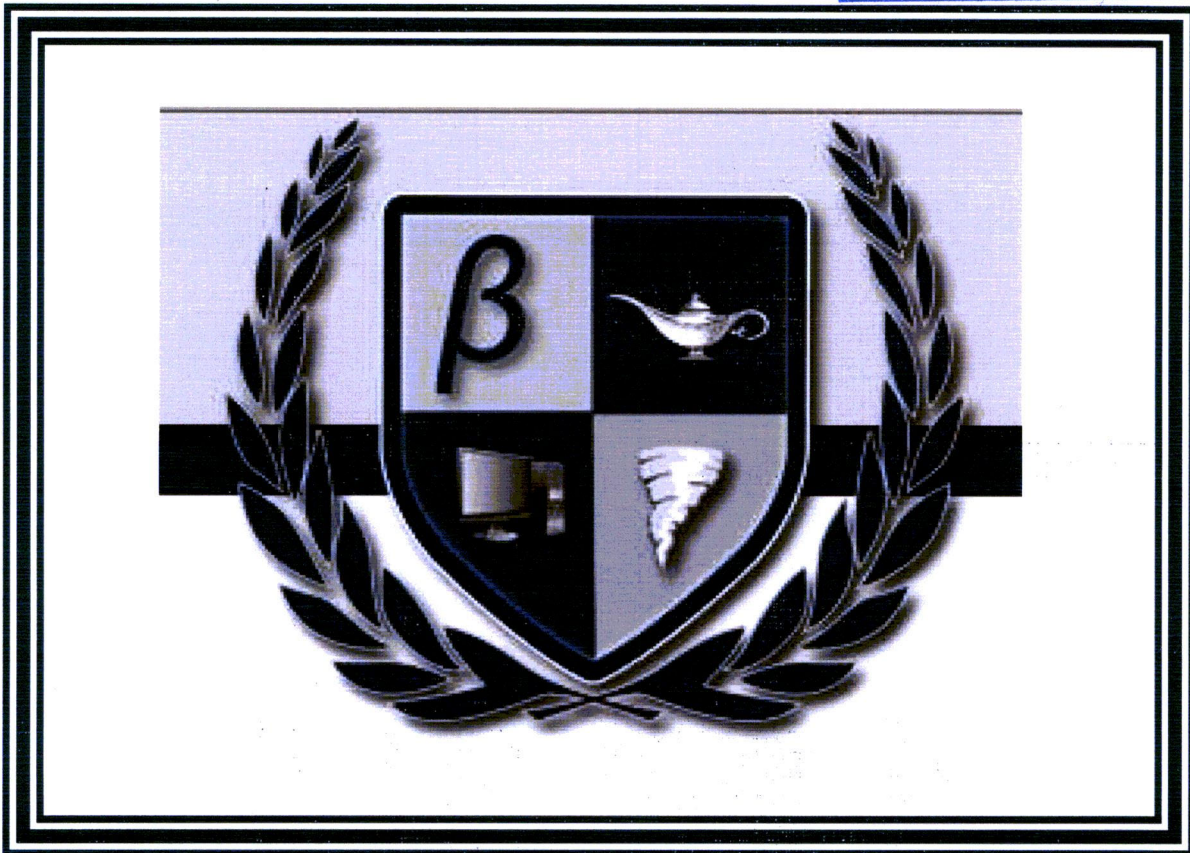


Business, Education & Technology Academy
South Texas Independent School District
'2017-'2018 Internship Prospectus
"Bridging Our School to the Community"

510 S. Sugar Road
Edinburg, Texas 78539
956-383-1684
www.beta.stisd.net

AT 1:00 O'CLOCK P M
OCT 17 2017
ARTURO GUAJARDO, JR. COUNTY CLERK
HIDALGO COUNTY, TEXAS
BY Nae DEPUTY



Leadership

- Resourceful
- Respectful
- Skillful
- Integrity
- Innovative
- Conscientious
- Self-Motivated
- Knowledgeable
- Self-Less Service



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Intern Evaluation Form	Page 6

Attachments

Affiliation Agreement for Internship/Preceptorship Program
District Liability Insurance
'2017- '2018 School Calendar
BETA Four-Year Course Sequence

September 29, 2017

Mrs. Dina Treviño, Assistant Purchasing Agent
Hidalgo County Purchasing Department
100 N. Closner
Edinburg, Texas 78539

Dear Mrs. Treviño,

As a skilled business student, my background aligns with the qualifications of a part-time volunteer. Please refer to my resume regarding my capabilities and my volunteer experiences.

Through my business studies in Accounting I, Business Management and Finance, I have learned about the business how accounting relates to all areas in business, as well as, life time skills.

“Accounting is the language of business: it is logical and beautiful in its simplicity and order.”
Like a mystic chant--your debts must equal your credits-- and the balance sheets must balance.

