



CTE Approval Self-Study Report

Law Enforcement

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Self-study

Self-study is the first step in the career and technical education approval process. The self-study review is required for all existing programs and new programs seeking approval. Its purpose is to bring together partners to review the CTE program, propose relevant modifications, and evaluate the degree to which the program meets the policy requirements approved by the Board of Regents on February 6, 2001.

Self-study review will include:

Curriculum review

Benchmarks for student performance and student assessment

Teacher certification and highly-qualified status of instructional staff

Work-based learning opportunities

Teacher and student schedules

Resources, including staff, facilities, and equipment

Accessibility for all students

Work skills employability profile

Professional development plans

Projected number of students to be served

Source: <http://www.p12.nysed.gov/cte/ctepolicy/guide.html>

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Law Enforcement/Police and Detectives

Police officers, detectives, and game wardens enforce laws to protect people and their property.

Quick Facts: Police and Detectives	
2021 Median Pay	\$66,020 per year \$31.74 per hour
Typical Entry-Level Education	See How to Become One
Work Experience in a Related Occupation	See How to Become One
On-the-job Training	Moderate-term on-the-job training
Number of Jobs, 2020	795,000
Job Outlook, 2020-30	7% (As fast as average)
Employment Change, 2020-30	51,700

What Police and Detectives Do

Police officers protect lives and property. Detectives and criminal investigators, who are sometimes called agents or special agents, gather facts and collect evidence of possible crimes.

Work Environment

Police and detective work can be physically demanding, stressful, and dangerous. Police officers have one of the highest rates of injuries and illnesses of all occupations. Working around the clock in shifts is common.

How to Become a Police Officer or Detective

Education requirements range from a high school diploma to a college degree. Most police and detectives must graduate from their agency’s training academy before completing a period of on-the-job training. Candidates must be U.S. citizens, usually at least 21 years old, and able to meet rigorous physical and personal qualifications.

Pay

The median annual wage for police and detectives was \$60,270 in May 2015.

Job Outlook

Employment of police and detectives is projected to grow 4 percent from 2014 to 2024, slower than the average for all occupations. The continued desire for public safety is expected to lead to new openings for officers, although demand may vary by location.

Related Occupations

Occupational Title	SOC Code	Employment, 2020	Projected Employment, 2030	Change, 2020-30	
				Percent	Numeric
Bailiffs, correctional officers, and jailers	33-3010	437,100	407,200	-7	-29,900
Bailiffs	33-3011	18,500	18,600	0	100
Correctional officers and jailers	33-3012	418,500	388,500	-7	--30,000
Probation officers and correctional treatment specialists	21-1092	92,700	96,200	4	3,500
Private detectives and investigators	33-9021	33,700	38,100	13	4,400
Security guards and gaming surveillance officers	33-9031 33-9032	1,607,700	1,223,700	15	155,600

Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, 2016-17 Edition, Correctional Officers and Bailiffs, on the Internet at <https://www.bls.gov/ooh/protective-service/correctional-officers.htm> (visited April 19, 2022).

A. Curriculum Review

The curriculum review is a step in the self-study process. It is an opportunity for members of the self-study team to evaluate the proposed curriculum for completeness in terms of the knowledge, skills, and competencies required in the program field. The team reviews the curriculum to ensure that course content in the career and technical education program meets State Education Department regulations, contributes to achievement of state and industry standards, and prepares students for successful completion of a technical assessment. Approved curriculum content is nonduplicative, challenging, organized along a continuum of difficulty, and free of bias.

CTE program approval does not constitute Department approval or endorsement of proprietary curriculum or related curriculum products. Program approval indicates only that a school district or BOCES has provided the Department with assurances that the curriculum review has been completed.

Process

- The school district or BOCES identifies the faculty members and other individuals who will be involved in conducting the curriculum review
- The school district or BOCES determines the procedures used in completing the curriculum review
- Reviewers confirm that CTE program content aligns with state CDOS standards, relevant state academic standards, and related business and industry standards
- Reviewers confirm that CTE program content includes integrated or specialized units of credit
- Reviewers confirm that the CTE program meets unit of credit and other distributive requirements
-

