



To a Potential Val Tech Intern Host:

The Valencia Academy/Val Tech Program has been established to help students learn more about technology, to see that the use of technology is central to many organizations, and to gain a better understanding of the world of jobs and careers.

Before or during their senior year, Val Tech students are required to provide technology assistance/work to an organization for a minimum of 150 hours\*. Afterwards they complete a comprehensive research paper, develop an electronic portfolio, and make a presentation to a committee of school personnel and members of the community.

In this unpaid internship, students are expected to benefit from real-world experience, while at the same time providing the participating organization with an eager young adult who's anxious to apply school knowledge and technology skills to the world of work. Whatever their duties, students are expected to work professionally and responsibly.

If at any time this internship program does not meet the expectations of either the student, the host organization, or the Valencia Academy, it can be terminated with or without cause.

The Val Tech Internship Program has partnered with the North Orange County Regional Occupational Program to provide students with the support and instruction needed to be successful throughout their internship. While students are enrolled in the North Orange County ROP Community Classroom, workers' compensation and liability insurance will be covered.

For additional information, contact the Internship Coordinator.

Thank you for your participation in this program. We trust that the internship will be beneficial for you as well as for the intern.

**David Tong**

Val Tech Internship Coordinator  
Valencia High School  
500 North Bradford Avenue  
Placentia, CA 92870  
714-996-4970 ext. 10807  
[dtong-nguyen@pylud.org](mailto:dtong-nguyen@pylud.org)



# Val Tech Intern Host Agreement Form



Re: \_\_\_\_\_  
(Val Tech Student's Name)

Dear Friend of the Val Tech Internship Program,

Thank you for participating in Valencia High School's Val Tech Internship Program. We trust that your time with a Valencia student will be positive for both of you.

Ideally, we would like our students to gain a clearer picture of how technology is used in the workplace. As a host, you are agreeing to assist and guide this student through 150 hours of unpaid technology-based work experience in a career of interest to this student. All internship hours must be completed by the end of the summer before the student's senior year. Your role is to direct and guide the student in a manner that will help the student use and sharpen technological skills as well as better understand the chosen career and his/her career goals.

You can do this by showing the student the role of technology in your field. Please feel free to offer your suggestions about how to pursue a career like yours. Specifically, for instance, you might share information you wish you had known as a young adult, information that will make it easier for the intern to get to where you are today.

Please contact David Tong-Nguyen at (714)996-4970 ext. 10807 or at [dtong-nguyen@pylud.org](mailto:dtong-nguyen@pylud.org), to answer any questions about your role in the Val Tech Internship Program or if you have any suggestions about how we can improve the program.

Feel free to make a copy of this document for your records. Thanks for your support.

Val Tech Host's Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

The host agrees to support the above-named Val Tech student throughout the 150-hour Val Tech Internship Program required by the Val Tech Program.

We (the Parent, the Val-Tech Student, the Host Organization and Valencia High School of PYLUSD) understand that any party may terminate this internship at any time for any reason or for no reason, with or without cause, and with or without notice.

Host Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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





## JOINT VENTURE TRAINING AGREEMENT COMMUNITY CLASSROOM FACILITIES

By this agreement, dated \_\_\_\_\_ North Orange County Regional Occupational Program and  
located at \_\_\_\_\_  
hereinafter referred to as the Management of the Community Classroom Facilities, mutually agree that:

I  
All career-technical instruction and training held at \_\_\_\_\_ community  
classroom shall be conducted pursuant to the California Education Code, Chapter 9, Article 5, and rules and regulations adopted  
by the Superintendent of Public Instruction. The unpaid on-the-job experiences shall be in accordance with the Individualized  
Training Plan, which includes specific performance objectives and a statement of expected time requirement for attainment of  
each objective.

II  
All students of the North Orange County Regional Occupational Program enrolled in the course entitled  
Career Pathway Internship \_\_\_\_\_, CBEDS Code CalPeds 7004 \_\_\_\_\_, conducted in the community  
classroom shall be under the immediate supervision and control of an instructor who is an employee of North Orange County  
Regional Occupational Program and who holds a valid California Teaching Credential authorizing the subject to be taught.