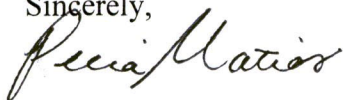
I commit to do the best that I can for any assigned tasks that my supervisor assigns me. This internship will train me to develop real world experiences and broaden my workforce skills. Please review portfolio, as well the certificates--of-completion of online courses with Lynda.com.

My proposed presentation to the Hidalgo County Commissioner’s Court will October 10th.

I am available for an interview at your convenience. Thank you for your time.

Through my approved internship, I look forward to become a valuable asset to the Hidalgo County Purchasing Department.

Sincerely,



Peeia Matias
BETA Business Intern
‘2017 - ‘2018
205552@mystisd.net



BUSINESS EDUCATION TECHNOLOGY ACADEMY [BETA]
510 S. SUGAR ROAD • EDINBURG, TX 78539
(956) 383-1684 • FAX (956) 383-8544 • www.beta.stisd.net
SOUTH TEXAS I.S.D. ■ A MAGNET SCHOOL DISTRICT

Hidalgo County Internship Policy

The participating office/department will be responsible for orienting students to the organization. Orientation should include:

- **A clear list of expectations, job duties and goals;**
- **Departmental-specific policies and procedures;**
- **A list of the resources available to the student intern (i.e., a workstation that has been set up for the student-intern, supplies and items needed by the intern); and**
- **Any other relevant information for the intern to be successful in the performance of their job duties.**

STANDARDS OF CONDUCT

All interns must abide by the standards of conduct as outlined in the Hidalgo County Personnel Policy Manual and/or Hidalgo County Civil Service Commission Rules (as applicable), and are responsible for complying with the required standards of conduct.

At a minimum, all interns are required to conduct themselves in a professional manner at all times and to use discretion when dealing with sensitive matters and confidential information. Students must maintain professional attire, hygiene and grooming in a professional business-like manner that is appropriate to the field of placement and which reflects positively on the County.

If any policy or standard of conduct is violated by the intern during the internship period, the intern will be terminated at the discretion of the County.

EVALUATION

All interns should be provided with ongoing feedback on how well they are meeting the goals and expectations of their position. Participating offices/departments should provide interns with a formal written evaluation at the end of the internship. If applicable, participating offices/departments will be responsible for abiding by the requirements of the education institution as per the agreement.

TERMINATION/COMPLETION

All interns are considered at-will placements, and the placement can be terminated at any time at the discretion of the County. Upon completion of the internship period, interns are not automatically entitled to a paid position within the County.



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September 29, 2017

Honorable Judge Ramon Garcia
Hidalgo County Public Affairs Division
Mrs. Julia Sullivan, Director • Ms. Evana Vleck, Intern Coordinator
100 E. Cano Street • 1st Floor
Edinburg, TX 78539

RE: BETA H.S. Business Intern: **Peeia Macias: Purchasing Department**

Dear Honorable Judge Garcia, Mrs. Sullivan and Ms. Vleck,

At South Texas' **Business Education & Technology Academy (BETA)**, we strive to provide relevant real life experiences for our Practicum students that extend beyond the classroom. The Career and Technical Education Committee (CTE), with the cooperation of exemplary local businesses, have established a magnet school program that will enforce sectors of business administration, as well as, create hands-on workforce 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; develop an interest for a college major and facilitate understanding of sound business and technology practices.

BETA works synergistically with an Advisory Committee which is comprised of business professionals who are committed to enriching curriculum and workforce skills. 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 business principles, personal finance, banking, management, office administration, business law, and accounting.

We truly appreciate the internship-placement of our student, **Peeia Matias** in the accounting Area—where her interest is sought in higher education. Through this experience with the Hidalgo County Government offices Miss Matias will receive the MOST ultimate in a real world accounting experience amongst professionals in the field.

This career-training will not only be a strong educational investment; it will build a vision for her future education and career- path interests.

Thank you for your consideration to partake in your mentorship for our Business Track Interns.

Sincerely,

Dr. Nora Casarez, Principal



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SOUTH TEXAS I.S.D. • MAGNET SCHOOL DISTRICT

S.T.I.S.D. ADMINISTRATION

Dr. Marla Guerra, Superintendent of Schools
Mr. Jeff Hembree, M.S., Deputy Superintendent
Ms. Marla Knaub, Chief, Financial Officer



BETA H.S. ADMINISTRATION

Dr. Nora Casarez, Principal
Mr. Efrain Garza, Assistant Principal
Ms. Lydia Gonzalez, Assistant Principal
Mr. Mario Garcia, Counselor
Mrs. Julie Ramos, Counselor
Ms. Cristina Sprawls, Counselor



Mrs. Monica Longoria, Technology Internship Coordinator
Ms. Nashla Showery~Stowe, M.Ed., M.S., Business Internship Coordinator