Documentation

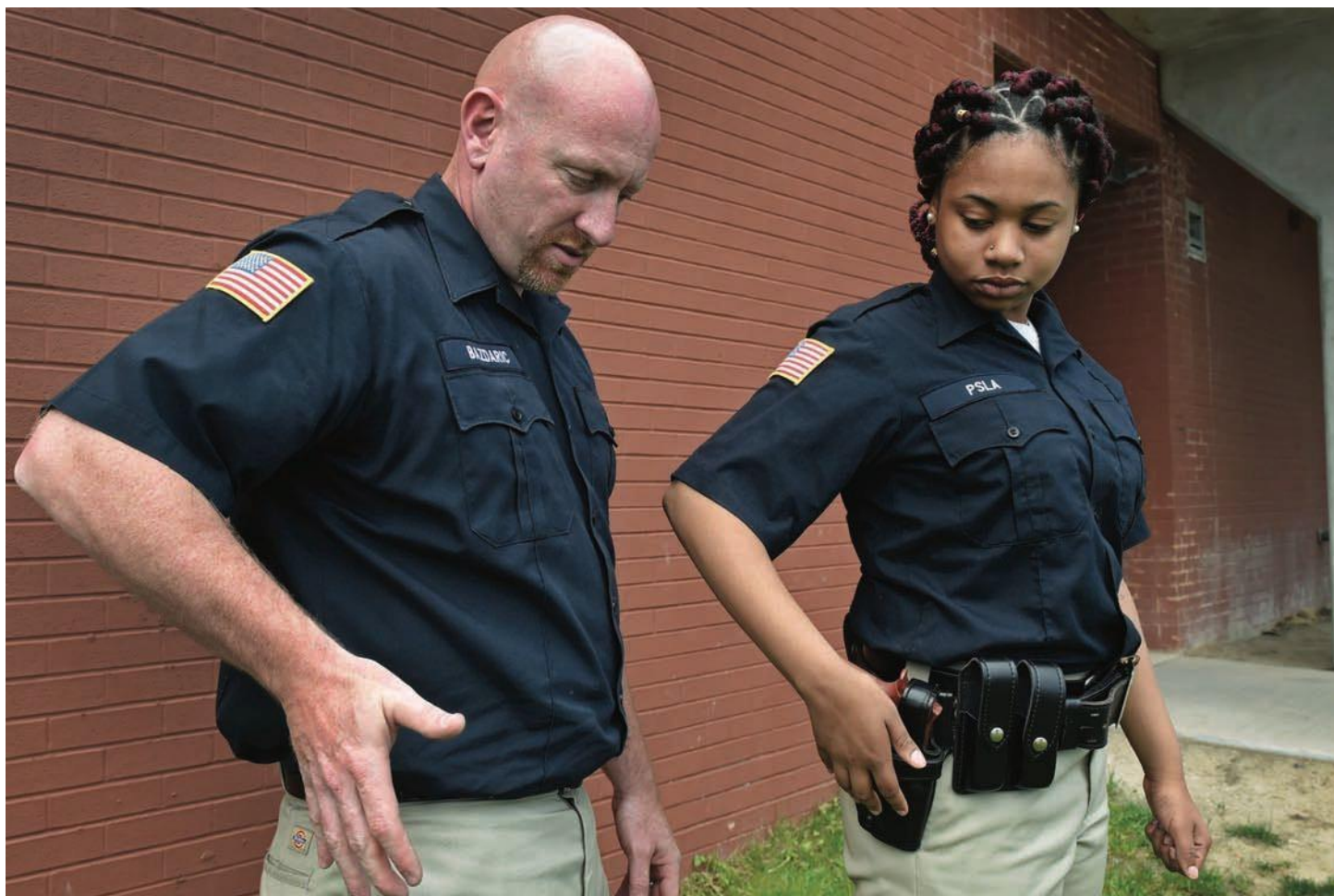
Documentation of the curriculum review is maintained by the school district or BOCES and is updated whenever modifications are made to the approved CTE program. Recommendations from curricular review should be included in the self-study report and reviewed by the external committee.

Resources

New York State graduation requirements

<http://www.emsc.nysed.gov/part100/pages/1005.html>

Source: <http://www.p12.nysed.gov/cte/ctepolicy/guide.html>



Law Enforcement

With advances in technology – and the growing concern for terrorism since the tragedy of 9/11 – the need for homeland security and the demand for highly skilled law enforcement professionals has never been more apparent. America is looking for a new breed of law enforcement professionals, equipped to meet the changes in national security.

As a student in the Law Enforcement Pathway at the Public Service Leadership Academy at Fowler, you will learn to react appropriately and professionally to situations where the public might be at risk – by manmade or natural emergencies.

You will learn the tactics, theory and skills required of today's law enforcement professionals including:

- Training in DNA analysis
- Surveillance expertise
- White collar crime tactics
- Specialty services instituted since 9/11
- Cadet training

CAREER OPPORTUNITIES:

Law Enforcement, Private Investigator, FBI Agent, State Trooper, Secret Service Agent, US Marshall, ATF Agent

**Syracuse City School District
Career and Technical Education Program
Course Syllabus
LEE100: Law Enforcement 100**



Program Overview

The Law Enforcement program prepares students for a variety of related careers through lecture and demonstration, guest speakers, field trips, job shadows and internships. Students will learn about legal and court systems and the attitudes and personal fitness levels necessary for a career in the field. The interactive learning experiences increase understanding of critical subject matter, including crime scene investigation and evidence analysis, terrorism and Incident Command Systems. Students practice teamwork and professionalism and learn about interagency collaboration with related organizations. Upon successful completion of LEE 100, 200, 300 and 400 students may earn 12th grade integrated science and ELA credits. Students will also have the opportunity to earn college credits for courses taken during the 400 level.

Course Description

The Law Enforcement 100 course will provide an overview of various aspects of the law enforcement profession through a blending of rigorous academics, experiential activities, as well as physical and mental fitness. It will introduce basic rules, regulations and standards that students will need to embrace for success in a law enforcement career field to include police, courts, corrections and various other law related fields. The course will introduce students to the origins of Law and Law enforcement. Instruction will be comprehensive to include but not limited to Constitutional Law, the Bill of Rights along with Civil and Human Rights studies. Students will review Supreme court cases and outcomes as they relate to law enforcement at the local, state and national level. Students will be introduced to Criminal Justice Agencies, tactics, procedures and techniques through a wide network of supporting organizations. Through these various organizations and field trip experiences, they will learn about penal laws, court procedures and the role of corrections and all aspects of the legal system and related career opportunities.

Course Objectives

- Students will understand and identify the reasoning behind personal and mental fitness as it applies to the law enforcement career field.
- Students will identify ethical and professional roles and responsibilities of the law enforcement profession and they will be able to explain the history behind it.
- Students will apply teamwork, communication skills and research practices to assigned projects.

- Students will learn and apply basic knowledge of the History of Law Enforcement.
- Students will learn and apply Constitutional Law, Civil and Human Rights Laws to the Legal System.
- Students will learn and apply data collection and elementary statistics to a variety of designs in both student produced and industry produced projects.
- Students will learn basic police procedures such as handcuffing techniques, search techniques and proper aspects of the arrest process.

