

# Business, Education & Technology Academy

South Texas Independent School District

2012-2013 Internship Prospectus

“Bridging Our School to the Community”

510 S. Sugar Rd.  
Edinburg, Texas 78539  
956-383-1684  
[www.beta.stisd.net](http://www.beta.stisd.net)



**Resourceful**

**Skillful**

**Conscientious**

**Self-Motivated**

**Knowledgeable**

**Loyal**

**Innovative**

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January 9, 2013

Karina Cardoza, Director of Interns  
County of Hidalgo Public Relations  
Honorable County Judge Ramon Garcia  
Human Resources Department  
1615 Closner Boulevard: Ste. F  
Edinburg, TX 78539

RE: BETA Intern: Cecilia Garza

Dear Ms. Cardoza,

At South Texas Business Education & Technology Academy (BETA), we strive to provide relevant real life experiences for our students that extend beyond the classroom. The Career & Technical Education Committee (CTE), with the cooperation of exemplary local businesses, are in the process of establishing a program that will create hands-on experiences for our students.

Our goal is to place senior level business and technology students in short term career-shadowing positions which enable our highly motivated students to gain practical real world experience. It is our belief that this program will enrich the classroom experience and facilitate understanding of sound business and technology practices.

BETA works synergistically with the BETA Advisory Committee (BAC) which is comprised of business professionals who are committed to enriching curriculum. Together, we keep abreast of current trends and technological advances within the business community and reflect these trends in our academic tracks. Our business track currently includes rigorous courses in management, business law, and accounting. Our technology track includes rigorous courses in digital graphics and animation, web technology, and computer science.

We truly appreciate the internship-placement of our student with your organization. This career-training will be a strong educational investment for Cecilia. On behalf of South Texas BETA, thank you for your time and consideration of our program.

Sincerely,



Magdalena Gutierrez, Principal  
Career and Technical Education Committee  
BETA Advisory Committee

Internship Assurances for Business Partners

- Student must be a senior enrolled in Business Management & Administration Practicum.
- Student will work with mentors of the interning firm to receive training to develop projects, as well as, make contributions that are of value to the interning site.
- Students will not displace regular paid employees, however, they will intern under with employee- supervision as designated by management.
- Students are expected to be trustworthy and responsible in handling proprietary and confidential information. \* Contact supervisor when not able to attend on site-day.
- Student will be transported to his/her job site on a school bus from the BETA campus. No personal transportation will be allowed.
- The job site will be designated by the Internship Coordinator & Administration based on intern-career interests; interviews may be required by the selected sites.
- Students will receive class 2-credits: **Practicum/ Business Management Administration** curricula.
- Student will be evaluated at the job site every three-week grading period. A system of evaluation will be established to assess students’ performance, productivity and contributions.
- Student must adhere to the school dress code policy and student code of conduct. Student will be **required** to dress in uniformed business-casual attire.
- The use of cell phones at the job site is strictly prohibited; with a risk-of- removal from site.
- Paid internships will not be allowed. Volunteer / community hours are not applicable.
- If a student is not meeting the required standards; a meeting will be called between the student, mentor and BETA teacher-coordinator. This is to reach an understanding for all parties. The results may call for establishing a re-learning growth development plan or if recommended by the mentor; the intern’s student -agreement will be immediately canceled and the intern will be re- assigned to an on-campus BETA site.