‘2017 -‘2018 BETA High School
INTERNSHIP COMMUNITY PARTNERSHIPS

[TECHNOLOGY]

EXPRESS PRINTING OF EDINBURG

UTRGV [IT] TECHNOLOGY DIVISION

IT MAINTENANCE OF STPA & BETA CAMPUSES

[BUSINESS]

The United Way of South Texas

Clark-Knapp Honda Dealership

RGV Hispanic Chamber of Commerce

Matt’s Cash & Carry Building Materials

Hidalgo County Purchasing Department

[TEA] Region I Human Resource Department

[TEA] REGION I PROJECT P.a.C.E Certification Department



VOLUNTEER TRAINING

RIO GRANDE VALLEY DIABETES ASSOCIATION
EDINBURG CHAMBER OF COMMERCE



**SOUTH TEXAS I.S.D. ■ A MAGNET SCHOOL DISTRICT
BUSINESS EDUCATION TECHNOLOGY ACADEMY [BETA]**

510 S. SUGAR ROAD • EDINBURG, TX 78539

(956) 383-1684 • FAX (956) 383-8544 • www.beta.stisd.net

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 develop training skills, projects, as well as, make contributions that are of value to the internship site.
- Students will not displace regular employees, but they will intern under close supervision of an employee as designated by management or a delegated supervisor.
- Students are expected to contact supervisor via email or phone call when not able to attend on a site-day.
- Student will be 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 Internship Coordinator & Administration based on the intern-career interest; interviews may be required by the selected sites.
- Student will receive a class-grade for the internship; as well as, adhere to the school dress code policy and student code- of -conduct.
- Students are **REQUIRED** to dress in uniformed business-casual attire.
- Student will be evaluated at the job site every 3-6 week grading periods. . A system of evaluation will be established to assess students' performance and improvement recommendations.
- Paid internships will **NOT** be allowed.
- The use of cell phones at the intern site is strictly prohibited. Site mentors are encouraged to discuss any type of personal cell phone use by the student when on a site assignment. This is not acceptable according to the guidelines of the Internship program. The use of cell phones on sites affects the interns' evaluation grade and places risks for the keeping a location.
- If a student is not meeting the required standard; a meeting will be called between the student, mentor and BETA teacher-coordinator. This is to reach an understanding for all. The results may call for establishing a re-learning growth plan / or / if agreed upon by the mentor and coordinator; the intern's student agreement will be cancelled and the intern will be re-assigned to an on-campus site on the BETA Campus.

‘2017-‘2018 βETA H.S. Business Internship Student Agreement/ Syllabi
Student will receive a 2-credit class grade for the internship. (1) Academic (1) Internship

Student must be intentional by being Responsible, Dependable, Respectful and Highly motivated. Each student will view this experience to be an appreciation for the credibility of college preparation, scholarship opportunities with career and real-world workforce development.

Students will not displace regular employees; they will intern under close supervision of an employee as designated by site management—**communication** regarding absences, gratitude-statements or questions will be addressed to his/her mentor by email. Student will work with mentors of the interning firm to develop projects and make contributions that are of value to the interning site. Students are expected to be trustworthy and responsible in handling proprietary and confidential information that pertains to the Internship Site.

Academic assignments are due at the time stated by instructor: Academic Assignments represent training; grades and are considered as the student-intern’s level of Productivity.

After-school tutorials are required if academic assignments are not completed on the due-date.

The job site will be designated by the Internship Coordinator with judgement of the student’s Career Interest Battery Analysis; as well as, an evaluation that matches the knowledge and skills of each student within their career interests and workplace skills developed from the student’s Resume within his/her Experiences, Talents and Training.

A RESUME, COVER LETTER AND interview will be required before the assignment begins.

Interns are expected to dress with the assigned Uniform representing BETA—it affects a Participation Grade.

Student must adhere to the BETA Student Code of Conduct. Student will be required to dress in business casual attire if their Internship Uniform will not be worn due to unexpected circumstances.

Internship hours may not be used for volunteer hours. Paid internships will not be allowed.

Students are required to be on-time in the classroom @8:20 to board the bus. **If an absence is to occur; students are required to email their supervisor & cc their Instructor before 8:20 am.** All **ABSENCES** require an **EXCUSE** -presented to the Attendance Campus Clerk for an **EXCUSED ABSENCE**.

The use of cell phones at the site is strictly prohibited. If reported by mentor, withdrawal may occur, as well as, receive a Non-passing grade within the expectation in the Evaluation Sheet.

Upon the request of the business, a student who does not meet the required standards will be removed from their site assignment. If allowable, A Growth Plan will be discussed with the coordinator & mentor/ the next alternative is to place the intern on Campus to finish the semester.