Integrated Academics

NA

Equipment and Supplies

School will provide: TBD

Student will provide: Writing utensils – pens and pencils
Notebook and filler paper

Textbook

Hayes, Bill; Croddy, Marshall. *Criminal Justice in America, 5th Edition*. Los Angeles: Constitutional Rights Foundation, 2012

Grading

Homework, quizzes, etc. 25%
Tests, reports, projects. 25%
Class Participation 25%
Drill and Physical Fitness 25%

Additional Course Policies

- Uniform Standard Operating Procedure applies
- Cell phones are prohibited during instruction

Course Calendar

Quarter	
1	<ul style="list-style-type: none"> • Introduction and History of Law Enforcement • Drill and Ceremony and Physical Fitness • Criminal Justice Definitions
2	<ul style="list-style-type: none"> • Introduction to Constitutional Law • Importance of Public Speaking • Handcuffing Technique
3	<ul style="list-style-type: none"> • Bill of Rights • Civil Rights and Law Enforcement • Search Techniques
4	<ul style="list-style-type: none"> • Supreme Court Cases • Arrest Process and Procedures • Final Scenario Exam

Syracuse City School District
Career and Technical Education Program
Scope and Sequence
LEE 100: Law Enforcement Level 100



Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
Week 1 Introductions and Team Building	<ul style="list-style-type: none"> Who are we? What do we want to accomplish? What is a team? How well do we work together? 	<ul style="list-style-type: none"> Describe each other to learn/understand the class make up based on the autobiographies Understand the importance of a team in law enforcement Explain how law enforcement depends on team work 	<ul style="list-style-type: none"> One page biography of assigned partner's background Participation in theory and hands on activities Current events report of the week 	Career Ready Practice CRP1,2,4	Literacy RST.9-10.1,2
				Cluster Standards LW1,6	ELA RSI.9-10.2 W.9-10.3,4 SL.9-10. 1,6 L.9-10.1,2
				Pathway Standards	Science
Week 2 Rules and Regulations for Law Enforcement Class	<ul style="list-style-type: none"> Why do first responders wear uniforms? What are the historical reasons for rules and regulations? 	<ul style="list-style-type: none"> Demonstrate the proper wearing and appearance of the class uniform Describe the reasoning behind disciplined actions Demonstration of self-discipline in the classroom and school environment 	<ul style="list-style-type: none"> Uniform inspection Execute the proper commands and actions when faculty enters the area Demonstrate appropriate behaviors between students and between students and teachers Current events report of the week 	Career Ready Practice CRP1,4	Literacy RST.9-10.1,3 WHST.9-10.4,10
				Cluster Standards	ELA RSI.9-10.1,2,4, 6 W.9-10.4 SL.9-10.1,6 L.9-10.1,2
				Pathway Standards	Science
Week 3 Taking Care of Ourselves and Our Health	<ul style="list-style-type: none"> Why is it important to take care of our health? How can we eat better and still stay within our means? 	<ul style="list-style-type: none"> Understand what it means to be healthy – proper nutrition, physical activity, sleep, proper hygiene, emotional well-being Explain how to incorporate exercise into a daily regimen Explain how to eat healthy on 	<ul style="list-style-type: none"> Eat Well Health Chart Written plan for healthy eating for the next 4 weeks Identification of risky health habits and their related consequences 	Career Ready Practice CRP1,3,4	Literacy RST.9-10.1,2,7 WHST.9-10.2,4
					ELA RSI.9-10.1,2,4,6 W.9-10.1,2,4,6 SL.9-10.1,6 L.9-10.1,2,6

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
		a budget <ul style="list-style-type: none"> Recognizing unhealthy habits, i.e., lack of proper sleep, poor nutrition, tobacco, alcohol, drug use 	<ul style="list-style-type: none"> Current events report of the week 	Cluster Standards LW3 Pathway Standards	Science NGSSP 3 HS-LS 1-2 HS-LS 1-3 PS.S2.K1 PS.S6.K5
Week 4 Personal Fitness and Initial Fitness Exam	<ul style="list-style-type: none"> What is the importance of personal physical fitness? Why do we need to participate in a physical fitness program in this program? 	<ul style="list-style-type: none"> Describe the benefits of personal physical fitness Determine baseline fitness test results Identify methods of increasing/improving the level of personal physical fitness 	<ul style="list-style-type: none"> Physical Fitness Test (based on standards of the Cooper Institute for Aerobics Research) once per marking period (quarter) Participation in weekly drills and physical fitness training Written rationale for attaining appropriate levels of personal fitness Current events report of the week 	Career Ready Practice CRP1,3,12	Literacy RST.9-10.1,2 WHST.9-10.2,4
				Cluster Standards LW3	ELA RSI.9-10.1,2,7 W.9-10.2, 4 SL.9-10.1,5,6 L.9-10.1,2,4,6
				Pathway Standards	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 5 Law Enforcement Vocabulary & Definitions Drill and Ceremony (D&C) and Physical Training (PT)	<ul style="list-style-type: none"> How important is it to know the language of your profession? Do you understand the definition of words used in the criminal justice process? Are you physically and mentally fit? What areas of personal fitness do you need to improve? 	<ul style="list-style-type: none"> Demonstrate proficiency in your criminal justice vocabulary Explain the definition of key words used in everyday law enforcement Describe how to use key words to describe crimes and law enforcement situations Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> Vocabulary Quiz #1 Vocabulary Quiz #2 Correct application of law enforcement vocabulary within the context of class discussions Participation in weekly drill and physical fitness training Current events report of the week 	Career Ready Practice CRP1,3,4,12	Literacy RST.9-10.1,4
				Cluster Standards LW1	ELA RSI.9-10.1,2,4,7 SL.9-10.1,6 L.9-10.1,2,4,6
				Pathway Standards	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 6-10 Intro to History of Law	<ul style="list-style-type: none"> Who are the key people that shaped the law enforcement 	<ul style="list-style-type: none"> Understand the significance of key individuals who influenced what we do today 	<ul style="list-style-type: none"> Written exams on the history of police Presentations on the Eras of Law Enforcement 	Career Ready Practice CRP1,2,3,4,12	Literacy RST.9-10.1,2,3, 4,6 WHST.9-10.2,3,