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

\_\_\_\_\_  
Nashla Showery S. Instructor-Coordinator

\_\_\_\_\_  
Parent Signature

  
Magdalena Gutierrez, Principal

Student Agreement of Internship-Compliances

- Student must be a graduating senior; he/she will report to class on site days by 8:15 a.m.
- Student will work with mentors of the interning firm to receive training to develop projects, as well as, make contributions that are of value to the interning site.
- Students will not displace regular paid-employees; however, they will be trained and intern under close employee supervision as designated by management.
- Students are expected to conduct themselves professionally, by being trustworthy **and responsible in handling proprietary and confidential information.**
- Student will be transported to his/her job site on a school bus from the BETA campus. No personal transportation will be allowed.
- The job site will be designated by the school based on career interests of the interns; interviews may be required by the interning firm.
- Students will receive 2-credits for Business Administration (1) curricula and (1) Internship.
- Student will be evaluated at the job site every three-week grading period. A system of evaluation will be established to assess students’ performance, productivity and contributions.
- Student must adhere to the school dress code policy and student code of conduct. Student will be **required** to dress in uniformed business-casual attire.
- The use of cell phones at the job site is strictly prohibited; with a risk-of- removal from site.
- Paid internships will not be allowed. Volunteer / community hours are not applicable.
- If a student is not meeting the required standards; a meeting will be called between the student, mentor and BETA teacher-coordinator. This is to reach an understanding for all parties. The results may call for establishing a re-learning growth development plan or if recommended by the mentor; the intern’s student -agreement will be immediately canceled and the intern will be re- assigned to an on-campus BETA site.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Nashla Showery S. Instructor-Coordinator

## Internship Objectives

- The student will learn to communicate effectively with professionals in the Business and Technological environment.
- The student will be exposed to the cultural and business dynamics within a professional organization.
- The student will gain practical real world experience in a professional job environment.
- The student will establish long-term professional relationships through networking.
- The student will incorporate their professional experience in college application essays.

## Technology Internship Operating Standards Guide

During the internship process we hope that our students will be exposed to the components that make a successful business. Below we offer a recommended guide to help you structure our students’ experience. We are able to customize the standards of your type business.

1. Professionalism/Ethics	<ul style="list-style-type: none"> <li>• Professional Dress</li> <li>• Trustworthiness</li> <li>• Honesty</li> <li>• Being Pro-Active</li> </ul>
2. Communication	<ul style="list-style-type: none"> <li>• Attending Staff Meetings</li> <li>• Active Listening</li> <li>• Trouble Shooting</li> <li>• Laws, Rules and Regulations specific to Technology</li> </ul>
3. Time Management	<ul style="list-style-type: none"> <li>• Absences and Tardiness</li> <li>• Project Deadlines</li> <li>• Timeliness and Procrastination</li> <li>• Organization</li> </ul>
4. Project Design and Completion	<ul style="list-style-type: none"> <li>• Client Interviews</li> <li>• Project -Launch Planning</li> <li>• Review and Redesign Process</li> <li>• Project Completion/</li> </ul>

**Business, Education & Technology Academy –Internship Evaluation**

Student Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Sponsor (person): \_\_\_\_\_

Number of Hours Served: \_\_\_\_\_ other (specify number of hours)

Brief Description of Intern's Experiences: \_\_\_\_\_

**This evaluation contributes to the academic credit for this Internship. Please discuss this evaluation with the student - intern before sending it to the student's Career Internship Coordinator.**

Please evaluate overall performance of the assigned Intern

Personal Qualities	Exceptional	Meets Expectations	Satisfactory	Needs Improvement
1. Dependable and responsible for --completing tasks.				
2. Exercises good judgment in independent situations.				
3. Is friendly and respects others				
4. Is conscientious in fulfilling assignments and shows initiative.				
5. Follows directions on a timely basis.				
6. Presents neat and accurate work.				
7. Asks appropriate questions in a professional manner.				
8. Is cooperative and industrious --in completing tasks.(productive)				
9. Is courteous to all Office Personnel.				
10. Is Pro-Active by asking questions if a directive is not understood.				

Circle one	10	9	8	7	6	5	4	3	2	1
------------	----	---	---	---	---	---	---	---	---	---

Comments: \_\_\_\_\_

Business /Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_





*South Texas Independent School District*

*Career and Technical Education*

*“Preparing Leaders for the 21<sup>st</sup> Century.”*

#### **AFFILIATION AGREEMENT FOR INTERNSHIP- PRECEPTORSHIP PROGRAM**

The BETA campus of South Texas ISD’s all Magnet School District presents this contract –of- agreement for the training of un-paid Senior Interns in the Business and Technology tracks. This program presents a great benefit to site-locations of the lower Rio Grande Valley with prepared students interested in careers of Business and Technology.