Students involved in other school extra- curricular activities during **Enrichment:** must abide by the set bus schedule. **NO EXCEPTIONS** will be made for early pick-up to make a time-deadline on campus. Students, parents c/o of students that make verbal or written requests for such action will not qualify for the Practicum and be requested to —withdraw from the Internship Program.

Students will be transported to his/her job site on a school bus from the BETA campus. No personal transportation will be allowed. If an emergency occurs—student will report to campus and our BETA Bus will transport student.

INTERNSHIP EVALUATIONS:

Students will be evaluated each grading period. A system of evaluation will be established to assess students’ performance. 9-Week, Mid-Term and Final Exam Scored Evaluations are determined by the Site -Mentor.

Discussions will be held every 9 week grading with both Internship Coordinator and the Mentor.

2017-2018 Academic grades are averaged with final grade submissions.



Internship Objectives

The intern will adapt to effective communicate skills with professionals in the work force environment.

The intern will be exposed to a business culture and the dynamics within a professional organization.

The intern will gain practical real- world experience in a professional job environment.

The intern will establish long-term professional relationships through the value of networking.

The intern will incorporate their professional experiences to meet the expectations of higher education skills; as well as, incorporate these experiences to be self-motivated toward completing college applications, as well as, seek scholarship qualifications from various donors.

Business & Technology Internship Operating Standards Guide

★ During the internship process, STISD/BETA H.S. maintains the vision that each intern/student will be exposed to the components that create Success for both business and technology standards.

★ This guide serves as an example of **STISD's Soft Skills** Expectations of our Intern /students.

Feel free to customize the standards to your business; we value your input for future interns.

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



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 returning it to the student's Career Internship Coordinator.
 Please evaluate an 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.				
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.				
11. Shows initiative				

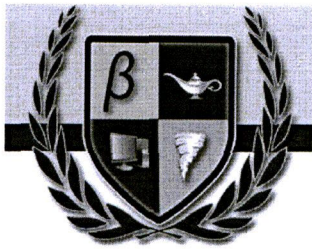
Circle one	10	9.5	9	8	8.5	7	6	5	4	3	2	1
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Comments/ Recommendations: _____

Business/IT /Sponsor's Signature: _____ Date: _____

Telephone Number: _____ E-mail: _____

Please, write-in recommendations to better prepare the intern for both college & career preparation.
 Turn-page over if needed. Thank you. Ms. Nashla Showery, Business Internship Coordinator →



BUSINESS EDUCATION TECHNOLOGY ACADEMY
510 S. SUGAR RD. EDINBURG, TX 78539

(956) 383-1684 • FAX • (956) 383-8544 • www.beta.stisd.net

SOUTH TEXAS ISD • MAGNET SCHOOL DISTRICT

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 High School and your organization: COUNTY OF HIDALGO, TEXAS hereinafter, referred to as the Affiliate.

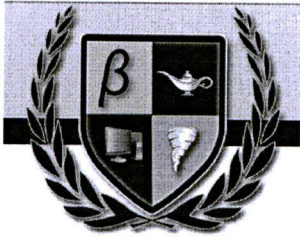
This agreement will become effective immediately upon execution by the parties. This agreement may be cancelled at any time upon the written request of either party. This agreement is to be evaluated and reviewed annually by both parties, and revisions will be made, as they are deemed necessary.

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 shall 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 shall sign the affiliate's Internship Agreement and Waiver of Liability, fully incorporated by reference here and attached as Exhibit "A", in addition to providing evidence of liability insurance for BETA instructors and students on a yearly basis.
- d. BETA shall evaluate and counsel students with regards to performance.
- e. BETA shall assume responsibility for administrative functions related to students, attendance, and evaluation sheets.



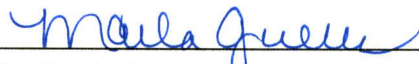
BUSINESS EDUCATION TECHNOLOGY ACADEMY
510 S. SUGAR RD, ▪ EDINBURG, TX 78539

(956) 383-1684 ▪ FAX ▪ (956) 383-8544 ▪ www.beta.stisd.net

SOUTH TEXAS ISD ▪ MAGNET SCHOOL DISTRICT


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 and sole discretion to refuse its facilities and services to any instructor or student who does not meet the professional standards proposed by the Affiliate.
- f. This program agreement is subject to all terms and conditions of the Hidalgo County Internship Policy, fully incorporated by reference here and attached as Exhibit "A", and this Affiliation Agreement. In the event of a conflict, the Hidalgo County Internship Policy shall supersede this agreement.



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

Date: 10-2-17



Dr. Nora V. Casarez, BETA Principal

Date: 10-02-17

*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.