III  
No student enrolled in career-technical instruction and training courses shall replace an employee of the community classroom  
management or cause the employee hours to be reduced, nor shall the student's training activities preclude the hiring of  
additional employees.

IV  
The number of students enrolled per course section, per certificated instructor, shall not exceed 30.

Neither the North Orange County Regional Occupational Program nor the Management of the Community Classroom Facilities  
shall discriminate against any student on the basis of race, color, national origin, sex, or disability in making available  
opportunities in career-technical instruction and training.

V  
Annually all Joint Venture Training Agreements are reviewed by the Board of Trustees of the North Orange County Regional  
Occupational Program and shall be in effect for four years or until terminated or amended by mutual written  
consent of the parties and/or terminated upon sixty (60) days notice in writing by either party.

Authorized Signature of Management

Print Name

Title

Name of Site Contact Person (Please print or type.)

Street Address

City

State

Zip

( )

Telephone

Email Address of Site Contact Person

Rev 7.26.2017

### -ROP Office Use Only-

In region ☐ Out-of-region ☐ Out-of-region ROP notified ☐

North Orange County Regional Occupational Program \_\_\_\_\_  
Administrator's Initials

Signature of Instructor

Signature of Administrator, Instructional Programs

Signature of Assistant Superintendent, Educational Services

Date Approved by Board of Trustees

The North Orange County Regional Occupational Program provides high-quality, relevant career technical education, and prepares all  
students to succeed in employment, career advancement and further education. It is a joint venture of the Anaheim Union and Fullerton  
Joint Union High School Districts and the Brea Olinda, Los Alamitos, and Placentia-Yorba Linda Unified School Districts.





## **COMMUNITY CLASSROOM GUIDELINES**

### **Definition and Purpose:**

A Community Classroom is a site or a series of physical locations in which career-technical training programs are conducted. A community classroom has as its general purpose the extension of career-technical training opportunities by utilizing community sites and facilities.

### **Certificated Supervision/Instruction:**

Students shall be under the immediate supervision and control of a North Orange County ROP employee who possesses a valid vocational credential authorizing the subject to be taught. The term "immediate supervision" means pupil participation in unpaid on-the-job experiences as outlined under a training agreement and individual training plan, wherein the supervisor of the training site and certificated school personnel share the responsibility for the supervision of on-the-job experiences.

Training programs in a community classroom shall include group and individualized related instruction.

### **Roles for Others:**

There may be persons designated within the community classroom location who will help provide the students with tools, instructional materials, procedures, safety equipment, and training experiences. These persons cannot assume the certificated instructors' responsibilities for rotation, directing and monitoring the learning process of each student.

### **Individualized Training Plans:**

Each student must have a written training plan describing the specific skills and employment levels the student will be expected to learn, and the expected duration of training.

### **Class Size:**

The number of students per course section for any certificated instructor shall not exceed 30.

### **Student/Instructor Interaction:**

Instructor shall visit student at community site at least once every three weeks. Visitation shall include an observation of the students participating in a training experience. Dates and times of the on-site contacts are to be recorded by the instructor on the Individualized Training Plan.

The student shall be moved from learning one career-technical skill to another by the certificated instructor whenever it is determined that the student has learned the career-technical skill or has become employable in it.

### **Employment vs. Training:**

A student who has been hired by the management of their community classroom site shall not continue in training at that site in the same training area where employment is incurred.

### **Regular Employees vs. Students:**

No student may displace or reduce the number of work hours for a paid employee, nor shall the student's training activities preclude the hiring of new paid employees. It is appropriate, however, for students to train under close observation of a qualified paid employee.

### **Workers Compensation:**

Students enrolled in career-technical training classes held in the community are considered to be employees of the school district or county superintendent of schools, or any school administered by the State Department of Education, for the purpose of providing workers' compensation insurance. Workers' compensation and liability insurance coverage is only during scheduled training hours. Training of students at other times is a violation of the Joint Venture Training Agreement as there would be no credentialed instructor on duty at that time.

### **No Employment Guarantee:**

The student cannot be guaranteed a job at the conclusion of the training period.

Rev 7.26.2017

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## Community Classroom (CC) Site Agreement

Name of Student (Last, First, Middle Initial)		School Year
Title of Course		<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer
		Name of School

The purpose of Community Classroom (CC) is to provide related classroom instruction and community site-based training experiences for students. This Agreement defines student, parent, (if applicable), and site supervisor responsibilities.