The intent of on-site learning experiences is to provide students opportunities that will contribute growth to their desired careers and higher learning; as well as, to aid in making wise career choices for their future.

This agreement is between South Texas · Business Education Technology Academy, hereinafter referred to as BETA and your organization, **OFFICE OF HIDALGO COUNTY JUDGE RAMON GARCIA**, hereinafter referred to as the Affiliate.

This agreement will become effective immediately upon execution by the parties. This agreement may be cancelled at any time upon the written request of either party. This agreement is to be evaluated and reviewed annually by both parties, and revisions will be made, as they are deemed necessary.

#### **1. Joint Responsibilities**

- a. Both parties will cooperate to provide students with a proper learning opportunity.
- b. Both parties will agree on the number of students receiving preceptorship at the Affiliate with consideration given to the number of preceptorship sites available.

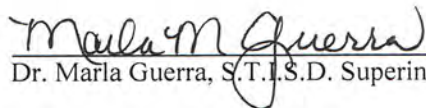
#### **2. Responsibilities of BETA**

- a. Instructors and students of BETA will abide by the policies of the Affiliate while using its facilities.
- b. BETA will continually instruct and emphasize to the instructors and students, the importance of respecting the confidential nature of all information which may come to them with respect to the Affiliate members and records with which they work.
- c. BETA instructors and students will have liability insurance and will provide evidence of renewal yearly.
- d. BETA will evaluate and counsel students with regards to performance.
- e. BETA will assume responsibility for administrative functions related to students, attendance, and evaluation sheets.
- f. BETA instructors and students will be subject to all rules and regulations pertaining regular employees of the Affiliate.

**3. Responsibilities of the Affiliate**

- a. The Affiliate will permit said student/s to observe and/or assist in department routines and procedures under direct supervision of licensed or qualified employees of the facility.
- b. The Affiliate agrees to assist the program by providing through its supervisory personnel, assistance with attendance and evaluation sheets, at intervals to be agreed upon.
- c. The Affiliate will inform its professional staff of its participation in the various preceptorship sites.
- d. The Affiliate will orient BETA faculty to their facilities and policies.
- e. The Affiliate reserves the right in its absolute discretion to refuse its facilities and services to any student who does not meet the professional standards proposed by the Affiliate.

This program agreement is subject to all terms and conditions of the Affiliation Agreement between the Affiliate and BETA.

  
\_\_\_\_\_  
Dr. Marla Guerra, S.T.I.S.D. Superintendent

1/17/13

  
\_\_\_\_\_  
Magdalena Gutierrez, Principal, BETA

1/17/13

**OFFICE OF HIDALGO COUNTY JUDGE RAMON GARCIA**

\_\_\_\_\_  
Karen Cardoza, Internship Coordinator

— — —

\*It is the policy of South Texas Independent School District to comply with nondiscrimination provisions and regulations of all federal and state laws by assuring that no person be denied any benefits of participation in any programs or activities which it operates on the ground of race, religion, color, national origin, sex, handicap, or age.



SOUT-60

OP ID: CP

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/14/12

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Shepard Walton King Ins. Group 121 W. Pecan McAllen, TX 78501 R. Raul Cabaza, III	956-682-2841	CONTACT NAME: <b>Cris Palacios</b>	
	956-630-4015	PHONE (A/C, No, Ext): <b>956-682-2841</b>	FAX (A/C, No): <b>956-630-4015</b>
		E-MAIL ADDRESS: <b>cpalacios@swkins.com</b>	
		INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	<b>South Texas Ind School Distric 100 Med High Drive Mercedes, TX 78570</b>	INSURER A : <b>Markel Insurance Company</b>	
		INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

**COVERAGES**

CERTIFICATE NUMBER:

