to successfully meet all the requirements of the Careers in Education program and become an excellent educator.				

DO YOU HAVE ANY ADDITIONAL COMMENTS ABOUT THIS STUDENT AND THEIR POTENTIAL AS A STUDENT IN THE CAREERS IN EDUCATION PROGRAM?

TEACHER SIGNATURE: \_\_\_\_\_

CLASSROOM EXTENSION: \_\_\_\_\_



## 2020-2021 CAREERS IN EDUCATION APPLICATION 2<sup>nd</sup> TEACHER RECOMMENDATION

**To Be Completed by Student Applicant:**

<b>Student's Name:</b>	Current Grade 11
<b>Recommending Teacher Name (print clearly):</b>	

Dear Teacher:

The student identified above is applying to the **Chippewa Valley High School Careers in Education** program and requests you to complete the **Confidential Recommendation Form** on the reverse side of this letter.

Your insight, along with another teacher, are required components of the student application. Together the recommendations provide invaluable insight beyond grades and attendance about the student providing, the Selection Committee, a comprehensive picture of the student and their potential for success in the Careers in Education program.

Please write an "X" in the box that matches the student's level of proficiency or application of each area listed; write only one "X" per assessment area.

**Do not return this completed form to the student. Instead, return this confidential recommendation to Mrs. Kiel, room 160 in the Ninth Grade Center, before March 13, 2020.**

Thank you for your time and careful consideration.

Sincerely,

Rebecca Kiel  
 Careers in Education Program Advisor

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APPLICANT NAME: \_\_\_\_\_

**Confidential Recommendation Form**  
**TO BE COMPLETED BY 2<sup>nd</sup> RECOMMENDING TEACHER**

RECOMMENDING TEACHER NAME: \_\_\_\_\_

DATE STUDENT REQUESTED RECOMMENDATION: \_\_\_\_\_

LEADERSHIP SKILLS	Exemplary 3	Average 2	Inconsistent 1	Problematic 0
<b>Integrity &amp; Character</b> (behaviors and choices are respectful of them self and others, advocates for self and others)				
<b>Initiative</b> (accepts responsibility, seeks opportunity to improve, acts without prompting, consistently conducts themselves as a positive role-model)				
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ACADEMIC PERFORMANCE AND PROFESSIONALISM	Exemplary 3	Acceptable 2	Inconsistent 1	Problematic 0
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<b>Adherence to Deadlines and Policies &amp; Procedures</b>				
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<b>Ownership of actions/level of individual responsibility</b>				
<b>Respect for authority and peers free of bias regarding ethnicity, gender, abilities, etc.</b>				
<b>Acceptance of constructive criticism and desire to improve.</b>				
OVERALL APPRAISAL	Exemplary Candidate 3	Average Candidate 2	Hesitate to recommend 1	I cannot recommend 0
Your overall appraisal of the applicant's ability to successfully meet all the requirements of the Careers in Education program and become an excellent educator.				

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