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
Intro to Modern Police Practices Drill and Ceremony (D&C) and Physical Training (PT)	<ul style="list-style-type: none"> field? What are the Three Eras of Law enforcement? What were the factors that changed Law Enforcement in History? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Understand the History and reasons for change in Law Enforcement practices What comprised the Eras of Law Enforcement Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> Participation in weekly drill and physical fitness training Current events report of the week 		4,5,10
				Cluster Standards LW1	ELA RSI.9-10.1,2,4,7 W.9-10.2,4,6,7,9 SL.9-10.1,2,4,5,6 L.9-10.1,2,4,6
				Pathway Standards LW-ENF5	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 11-12 Intro to Constitutional Law Drill and Ceremony (D&C) and Physical Training (PT)	<ul style="list-style-type: none"> What is the governmental system in America? What are the different branches of Government? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Explain the history of America Describe how America adopted and formed its government Explain how the branches of government balance our system here in America Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> Writing assignment on the formation of the Constitution Group presentations on the branches of government and their functions. Written exams Participation in weekly drill and physical fitness training Current events report of the week 	Career Ready Practice CRP2,3,4,12	Literacy RST.9-10.1,2 WHST.9-10.2,4
				Cluster Standards LW1	ELA RSI.9-10.1,2,4,7 W.9-10.2,4,6,7 SL.9-10.1,2,4,5,6 L.9-10.1,2,4,6
				Pathway Standards LW-ENF5	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 13-15 Careers in Law Enforcement Drill and Ceremony (D&C) and Physical	<ul style="list-style-type: none"> What opportunities exist for Criminal Justice Majors? What is required to obtain careers in this field? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Identify and understand career opportunities within the law enforcement community Discuss the educational and other prerequisites for employment in the Criminal Justice Field Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> Written summaries of Criminal Justice Careers Participation in weekly drill and physical fitness training 	Career Ready Practice CRP1,2,3,4,10,12	Literacy RST.9-10.1,2 WHST.9-10.2,4
				Cluster Standards LW5	ELA RSI.9-10.1,2,4,7 W.9-10.2,3,4,7 SL.9-10.1,6 L.9-10.1,2,6
				Pathway Standards LW-ENF5	

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
Training (PT) Handcuffing	<ul style="list-style-type: none"> Are you physically and mentally fit? What is the proper technique for handcuffing? 	<ul style="list-style-type: none"> Demonstrate proper and efficient handcuffing technique 	<ul style="list-style-type: none"> Participation in weekly drill and physical fitness training Practical Exam 		Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 16-20 Public Speaking Drill and Ceremony (D&C) and Physical Training (PT)	<ul style="list-style-type: none"> What communication skills are necessary for law enforcement workers? Why is it important to be a good public speaker? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Demonstrate appropriate communication and public speaking abilities Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> Identify audience and adjust speaking to maintain interest and comprehend information delivered Presentation on mini-research topic Participation in weekly drill and physical fitness training Current events report of the week 	Career Ready Practice CRP1,3,4,7,12	Literacy RST.9-10.1,2,9 WHST.9-10.2,4,7,8,9
				Cluster Standards LW1	ELA RSI.9-10.1,2,4,7 W.9-10.2,4,5,6,7 SL.9-10.1,2,4,5,6 L.9-10.1,2,6
				Pathway Standards LW1	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Weeks 21-25 Bill of Rights-Civil Rights Drill and Ceremony (D&C) and Physical Training (PT)	<ul style="list-style-type: none"> What are the Bill of Rights? Why are they important? What are your civil rights? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Understand what the Bill of Rights are and why they were added Explain why the Bill of Rights are important Explain what your civil rights are Understand and discuss how these rights make America unique Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> Create posters of the Bill of Rights Present to the class one of the amendments Written exam Participation in weekly drill and physical fitness training Current events report of the week 	Career Ready Practice CRP1,2,3,7,12	Literacy RST.9-10.1,2,7 WHST.9-10.2,4
				Cluster Standards LW1	ELA RSI.9-10.1,2,4,7,9 W.9-10.2-7 SL.9-10.1,2,4,5,6 L.9-10.1,2,3,5,6
				Pathway Standards LW-ENF5	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 26-30 Civil Rights	<ul style="list-style-type: none"> Why do we have laws? 	<ul style="list-style-type: none"> Explain why laws exist Discuss the meaning of Civil Rights 	<ul style="list-style-type: none"> Verbal exam on Civil Rights 	Career Ready Practice CRP1,2,3,4,7,12	Literacy RST.9-10.1,2 WHST.9-10.2,4