The North Orange County ROP and participating employers do not discriminate on the basis of race, color, national origin, religion, gender, age, or handicap. Concerns regarding any issue should be directed to the Assistant Superintendent, Educational Services, (714) 502-5877

### STUDENT

1. Enters the program to develop/learn occupational skills and attitudes.
2. Will keep regular attendance in both school (related instruction) and community site.
3. Will discuss any site training changes in advance with the instructor and the site supervisor.
4. Will be at least 16 years of age at the time he/she enters the program.
5. Will be honest, punctual, cooperative, courteous, willing to learn, and will remain at the training site for the duration of the training.
6. Will train outside of regular school hours, including Saturday, Sunday, or school holidays (within established legal limitations) as arranged by instructor and site supervisor.
7. Will arrange own transportation to and from the training site.
8. Will report weekly community site training hours.
9. Will attend related classroom instruction as follows:

#### PRIOR TO SITE PLACEMENT

<input type="checkbox"/> Monday	<input type="checkbox"/> Thursday	Time: _____
<input type="checkbox"/> Tuesday	<input type="checkbox"/> Friday	
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Saturday	

#### AFTER SITE PLACEMENT

<input type="checkbox"/> Monday	<input type="checkbox"/> Thursday	Time: _____
<input type="checkbox"/> Tuesday	<input type="checkbox"/> Friday	
<input type="checkbox"/> Wednesday	<input type="checkbox"/> Saturday	

10. Will have no more than \_\_\_\_\_ unexcused absences. This equals 20% of the total classroom related instructional time.
11. Will notify site supervisor of absence from work.

### PARENT

1. Acknowledges responsibility for the conduct of the student.
2. Agrees to allow student to participate.

Signature of Student	Date Signed
Signature of Parent	Date Signed
Signature of Instructor	Date Signed
Telephone Number of Instructor ( )	

### INSTRUCTOR

1. Will provide related instruction at an equivalency of 2.5 hours per week minimum.
2. Will conduct a training site visitation at least once every three weeks to consult with the management of the community classroom and observe student.
3. Will evaluate student training performance coordinating with the site supervisor.
4. Will recommend school credit base on district credit policy.
5. May exercise authority to transfer or withdraw the trainee from program at any time.

### SITE SUPERVISOR

1. Understands the programs objectives and agrees to participate.
2. Will provide adequate supervision and guidance to ensure the student will receive maximum educational benefit from the on-site training.
3. Will coordinate with the instructor regarding the student's training progress.
4. Will participate with the instructor/student in preparing an individualized training plan.
5. Will assist the student to acquire competencies necessary for employment in the occupational area for which training is offered.
6. Will assist in maintaining accurate daily training hour records.
7. Will provide a training station with sufficient equipment, materials, and other resources for a beneficial training experience.
8. Will ensure that the training site working conditions shall not endanger the health, safety, welfare, or morals of the student.
9. Understand the student's on-site activities shall be limited to practicing, enhancing, developing and/or observing skills taught in the related classroom and shall not be considered productive in nature as defined by the Department of Labor Title5 of the Education Code.

Name of Training Site	
Address of Training Site (Number, Street)	
City, State, Zip Code	
Telephone Number of Training Site ( )	
Signature of Site Supervisor	Date Signed



**Placentia-Yorba Linda Unified School District**  
**Val Tech Host Evaluation Form**



**(To be completed by Host)**

Please return to intern or email it to the Internship Coordinator

If you would prefer to complete the form online, please visit:

<http://bit.ly/VTHostEval2023>

**Student's Name:** \_\_\_\_\_

**Person completing this evaluation:** \_\_\_\_\_

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Organization**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Phone Number**

**Signature:** \_\_\_\_\_

**Describe the greatest benefits of having this Val Tech student participate in the Val Tech Internship at your site.**

**What would you describe as areas of strength for this Val Tech student?**

**Are there any areas of improvement that this student should work on to be successful in the future?**

**What can Valencia High School do to improve the Val Tech Internship Program?**

**Would you be interested in having future Val Tech interns help you at your place of work? If so, in what areas are you interested?**

**Other Comments:**