THE COUNTY OF HIDALGO, TEXAS

Ramon Garcia
Ramon Garcia, County Judge

APPROVED BY
COMMISSIONERS' COURT
ON: 10/17/17

Julia Sullivan, Director
Office of Hidalgo County Public Affairs

ATTEST

Arturo Guajardo, Jr.
Arturo Guajardo, Jr., County Clerk



APPROVED AS TO FORM:

Office of Hidalgo County Criminal District Attorney,
Ricardo Rodriguez, Jr.

By: Josephine Ramirez Solis
Josephine Ramirez Solis
Assistant District Attorney



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/21/2017

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 have ADDITIONAL INSURED provisions or 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: Dolores Ayala PHONE (A/C, No, Ext): 956-682-2841 FAX (A/C, No): 956-630-4015 E-MAIL ADDRESS: dayala@swkins.com
	INSURER(S) AFFORDING COVERAGE INSURER A: Texas Political Subdivisions INSURER B: Western World Ins. Co. INSURER C: INSURER D: INSURER E: INSURER F:	

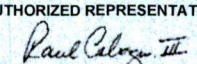
INSURED South Texas Ind School Distric
100 Med High Drive
Mercedes, TX 78570

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 TR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENTL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			17F0634	09/01/2017	09/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Emp Ben. \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			17F0634	09/01/2017	09/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 100,000 BODILY INJURY (Per accident) \$ 300,000 PROPERTY DAMAGE (Per accident) \$ 100,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTIONS \$ 0			17F0634	09/01/2017	09/01/2018	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below							PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$
B	Educators Liab			BRL0012317	09/01/2017	09/01/2018	Liability \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER South Texas Ind School District 100 Med High Drive Mercedes, TX 78570	CANCELLATION 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 

SOUTH TEXAS ISD 2017-2018 CALENDAR

A Days

July 2017							August 2017							September 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			

October 2017							November 2017							December 2017						
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	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

Holidays	First Day of Instruction	Aug 21	Staff Development
September 4 Labor Day	Last Day of Instruction	June 1	August 14, 15, 16, 17
October 9 Columbus Day	Grade Reporting Periods End	October 13 March 8	Teacher Work Days
Nov 20-24 Thanksgiving	December 21 June 1	December 21 June 1	Aug. 18, Oct. 16, Mar 9, June 2, and Three Flex Teacher Work Days
Dec 22-Jan 5 Christmas	Exam Release Days	December 18, 19, 20, 21 May 29, 30, 31, June 1	New Teacher Induction
February 19 President's Day	Monthly Payday	July 25 Nov. 17 Mar. 23	August 10-11
March 12-16 Spring Break	Aug. 25 Dec. 20 Apr. 25	Sep. 25 Jan. 25 May 25	Credit by Exam Test Dates
Mar 30-Apr 2 Easter Break	Oct. 25 Feb. 23 June 22	Oct. 25 Feb. 23 June 22	Aug. 9-11; Nov. 29-Dec. 1; Feb. 21-23; June 5-7
May 28 Memorial Day			226 Non-Contract Days
Weather Make-Up Days (2) If Needed; Feb. 19, April 2			July 3-7, 2017 and June 25-29, 2018 Two Flex 226 Work Days
Enrichment Days			Instructional Design Days
Oct 27, Dec. 1, Feb 23, May 18			Nov 27, Jan 8 (no school for students)
Campus May Change Dates			
STAAR, AP, & IB Assessment Days			
Exam Preparation Days			
Dec. 14, 15; May 24, 25			
Campus May Change Dates			

January 2018							February 2018							March 2018						
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	5	6					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

April 2018							May 2018							June 2018						
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	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

South Texas ISD Board of Directors approved on August 3, 2017. Instructional time in this school calendar is 78,390 minutes. The state requirement is for 75,600 minutes minimum of instruction.



South Texas Business Education Technology Academy

2017-2018 Course Sequence

English	Math	Science	Social Studies
English I PAP English II PAP English III AP UTRGV Engl 1301* UTRGV Engl 1302* English IV AP UTRGV Engl 2321* Humanities	Algebra I PAP Geometry PAP Algebra II PAP Pre-Calculus PAP Calculus AP Statistics AP	Biology PAP Chemistry PAP Physics PAP Biology AP Physics AP	World Geography PAP World History PAP/AP US History AP UTRGV Hist 1301* UTRGV Hist 1302* Government UTRGV POLS 2301* Economics UTRGV ECON 2301*
Business	Education	Technology	Foreign Language
Principles of Business Money Matters Accounting I Business Information Management Banking and Finance Global Business Business Management Accounting II Business Law Practicum in Business Management**	Principles of Education Training Principles of Human Services Human Growth and Development Business Information Management Instructional Practice in Ed Training** Family and Community Service Child Development Practicum in Ed & Training** Child Guidance Nutrition & Lifetime Wellness	Principles of Information Technology PLTW Intro to Engineering & Design Business Information Management Computer Science PAP Digital and Interactive Media PLTW Digital Electronics PLTW Principles of Engineering Computer Maintenance Computer Science AP Web Technology Animation PLTW Engineering Design Development Web Design Research in IT Solutions**	Spanish I Monolingual PAP Spanish I Bilingual PAP Spanish II Monolingual PAP Spanish II Bilingual PAP Spanish III AP Spanish III Monolingual PAP Spanish IV AP Chinese I Chinese II
Physical Education	Fine Arts	Electives	Endorsements
Individual/Team Sports Aerobic Activity	Art I, II Theatre I, II Band I, II, III, IV Choir I, II, III, IV Marachi I, II, III, IV UTRGV Arts 1301*	Journalism I, II Photojournalism I, II Newspaper I, II Yearbook I, II Research & Technical Writing SAT/ACT Prep	BETA offers all 5 endorsements: STEM (Science, Technology, Engineering, & Math), Business & Industry, Arts & Humanities, Public Services, and Multi-Disciplinary Studies