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
Drill and Ceremony (D&C) and Physical Training (PT) Search Techniques	<ul style="list-style-type: none"> Why were more amendments added? Are you physically and mentally fit? Do you know how to properly search buildings for suspects and suspects for contraband? 	<ul style="list-style-type: none"> Describe the rationale behind Constitutional law amendments Improve fitness levels and work as a member of a cohesive unit/team Understand the importance of systematic search techniques 	<ul style="list-style-type: none"> Short research papers stating an amendments and its value Participation in weekly drill and physical fitness training Current events report of the week Written and Practical Exams 	Cluster Standards LW1,5	ELA RSI.9-10.1,2,4,7,9 W.9-10.2-7 SL.9-10.1,2,4,5,6 L.9-10.1,2,3,5,6
				Pathway Standards LW-ENF5	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Weeks 31-36 Supreme Court Case Law Drill and Ceremony (D&C) and Physical Training (PT)	<ul style="list-style-type: none"> Where do we derive legal interpretations from? Do you know some key cases that have formed how we enforce laws now? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Understand the importance of the Supreme Court's decisions Discuss the historical precedents in case law that shape our understanding of laws Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> Complete assessments of cases assigned Exam on Supreme Court Case Laws Participation in weekly drill and physical fitness training Current events report of the week 	Career Ready Practice CRP1,2,3,12	Literacy
				Cluster Standards LW1,5	ELA RSI.9-10.1,2,4,7,9 W.9-10.2-7 SL.9-10.1,2,4,5,6 L.9-10.1,2,3,5,6
				Pathway Standards LW-ENF 1,5	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Weeks 37-38 Drill and Ceremony (D&C) and Physical Training (PT) Arrest Procedures	<ul style="list-style-type: none"> Are you physically and mentally fit? Do you know the proper arrest procedures? 	<ul style="list-style-type: none"> Improve fitness levels and work as a member of a cohesive unit/team Miranda and proper arrest process and procedures 	<ul style="list-style-type: none"> Participation in weekly drill and physical fitness training Physical Fitness Test Current events report of the week Practical exam 	Career Ready Practice CRP1,3,8,9,12	Literacy RST.9-10.1,2,3 WHST.9-10.2,4
				Cluster Standards LW4	ELA RSI.9-10.1,2,4 SL.9-10.1,6 L.9-10.1,2,3,5,6
				Pathway Standards LW-ENF1,4	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
Week 39-40 Drill and Ceremony (D&C) and Physical Training (PT) Review and Final Exam	<ul style="list-style-type: none"> What have I learned this year? 	<ul style="list-style-type: none"> Review for Final Exam 	<ul style="list-style-type: none"> Final Physical Fitness Test Written Final Exam 	Career Ready Practice CRP2,3	Literacy RST.9-10.1,2 WHST.9-10.2,4
				Cluster Standards LW1,2,3,5	ELA RSI.9-10.1,2,4,7,9 W.9-10.2-7 SL.9-10.1,2,4,5,6 L.9-10.1,2,3,5,6
				Pathway Standards LW-ENF1,5	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5

**Syracuse City School District
Career and Technical Education Program
Course Syllabus
LEE200: Law Enforcement 200**



Program Overview

The Law Enforcement program prepares students for a variety of related careers through lecture and demonstration, guest speakers, field trips, job shadows and internships. Students will learn about legal and court systems and the attitudes and personal fitness levels necessary for a career in the field. The interactive learning experiences increase understanding of critical subject matter, including crime scene investigation and evidence analysis, terrorism and Incident Command Systems. Students practice teamwork and professionalism and learn about interagency collaboration with related organizations. Upon successful completion of LEE 100, 200, 300 and 400 students may earn 12th grade integrated science and ELA credits. Students will also have the opportunity to earn college credits for courses taken during the 400 level.

Course Description

The Law Enforcement 200 course will provide an overview of various aspects of the law enforcement profession through a blending of rigorous academics, experiential activities, as well as physical and mental fitness. It will introduce basic rules, regulations and standards that students will need to embrace for success in a law enforcement career field to include police, courts, corrections and various other law related fields. The course will also prepare students to use standard criminal justice nomenclature within the context of the subjects and will utilize instruction and research to reinforce the understanding of these definitions. Guest speakers from the criminal justice field and visits to numerous agencies deepen the student's understanding of this career field. Students review court cases and outcomes as they relate to law enforcement at the local, state and national level. Students will be introduced to case law, Criminal Justice Agencies, tactics, procedures and techniques through a wide network of supporting organizations. Through these various organizations and field trip experiences, they will learn about penal laws, court procedures and the role of corrections and all aspects of the legal system.

Course Objectives

- Students will understand and identify the reasoning behind personal and mental fitness as it applies to the law enforcement career field.
- Students will identify ethical and professional roles and responsibilities of the law enforcement profession and they will be able to explain the history behind it.
- Students will apply teamwork, communication skills and research practices to assigned projects.

- Students will learn and apply basic knowledge of penal laws, to include distinction between felonies and misdemeanors, and how they are used in policing, courtroom procedures and corrections.
- Students will learn and apply data collection and elementary statistics to a variety of designs in both student produced and industry produced projects.
- Students will learn basic police procedures such as handcuffing techniques, search techniques and proper aspects of the arrest process.
- Students will certify in basic CPR and First Aid tactics and techniques through the American Red Cross.

Integrated Academics

NA

Equipment and Supplies

School will provide: TBD

Student will provide: Writing utensils – pens and pencils
Notebook and filler paper

Textbook

Hayes, Bill; Croddy, Marshall. *Criminal Justice in America, 5th Edition*. Los Angeles: Constitutional Rights Foundation, 2012

Grading

Homework, quizzes, etc. 25%
Tests, reports, projects. 25%
Class Participation 25%
Drill and Physical Fitness 25%

Additional Course Policies

- Uniform Standard Operating Procedure applies
- Cell phones are prohibited during instruction

Course Calendar

Quarter	
1	<ul style="list-style-type: none"> • Introduction and History of Law Enforcement • Drill and Ceremony and Physical Fitness • Criminal Justice Definitions
2	<ul style="list-style-type: none"> • Law Enforcement Careers • Importance of Public Speaking • Handcuffing Technique
3	<ul style="list-style-type: none"> • Penal Law • Violations, Felonies and Misdemeanors • Search Techniques
4	<ul style="list-style-type: none"> • Case Law • CPR First Aid • Arrest Process and Procedures • Final Scenario Exam

