



SECTION II: INSTRUCTION POLICY 2030

Career Preparation Opportunities

Insight School of Oklahoma (ISOK) provides students several opportunities to explore a variety of careers through coursework and specialized programs. These programs assist students in making informed decisions about college and career options that best fit their interests and goals. All career preparation opportunities follow these guidelines:

1. Students must have approval from ISOK to participate in a career preparation opportunity for high school credit.
2. ISOK actively seeks both online and in person partners for career preparation opportunities. The student may also find a business they wish to be work with and communicate with the business to complete the documents needed to be approved for the career preparation opportunity.
3. Transportation is the responsibility of the student and lack of transportation does not constitute an excused absence.
4. Participation in an offsite career preparation opportunity does not alter the school's policies related to truancy and attendance.
5. Prior to engaging in an offsite opportunity, students are taught about professional behavior. Students should interact with community members, co-workers and supervisors in a mature manner, always treating others with dignity and respect.
6. Students are expected to maintain strict confidentiality, protecting any information they learn about the employers, their employees, and their business. Failure to maintain confidentiality may result in academic and legal issues for the student.
7. Traditional letter grades are assigned and will be based on class performance during instructional time, attendance at community/job site, weekly journals, and a reflection project.
8. The student maintains responsibility for other academic classes, whether at ISOK, concurrent enrollment or Career Tech, including being on time for those classes. Any materials or supplies required by the business is the responsibility and property of the student. Should a student be asked to leave a work site, they will receive incomplete for the internship and it will be calculated as a zero in the student's final grade in this course.

ISOK Career Preparation Opportunities

Service Learning and Job Shadow

Students can use 1-2 elective class periods a day to perform community service or unpaid job shadowing in the community. Online options may be available in certain fields.

Internships

Internships are embedded within a variety of elective courses. Classes utilizes classroom instruction and an on-site 6-week intern experience. Upon completion of the course students have a better understanding of employment soft skills and specific career options. Students should expect internships to be unpaid. Paid internships are permitted if agreed upon by the student and employer.

Work Study

Students who work can be approved to attend a paid working position as one of their elective courses. Students, not business partners need to arrange for work study.