STISD Requirements: English, Math, Science, and Social Studies classes are required each of the four years. (Ex. Algebra 1 taken in junior high will require advanced Math, such as Pre-Calculus, Calculus, Statistics, etc. in the 4th year).

Campus Information: 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.

Other Electives: Sociology/Psychology Reading 1 or 2, Math Models, Health, Creative Technical Writing, Dollars & Sense, Communication App, American Sign Language, Chemistry AP, Stats & Risk Mgt., Environmental Systems

Other CTE Electives: Touch System Data Entry, E-Commerce, Revenue Taxation & Regulation, Human Res Mgmt, Securities & Investment, Financial Analysis, Principles of Arts, A/V Technology & Communication, Education Law, Principles of Engineering (PLTW), Virtual Business, Computer Science 3

*Pending acceptance to UTRGV Dual Enrollment

**Pending selection to practicum internships



COUNTY OF HIDALGO

An Equal Opportunity Employer

Application for Internship (Volunteer)

INSTRUCTIONS: ALL APPLICATIONS FOR EMPLOYMENT MUST BE MADE ON THIS FORM. APPLICANTS ARE URGED TO CONSIDER CAREFULLY AND UNDERSTAND FULLY EACH QUESTION. NEATNESS IS IMPORTANT. ALL INFORMATION SUBMITTED IS SUBJECT TO CLARIFICATION. A FALSE OR MISLEADING RESPONSE MAY RESULT IN DISQUALIFICATION FOR OR DISCHARGE FROM EMPLOYMENT, OR DISCHARGED FROM FUTURE EMPLOYMENT WITH THIS DEPARTMENT.

BETA High School

No action will be taken on this application until you have answered all questions. We consider applicants for all positions without regard to race, color, religion, creed, sex, citizenship, national origin, age, disability, marital or veteran status, or any other legally protected status.

South Texas ISD

PLEASE PRINT IN BLACK INK OR TYPE RESPONSE

1. Position you are applying for: UnPaid Internship Department: Purchasing Dept. Location: Edinburg
Lowest acceptable salary: 0 per 0
2. Name: Matias Peeria Alexandra Dureza
(Last) (First) (Middle)
3. Address: 3846 View Point Dr. Edinburg, Tx 78542
(Number) (Street or P.O. Box) (City & State) (Zip)
4. Home Telephone: (956) 867-9378 Cell / Other No: (956) 279-1803
5. Social Security No: (With STISD District / Counselor's Dept) BETA H.S.
6. When will you be available to start work? October 12, 2017 → May 4, 2018
7. Are you 18 years of age or older? (If you are hired, you may be required to submit proof of age)
8. Are you able to provide required proof of your eligibility to work in the U. S.? Yes
9. Check all types of work you would accept:
 Full-Time Day Work Shift
 Temporary Part-Time Night Work Weekend-Shift
~ Unpaid Internship ~

10. EDUCATION: Are you a High School graduate? Yes _____ No
 Do you have a G.E.D. certificate? Yes _____ No
 Name of high school: Business Education Technology Academy High School
 Location: Edinburg, TX

School(s) attended other than high school	Location	Courses Major/Study	Credit Completed	Degree or Certificate Received

11. Other training you received (for example: special courses, work-training programs, armed forces training). Please estimate the number of training hours.
"Forever Living" Global Distributor Aloe Vera Products ■ Product Knowledge
Recruitment of Distributor ■ Online Professional Certificate ■ Lynda.com
Customer Service ■ Communication Skills

12. May inquires be made of your present employer regarding your character, qualifications, and record of employment?
 Yes or No

13. Special qualifications/skills: List qualifications/skills you possess which are required for the job for which you are applying, such as driver's license (give type and number), typing and/or shorthand proficiency (give speeds), ability to operate specialized machinery or equipment, or job related training.