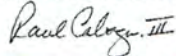
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b>					EACH OCCURRENCE \$
	<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR					MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$
						GENERAL AGGREGATE \$
						PRODUCTS - COMP/OP AGG \$
	GEN'L AGGREGATE LIMIT APPLIES PER:					\$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					\$
	<b>AUTOMOBILE LIABILITY</b>					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
						\$
	<b>UMBRELLA LIAB</b>	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	<b>EXCESS LIAB</b>	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>					WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> A				E. L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E. L. DISEASE - EA EMPLOYEE \$
						E. L. DISEASE - POLICY LIMIT \$
<b>A</b>	<b>Student Accident Insurance</b>		<b>4102AH3207219-5</b>	<b>12/11/12</b>	<b>12/11/13</b>	<b>Med Expen 25,000 Aggr AD&amp;D 5,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Field Trip, Business/Technology Program.

**CERTIFICATE HOLDER****CANCELLATION**

<b>EVIDENC</b>  <b>For Evidence of Insurance Only</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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# SOUTH TEXAS ISD 2012-2013 A/B DAY CALENDAR

May 6-17 End of Course Testing

**A DAYS**

May 21, 23 Last Internship Days

August 2012							September 2012							October 2012						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		1	2	3	4	5	6	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													
November 2012							December 2012							January 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1			1	2	3	4	5	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31		
							30	31												

<b>Holidays</b>	<p><b>First Day of Instruction</b> August 27</p> <p><b>Last Day of Instruction</b> June 6</p> <p><b>Grade Reporting Periods End</b>                  October 23      March 26                  December 21    June 6</p> <p><b>Exam Release Days</b>                  December 18, 19, 20, 21                  June 3, 4, 5, 6</p> <p><b>Monthly Payday</b></p> <table> <tr> <td>July 25</td> <td>Nov. 20</td> <td>Mar. 25</td> </tr> <tr> <td>Aug. 24</td> <td>Dec. 21</td> <td>Apr. 25</td> </tr> <tr> <td>Sep. 25</td> <td>Jan. 25</td> <td>May 24</td> </tr> <tr> <td>Oct. 25</td> <td>Feb. 25</td> <td>June 20</td> </tr> </table>	July 25	Nov. 20	Mar. 25	Aug. 24	Dec. 21	Apr. 25	Sep. 25	Jan. 25	May 24	Oct. 25	Feb. 25	June 20	<b>Staff Development (4)</b>
July 25	Nov. 20	Mar. 25												
Aug. 24	Dec. 21	Apr. 25												
Sep. 25	Jan. 25	May 24												
Oct. 25	Feb. 25	June 20												
<p>September 3      Labor Day</p> <p>October 8        Columbus Day</p> <p>November 21-23 Thanksgiving</p> <p>Dec. 24-Jan. 4    Christmas</p> <p>February 18      President's Day</p> <p>March 11-15      Spring Break</p> <p>March 29         Easter Break</p> <p>May 27            Memorial Day</p> <p><b>Weather Make-Up Days (2)</b>                  February 18                  May 27</p>	<b>Staff Preparation (3)</b>													
		<b>New Teacher Induction (2)</b>												
		<b>Credit by Exam Test Dates</b> Nov. 27-29 and June 11-13												
		<b>226 Non-Contract Days</b>												
		<b>State Student Assessment Days</b>												

February 2013							March 2013							April 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2						1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28			24	25	26	27	28	29	30	28	29	30				
							31							31						
May 2013							June 2013							July 2013						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		1	2	3	4	5	6	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

BETA Internship Days: Shaded Wednesday and Friday \* Mondays w Prior Notification