Syracuse City School District
Career and Technical Education Program
Scope and Sequence
LEE 200: Law Enforcement Level 200



Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
Week 1 Introductions and Team Building	<ul style="list-style-type: none"> Who are we? What do we want to accomplish? What is a team? How well do we work together? 	<ul style="list-style-type: none"> Describe each other to learn/understand the class make up based on the autobiographies Understand the importance of a team in law enforcement Explain how law enforcement depends on team work 	<ul style="list-style-type: none"> One page biography of assigned partner's background Participation in theory and hands on activities Current events report of the week 	Career Ready Practice CRP1,2,4	Literacy RST.9-10.1,2
				Cluster Standards LW1,6	ELA RSI.9-10.2 W.9-10.3,4 SL.9-10. 1,6 L.9-10.1,2
				Pathway Standards	Science
Week 2-3 Rules and Regulations for Law Enforcement Class	<ul style="list-style-type: none"> Why do first responders wear uniforms? What are the historical reasons for rules and regulations? 	<ul style="list-style-type: none"> Demonstrate the proper wearing and appearance of the class uniform Describe the reasoning behind disciplined actions Demonstration of self-discipline in the classroom and school environment 	<ul style="list-style-type: none"> Uniform inspection Execute the proper commands and actions when faculty enters the area Demonstrate appropriate behaviors between students and between students and teachers Current events report of the week 	Career Ready Practice CRP1,4	Literacy RST.9-10.1,3 WHST.9-10.4,10
				Cluster Standards	ELA RSI.9-10.1,2,4, 6 W.9-10.4 SL.9-10.1,6 L.9-10.1,2
				Pathway Standards	Science
Week 4 Taking Care of Ourselves and Our Health	<ul style="list-style-type: none"> Why is it important to take care of our health? How can we eat better and still stay within our means? 	<ul style="list-style-type: none"> Understand what it means to be healthy – proper nutrition, physical activity, sleep, proper hygiene, emotional well-being Explain how to incorporate exercise into a daily regimen Explain how to eat healthy on 	<ul style="list-style-type: none"> Eat Well Health Chart Written plan for healthy eating for the next 4 weeks Identification of risky health habits and their related consequences 	Career Ready Practice CRP1,3,4	Literacy RST.9-10.1,2,7 WHST.9-10.2,4
					ELA RSI.9-10.1,2,4,6 W.9-10.1,2,4,6 SL.9-10.1,6 L.9-10.1,2,6

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
		a budget • Recognizing unhealthy habits, i.e., lack of proper sleep, poor nutrition, tobacco, alcohol, drug use	• Current events report of the week	Cluster Standards LW3 Pathway Standards	Science NGSSP 3 HS-LS 1-2 HS-LS 1-3 PS.S2.K1 PS.S6.K5
Week 5 Personal Fitness and Initial Fitness Exam	• What is the importance of personal physical fitness? • Why do we need to participate in a physical fitness program in this program?	• Describe the benefits of personal physical fitness • Determine baseline fitness test results • Identify methods of increasing/improving the level of personal physical fitness	• Physical Fitness Test (based on standards of the Cooper Institute for Aerobics Research) once per marking period (quarter) • Participation in weekly drills and physical fitness training • Written rationale for attaining appropriate levels of personal fitness • Current events report of the week	Career Ready Practice CRP1,3,12	Literacy RST.9-10.1,2 WHST.9-10.2,4
				Cluster Standards LW3	ELA RSI.9-10.1,2,7 W.9-10.2, 4 SL.9-10.1,5,6 L.9-10.1,2,4,6
				Pathway Standards	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 6-7 Law Enforcement Vocabulary & Definitions Drill and Ceremony (D&C) and Physical Training (PT)	• How important is it to know the language of your profession? • Do you understand the definition of words used in the criminal justice process? • Are you physically and mentally fit? • What areas of personal fitness do you need to improve?	• Demonstrate proficiency in your criminal justice vocabulary • Explain the definition of key words used in everyday law enforcement • Describe how to use key words to describe crimes and law enforcement situations • Improve fitness levels and work as a member of a cohesive unit/team	• Vocabulary Quiz #1 • Vocabulary Quiz #2 • Correct application of law enforcement vocabulary within the context of class discussions • Participation in weekly drill and physical fitness training • Current events report of the week	Career Ready Practice CRP1,3,4,12	Literacy RST.9-10.1,4
				Cluster Standards LW1	ELA RSI.9-10.1,2,4,7 SL.9-10.1,6 L.9-10.1,2,4,6
				Pathway Standards	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 8-10 History of Police and	• Who are the key people that shaped the law enforcement	• Understand the significance of key individuals who influenced what we do today	• Written exam on the history of police • Presentation on other	Career Ready Practice CRP1,2,3,4,12	Literacy RST.9-10.1,2,3, 4,6 WHST.9-10.2,3,