Accounting Basics ■ Expertise in Keyboarding ■ Filing Sheets/Documents
Answering Incoming Telephone Calls ■ Organizing materials ■
Manage Events ■ Send emails via Outlook and Gmail

DRIVING JOBS ONLY: Do you have a valid driver's license? _____ Yes No
 Driver's license #: _____ Class of license: _____
 Has it been suspended or revoked in the last five (5) years? _____ Yes _____ No
 If yes, give details. _____

List professional, trade, business or civic activities and offices held. You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

14. **WORK HISTORY:** Begin with your present or most recent job and list every employment. Attach extra pages if needed. Account for part time employment, temporary or seasonal employment, self-employment, military service or unemployment.

Unpaid Work - Temporary

[Dates] From 2016 to Present Employer: Marynett Bolivar
 Employer's address: _____
 Telephone #: (956) 289 - 6297 Job Title: FBO Distributor
 Salary: 0 Duties/responsibilities: Marketing

 Reprimands, suspensions: _____
 Supervisor: _____ Co-worker: _____
 Reason for leaving: _____

[Dates] From _____ to _____ Employer: _____
 Employer's address: _____
 Telephone #: _____ Job Title: _____
 Salary: _____ Duties/responsibilities: _____

 Reprimands, suspensions: _____
 Supervisor: _____ Co-worker: _____
 Reason for leaving: _____

[Dates] From _____ to _____ Employer: _____
 Employer's address: _____
 Telephone #: _____ Job Title: _____
 Salary: _____ Duties/responsibilities: _____

 Reprimands, suspensions: _____
 Supervisor: _____ Co-worker: _____
 Reason for leaving: _____

[Dates] From _____ to _____ Employer: _____
 Employer's address: _____
 Telephone #: _____ Job Title: _____
 Salary: _____ Duties/responsibilities: _____

 Reprimands, suspensions: _____
 Supervisor: _____ Co-worker: _____
 Reason for leaving: _____

Circle Yes or No for questions 15-19.

***** *If you answer any of the following items "yes", explain on Item #20.* *****

15. Have you been fired or asked to resign from a job within the last five (5) years?
YES NO
16. Have you ever been convicted of or plead guilty/no contest to a crime in civilian or military court within the last ten (10) years? (You may exclude minor traffic violations). A criminal record will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirements to the particular job.
YES NO
17. Have you ever been discharged from the Armed Forces under other than honorable conditions?
YES NO
18. Are you working or have you ever worked for Hidalgo County?
YES NO
19. Do you or your spouse have any relatives working for or holding office in the county government? County policy prohibits or limits hiring of relatives of county employees in certain circumstances.
YES NO
20. Remarks or additional information. Please explain any "Yes" responses.

Certification: I certify that all the statements made in this application form are true, complete, and correct, to the best of my knowledge. I understand false information may disqualify me from further consideration for employment.

No questions on this application are intended to secure information to be used for discriminatory purpose, as the County is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, citizenship, national origin, age, veteran or marital status, disability, or any other legally protected status.

I give my permission to the County to contact any of my former employers or references shown above to verify the information I have given. I authorize previous employers to release all records of my employment, including assessments of my job performance, ability and fitness. I release such persons and entities from legal liability.

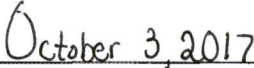
In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I understand that I may be required to successfully pass a drug screening exam. I consent to a pre and/or post employment drug screen as a condition of employment.

I certify that I do not have any detectable amounts of prohibited substances in my system. I understand that if my drug and alcohol screen turns out positive for a prohibited substance, I will not be eligible for hire, or if I am hired pending the outcome of such a test, I will be subject to immediate termination.



SIGNATURE OF APPLICANT



DATE

Certificate of Completion

Peeia Matias

Purchasing Foundations

Updated: 08/2017 • Completed: 09/2017 • 1h 28m

Certificate No: AA56F6611C104D83A10929B44A57B420



Lynda.com[®]
FROM LINKEDIN

Certificate of Completion

Peeia Matias

Writing a Resume

Updated: 09/2017 • Completed: 09/2017 • 2h 39m

Certificate No: 1166BB40D95746F4BA89FC5A32BB201C



Lynda.com[®]
FROM LINKEDIN

Certificate of Completion

Peeia Matias

Efficient Time Management

Updated: 08/2017 • Completed: 09/2017 • 1h 58m

Certificate No: 4B3E03BFC3EE428C8C305C1ECA50EFE3



Lynda.com[®]
FROM LINKEDIN

Certificate of Completion

Peeia Matias

Acing Your Interview

Updated: 08/2017 • Completed: 09/2017 • 38m 48s

Certificate No: 3CFEA990B1FB4F5E9652F7F5188A77DB



Lynda.com[®]
FROM LINKEDIN

Peeia Alexandra D. Matias

510 S. Sugar Road • Edinburg, TX 78501 • 205552@mystisd.net

Objective Seeking an un-paid internship with Hidalgo County in the Accounting Division of Purchasing