## BETA IT Intern Evaluation Rubric

Category	Exceptional	Meets Expectations	Satisfactory	Needs Improvement
<b>Project Design and Completion</b>	Actively discusses, defines, and designs project with mentor, showing mentor several drafts for review, and successfully completes project.	Discusses, defines, and designs project with mentor, showing mentor one draft for review, and successfully completes project.	After prompting, discusses, defines, and designs project with mentor, showing one draft or review, but final project lacks a desired element.	After initial discussion of project with mentor, fails to show mentor drafts for review and project does not meet expectations.
<b>Mentor-Intern Communication</b>	Talks with mentor about ideas and problems. Asks questions and actively listens.	Usually talks with mentor about ideas or problems. Often asks questions and actively listens.	Sometimes talks with mentor about ideas or problems. Reluctant to ask questions or listen.	Rarely talks with mentor about ideas or problems. Prone to mistakes due to not understanding.
<b>Time Management</b>	Works 5 or more hours each week. Always notifies mentor about absences or lateness. Routinely uses time well. Limited procrastination.	Works at least 5 hours each week. Fails to notify mentor about one absence or lateness. Usually uses time well, but may have procrastinated on one or two things.	Usually works at least 5 hours each week. Fails to notify mentor about one absence or lateness. Tends to procrastinate, but usually meets deadlines.	Usually works at least 5 hours each week. Fails to notify mentor about two or more absences or lateness. Rarely meets deadlines; inadequate time management skills.
<b>Quality of Work</b>	Provides work of the highest quality that meets or exceeds mentor expectations. Work is error- and typo-free.	Provides high-quality work that generally meets mentor expectations. Work is error- and typo-free.	Provides good-quality work that generally meets mentor expectations and may have some errors or typos.	Provides poor-quality work that fails to meet mentor expectations and was not checked for errors or typos.
<b>Professionalism/Ethics</b>	Always dresses appropriately, avoids distracting behavior, and avoids excessive personal use of client equipment. Always can be trusted to choose an ethical course of action. Admits any mistakes as soon as possible.	Usually dresses appropriately, avoids distracting behavior, and avoids excessive personal use of client equipment. Most of the time can be trusted to choose an ethical course of action. Admits mistakes fairly quickly.	Tends to dress inappropriately, distract others, and/or excessively use client equipment for personal reasons. Much of the time can be trusted to choose an ethical course of action. Somewhat slow to admit mistakes.	Often dresses inappropriately, distracts others, and/or excessively uses client equipment for personal reasons. Cannot be trusted to choose an ethical course of action. Does not admit mistakes, or blames others.