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Police around the World Drill and Ceremony (D&C) and Physical Training (PT)	<ul style="list-style-type: none"> field? What events shaped the rules regarding current patrolling practices? What type of law enforcement model do other countries use? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Explain the key events in history that have shaped current practices in law enforcement Compare/contrast policing tactics in the US with practices in other countries Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> countries and the types of law enforcement they use Participation in weekly drill and physical fitness training Current events report of the week 		4,5,10
				Cluster Standards LW1	ELA RSI.9-10.1,2,4,7 W.9-10.2,4,6,7,9 SL.9-10.1,2,4,5,6 L.9-10.1,2,4,6
				Pathway Standards LW-ENF5	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 11-12 Overview of Law Enforcement Drill and Ceremony (D&C) and Physical Training (PT)	<ul style="list-style-type: none"> What is policing in America? What are the different branches? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Explain the role of police in our society Describe the different law enforcement agencies within our society, including roles and responsibilities of each Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> Writing assignment on how law enforcement has impacted life in our community Group presentations on roles and responsibilities of individual law enforcement agencies Typed autobiography Participation in weekly drill and physical fitness training Current events report of the week 	Career Ready Practice CRP2,3,4,12	Literacy RST.9-10.1,2 WHST.9-10.2,4
				Cluster Standards LW1	ELA RSI.9-10.1,2,4,7 W.9-10.2,4,6,7 SL.9-10.1,2,4,5,6 L.9-10.1,2,4,6
				Pathway Standards LW-ENF5	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 13-15 Careers in Law Enforcement Drill and Ceremony (D&C) and Physical	<ul style="list-style-type: none"> What opportunities exist for police officers? What is a background check and what are its key elements? Why are background checks necessary for law enforcement personnel? 	<ul style="list-style-type: none"> Identify and understand career opportunities within the law enforcement community Discuss the elements of a background investigation Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> Journal assignment on career opportunities in law enforcement Written summaries of design and purpose of background checks for law enforcement personnel State the reasons for background checks 	Career Ready Practice CRP1,2,3,4,10,12	Literacy RST.9-10.1,2 WHST.9-10.2,4
				Cluster Standards LW5	ELA RSI.9-10.1,2,4,7 W.9-10.2,3,4,7 SL.9-10.1,6 L.9-10.1,2,6
				Pathway Standards LW-ENF5	

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
Training (PT) Handcuffing	<ul style="list-style-type: none"> Are you physically and mentally fit? What is the proper technique for handcuffing? 	<ul style="list-style-type: none"> Demonstrate proper and efficient handcuffing technique 	<ul style="list-style-type: none"> Participation in weekly drill and physical fitness training Practical Exam 		Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 16-20 Public Speaking Drill and Ceremony (D&C) and Physical Training (PT)	<ul style="list-style-type: none"> What communication skills are necessary for law enforcement workers? Why is it important to be a good public speaker? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Demonstrate appropriate communication and public speaking abilities Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> Identify audience and adjust speaking to maintain interest and comprehend information delivered Presentation on mini-research topic Participation in weekly drill and physical fitness training Current events report of the week 	Career Ready Practice CRP1,3,4,7,12	Literacy RST.9-10.1,2,9 WHST.9-10.2,4,7,8,9
				Cluster Standards LW1	ELA RSI.9-10.1,2,4,7 W.9-10.2,4,5,6,7 SL.9-10.1,2,4,5,6 L.9-10.1,2,6
				Pathway Standards LW1	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Weeks 21-25 Violations, Misdemeanors and Felonies Drill and Ceremony (D&C) and Physical Training (PT)	<ul style="list-style-type: none"> What are violations, misdemeanors, and felonies? What is a sanction? What are the sanctions for each type of crime? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Understand and describe the differences between a violations, misdemeanors, and felonies Categorize various violation, misdemeanor and felony crimes Explain what makes a crime a violation, a misdemeanor, or a felony Understand and discuss the punishments for violation, misdemeanor, and felony crimes Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> Complete charts on violation crimes, misdemeanor crimes, and felony crimes Journal assignment on the differences between violations, misdemeanors and felonies Module Quiz #1 Participation in weekly drill and physical fitness training Current events report of the week 	Career Ready Practice CRP1,2,3,7,12	Literacy RST.9-10.1,2,7 WHST.9-10.2,4
				Cluster Standards LW1	ELA RSI.9-10.1,2,4,7,9 W.9-10.2-7 SL.9-10.1,2,4,5,6 L.9-10.1,2,3,5,6
				Pathway Standards LW-ENF5	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 26-30 The Penal Law	<ul style="list-style-type: none"> Why do we have laws? 	<ul style="list-style-type: none"> Explain why laws exist Discuss the meaning of penal 	<ul style="list-style-type: none"> Journal assignment on the reasons society needs a 	Career Ready Practice CRP1,2,3,4,7,12	Literacy RST.9-10.1,2 WHST.9-10.2,4