Education South Texas ISD: Business Education Technology Academy [BETA H.S.] Edinburg, TX

- International Baccalaureate Course – Program
- ‘2018 Distinguished Graduation Plan
- GPA: 3.5

<u>10th Grade</u>	<u>11th Grade</u>	<u>12th Grade</u>
Banking & Finance Virtual Business	IB Business Management YR 1	IB Business Management YR 2
Principles of Business, Marketing, Management & Finance	Accounting I Microsoft Office 2016	Business Practicum Academic ▪ Internships

Earned College Credit ▪ **IB Spanish 1411** and **IB Math Studies**

(6 hours)

Skills

- Certiport Certified: WORD 2016, PowerPoint 2016: Efficient in Excel 2016 and Outlook 2016
- Expertise in keyboarding & Fluent in English and Tagalog language (Philippines) speaking and writing

Volunteer Experience

South Texas Health System

Summer 2017

- Edinburg Regional Hospital • [Information desk] Welcomed patients and visitors to the hospital.
- Edinburg Children’s Hospital • [Patient Care] Receptionist: aided nurses and staff; answered incoming calls, pick-up meal trays, file lab sheets, and escorted patients upon discharge

“Forever Living” Aloe Vera/Health Products ▪ Accompany parent in promoting, marketing, and managing events

- Recruit for distributors to sell Aloe Vera health and beauty products

BETA High School

- Parent, Student, Teacher Organization (PSTO) Member – Participate in Fundraisers and Meetings
- Food Bank of RGV – Teamwork: Warehouse organization and planting gardens
- “Trunk or Treat” – Assisted Drama Club set Haunted House and was part of the main cast
- Robotics – Engaged with students ages K-6th grade making robots function

STISD Affiliations

Medical Academy

- Health Occupations Students of America (HOSA) Competitor – 9th grade

BETA High School

- University Interscholastic League (UIL) Spelling and Science Competitor – 10th and 11th grade
- Drama Club Historian – 11th & 12th grade
- Texas Association of Future Educators (TAFE) ▪ Member
- Volleyball Player – 12th grade

Community Experience

- Habitat for Humanity – Trained with organization to build low-cost houses.
Participated with a team building two-homes in McAllen.

Fall ▪ 2016-2017

References

Ms. Stephanie Brake
Charge Nurse
Edinburg Children's Hospital
Work Phone: (956) 388-6923

Mrs. Marynett Bolivar RN, FBO
Rio Grande Regional Hospital,
EBC Building
Phone: (956) 289-6297
marynettbolivar@gmail.com

Mrs. Kristi AuenSmith
Drama Teacher & Club Sponsor
South Texas ISD ▪ BETA H.S.
Phone: (956) 984-8239
Kristi.AuenSmith@mystisd.net

Hidalgo County Internship Policy

INTERNSHIP AGREEMENT AND WAIVER OF LIABILITY

I, Peecia Matias, agree to participate in an internship with The County of Hidalgo, Texas in either a paid or unpaid capacity, as outlined in this agreement. I hereby certify that I am at least 18 years of age at this time, and I am a student at BETA H.S.

I hereby agree to comply with all relevant policies, procedures and requirements as outlined in the Hidalgo County Internship Policy, Personnel Policy Manual and/or Civil Service Commission Rules. I understand that I may or may not receive compensation for my services provided during the internship period, and that no other benefits will be provided. I understand that my placement in this internship is at-will and that I may be terminated at any time at the discretion of the County.

I hereby voluntarily release, discharge, waive and relinquish any and all action or causes of action for personal injury, property damage, or wrongful death occurring to me as a result of my internship with Hidalgo County. I hereby release, waive, discharge and relinquish any actions or causes of actions aforementioned, which may hereafter arise for me and my estate, and agree that under no circumstances will I prosecute or present any claim for personal injury, property damage or wrongful death against Hidalgo County or any of its agents and employees for any said cause of action, whether the same shall arise by negligence of any said persons, or otherwise. It is my intent by this instrument to exempt and release, indemnify and hold harmless Hidalgo County and any of its employees, its elected or appointed officials, employees and agents for any personal injury, property damage, or wrongful death cause by negligence.

I ACKNOWLEDGE THAT I HAVE READ THE FOREGOING PARAGRAPHS AND HAVE BEEN FULLY AND COMPLETELY ADVISED OF THE POTENTIAL DANGERS INCIDENTAL TO PARTICIPATING IN AN INTERNSHIP AND AM FULLY AWARE OF THE LEGAL CONSEQUENCES OF SIGNING THIS INSTRUMENT.

Peecia Matias
Signature

October 3, 2017
Date