## South Texas Business, Education, and Technology Academy

### Four-Year Course Sequence 2012 - 2013

9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
English I Pre AP or Pre IB	English II Pre AP or Pre IB	English III AP or IB English HL Year 1	English IV AP or IB English HL Year 2
Algebra I Pre AP or Pre IB or or Geometry Pre AP or Pre IB	Geometry Pre AP or Pre IB or Algebra II Pre AP or Pre IB or Pre-Calculus Pre AP or Pre IB	Algebra II Pre AP or Pre-Calculus Pre AP or Calculus or Statistics AP IB Math Studies SL Year 1 or IB Mathematics SL Year 1	Pre-Calculus PAP Calculus AP or Calculus II AP or Statistics AP or Statistic & Risk Mgmt. IB Math Studies SL Year 2 or IB Mathematics SL Year 2
Biology Pre AP or Pre IB	Chemistry Pre AP or Pre IB	Physics Pre AP or IB Biology SL Year 1	Biology II AP or IB Biology SL Year 2 Chemistry II AP or Physics II AP or Environmental Systems
World Geography Pre AP or Pre IB	World History Pre AP or Pre IB or World History AP	U.S. History AP IB History HL Year 1	Government AP ( ½ credit) and Economics AP ( ½ credit) IB History HL 2 Year
Spanish I or Spanish II Pre AP or Pre IB	Spanish II or Spanish III or Spanish III AP Language Pre AP or Pre IB/AP	Spanish III or Spanish III AP Language or IB Language B: Spanish SL Year 1	Spanish IV AP Literature IB Language B: Spanish SL Year 2
Fine Arts Pre AP or Pre IB (art, theater, music) IB Theory of Knowledge (1/2 to 1 Credit)	Speech ( ½ credit) SAT Prep ( ½ credit) IB Theory of Knowledge (1/2 to 1 Credit)	Foundation of Personal Fitness ( ½ credit) Team Sports ( ½ credit) or IB Theory of Knowledge (1 Cr)	Cross Track Elective Choice Virtual Business (1 Credit) or Other
<b>Business</b> Principles of Bus. Finance and Marketing (1/2 to 1 Cr) Money Matters (1/2 to 1 Cr)	<b>Business</b> Banking & Finance (1 credit) Business Mgmt. (1 credit) Accounting 1 (1 credit) DIM (1 Credit)	<b>Business</b> Business Law (1 credit) Accounting 1 (1 credit) or Accounting 2 (1 credit) IB Business Mgmt. HL Year 1	<b>Business</b> Practicum in Bus Mgmt (2 crs) Accounting 2 (1 credit) Statistics and Risk Mgmt. (1 Credit) IB Business Mgmt. HL Year 2
<b>Education</b> Principles of Education & Training (1/2 to 1 credit) Dollars and Sense (1 Credit)	<b>Education</b> Digital and Interactive Media (1 credit) Human Growth and Dev. (1 credit) Ed Law (1/2 to 1 Credit)	<b>Education</b> Instructional Practice in Ed & Training (1 credit) Child Guidance (1 credit) or/and Dual IB Philosophy HL Year 1	<b>Education</b> Practicum in Education & Training (2 credits) Ed Law (1/2 to 1 credit) IB Philosophy HL Year 2
<b>Technology</b> Principles of Information Technology (1/2 to 1 Credit) Dollars and Sense (1/2 to 1 Credit)	<b>Technology</b> Computer Science I Pre AP or Pre IB (1 credit) Digital and Interactive Media (1 credit)	<b>Technology</b> Computer Science AP (1 credit) Animation (1 credit) Web Technologies (1 credit) IB Film HL Year 1 IB Computer Science HL Yr. 1	<b>Technology</b> Research in IT Solutions Or IT Practicum (2 – 3 Credits) Adv. Animation (2 credits) Web Design (1 credit) IB Film HL Year 2 IB Computer Science HL Yr. 2
<ul style="list-style-type: none"> <li>English, Math, Science, and Social Studies classes are required each of the four years. (Ex. Algebra 1 taken in junior high will require advance Math: Pre-Calculus, Calculus, Statistics, etc. in the 4<sup>th</sup> year).</li> <li>Two track courses must be taken each year beginning in 10<sup>th</sup> grade</li> <li>Pre-Calculus is required prior to or concurrently with Statistics AP.</li> <li>Physics is required prior to or concurrently with Biology II AP or Chemistry II AP.</li> <li>Concurrent/Dual enrollment courses are available during the sophomore, junior, and senior year.</li> <li>All Core Courses are offered at the Pre-AP, Pre IB, and/or AP level</li> <li>(AP-Advanced Placement).</li> <li>Cross Track Electives may be taken once a student has exhausted all their track electives during their senior year.</li> <li>IB students will work collaboratively with a mentor to write the required "Extended Essay."</li> <li>ALL IB students will work on completing a community service project under the direction of our "Creativity, Action and Service", CAS coordinator.</li> </ul> <p>Once all course requirements and offerings are met, students will be allowed to choose from other track courses, or other electives, or independent study courses.</p>			<b>Other Electives:</b> Journalism – (1 credit) Jour. News 1, 2, or 3 (1 credit) Jour. Yr.Bk. 1, 2 or 3 (1 credit) Photojournalism (1 credit) Touch System Data Entry (½ Cr) E-Commerce (1 credit) Sociology/Psychology (½ Cr ea.) Reading 1 or 2 (1 credit) Math Models (1 credit) Rev. Tax. & Regulation (1 credit) Human Res Mgmt. (1/2-1 credit) Securities & Invest (1/2-1 credit) Financial Analysis (1 credit) Research/Tech Writing (1/2 credit) Mandarin Chinese I, II, or III (1 Cr) Humanities (1 credit) Independent Study (½-1 credit) BIM (1 credit) or BIM 2 (1 credit) Telecom & Networking (2 credits) Principles of Arts, A/V Technology & Communication (1 Credit) Computer Maintenance (1 credit) Individual Sports /Health ( ½ Cr) Creative Technical Writing (1 Cr)