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
Drill and Ceremony (D&C) and Physical Training (PT)	<ul style="list-style-type: none"> What is the Penal Law? Why should laws be updated? Are you physically and mentally fit? 	<ul style="list-style-type: none"> law and when it was enacted Describe the rationale behind continued penal law updates Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> system of laws Short research papers stating reasons and events impacting the need for law updates Participation in weekly drill and physical fitness training Current events report of the week Written and Practical Exams 		
				Cluster Standards LW1,5	ELA RSI.9-10.1,2,4,7,9 W.9-10.2-7 SL.9-10.1,2,4,5,6 L.9-10.1,2,3,5,6
Search Techniques	<ul style="list-style-type: none"> Do you know how to properly search buildings for suspects and suspects for contraband? 	<ul style="list-style-type: none"> Understand the importance of systematic search techniques 		Pathway Standards LW-ENF5	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Weeks 31-36 Case Law Drill and Ceremony (D&C) and Physical Training (PT)	<ul style="list-style-type: none"> Where do we derive legal interpretations from? Do you know some key cases that have formed how we enforce laws now? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Understand the importance of courts and how the legal process informs today's laws Discuss the historical precedents in case law that shape our understanding of laws Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> Complete assessments of cases assigned Quiz #1 on Case Law Exam on Case Laws Participation in weekly drill and physical fitness training Current events report of the week 	Career Ready Practice CRP1,2,3,12	Literacy
				Cluster Standards LW1,5	ELA RSI.9-10.1,2,4,7,9 W.9-10.2-7 SL.9-10.1,2,4,5,6 L.9-10.1,2,3,5,6
				Pathway Standards LW-ENF 1,5	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Weeks 37-38 CPR/First Aid Drill and Ceremony (D&C) and Physical Training (PT) Arrest Procedures	<ul style="list-style-type: none"> What is CPR/First Aid? Why is CPR & First Aid certification important for law enforcement personnel? Are you physically and mentally fit? Do you know the proper arrest procedures? 	<ul style="list-style-type: none"> Understand heart and lung A & P and make informed decisions about when to administer CPR Obtain CPR and First Aid Certification Improve fitness levels and work as a member of a cohesive unit/team Miranda and proper arrest process and procedures 	<ul style="list-style-type: none"> CPR/First Aid Certification Exam Participation in weekly drill and physical fitness training Physical Fitness Test Current events report of the week Practical exam 	Career Ready Practice CRP1,3,8,9,12	Literacy RST.9-10.1,2,3 WHST.9-10.2,4
				Cluster Standards LW4	ELA RSI.9-10.1,2,4 SL.9-10.1,6 L.9-10.1,2,3,5,6
				Pathway Standards LW-ENF1,4	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
Week 39-40 Drill and Ceremony (D&C) and Physical Training (PT) Review and Final Exam	<ul style="list-style-type: none"> What have I learned this year? 	<ul style="list-style-type: none"> Review for Final Exam 	<ul style="list-style-type: none"> Final Physical Fitness Test Written Final Exam 	Career Ready Practice CRP2,3	Literacy RST.9-10.1,2 WHST.9-10.2,4
				Cluster Standards LW1,2,3,5	ELA RSI.9-10.1,2,4,7,9 W.9-10.2-7 SL.9-10.1,2,4,5,6 L.9-10.1,2,3,5,6
				Pathway Standards LW-ENF1,5	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5

**Syracuse City School District
Career and Technical Education Program
Course Syllabus
LEE 300: Law Enforcement 300**



Program Overview

The Law Enforcement program prepares students for a variety of related careers through lecture and demonstration, guest speakers, field trips, job shadows and internships. Students will learn about legal and court systems and the attitudes and personal fitness levels necessary for a career in the field. The interactive learning experiences increase understanding of critical subject matter, including crime scene investigation and evidence analysis, terrorism and Incident Command Systems. Students practice teamwork and professionalism and learn about interagency collaboration with related organizations. Upon successful completion of LEE 100, 200, 300 and 400 students may earn 12th grade integrated science and ELA credits. Students will also have the opportunity to earn college credits for courses taken during the 400 level.

Course Description

The Law Enforcement 300 course will provide an overview of police, courts and corrections through a blending of rigorous academics and experiential activities, as well as physical and mental fitness. It will introduce advanced rules, regulations and standards that students will need to embrace to be successful. The course will also prepare students for entry into a college level course (CJ 101) with Onondaga Community College. Students will understand how law enforcement integrates into Incident Command Systems through certification in the Federal Emergency Management Agency in two courses. The higher level class standards and certifications will drive academic rigor and lay the foundation for success in understanding the criminal justice system and how police and law enforcement integrate with courts and corrections. Students will review court cases and outcomes as they relate to law enforcement at the local, state and national levels. Students will be introduced to case law, criminal justice agencies, tactics, procedures and techniques through a wide network of supporting organizations. Students will prepare for the written and practical aspects of the National certification Precision Exam for Law Enforcement.

Course Objectives

1. Students will understand and identify the reasoning behind advanced personal and mental fitness as it applies to the law enforcement career field.
2. Students will certify in FEMA courses IS 100.LEB and IS 700.A in order to further their understanding of the ways multiagency response to emergency situations happens and how a command structure is established.
3. Students will apply teamwork, communication skills and research practices to assigned projects.
4. Students will learn and apply advanced knowledge of penal laws, to include distinction between felonies and misdemeanors, and how they are used in policing, courtroom procedures and corrections.
5. Students will learn aspects for preparation for the written and practical National Precision Exam for Law Enforcement.

Integrated Academics

N/A

Equipment and Supplies

School will provide: Textbook and field trip opportunities

Student will provide: Writing utensils – pens and pencils, notebook and filler paper

Textbook

Hayes, Bill; Croddy, Marshall. Criminal Justice in America, 5th Edition. Los Angeles: Constitutional Rights Foundation, 2012

Grading

- 25% Homework, quizzes, etc.
- 25% Tests, reports, projects
- 25% Class Participation
- 25% Drill and Physical Fitness

Additional Course Policies

Uniform Standard Operating Procedure applies

Cell phones are prohibited during instruction

Course Calendar

Quarter	Units of Study
1	<ul style="list-style-type: none">• Advanced Drill and Ceremony and Physical Fitness• Criminal Justice Definitions• FEMA Incident Command Systems• Precision Exam preparation
2	<ul style="list-style-type: none">• Law Enforcement Research Paper• Crime Scene Investigation• Precision Exam preparation
3	<ul style="list-style-type: none">• Police as a Pillar of the Criminal Justice System• Courts as a Pillar of the Criminal Justice System• Corrections as a Pillar of the Criminal Justice System• Precision Exam preparation
4	<ul style="list-style-type: none">• Individual Rights and Public Order• Due Process• Discretionary and Ethical Issues in the Criminal Justice System• Precision Exam preparation/Exams• Final Scenario Exam

Syracuse City School District
Career and Technical Education Program
Scope and Sequence
LEE 300: Law Enforcement 300



Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to do)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
Week 1-2 Introductions Initial Fitness Exam	<ul style="list-style-type: none"> Who are we? How do our personal norms shape who we are and how we relate to others? In what ways do our personal attitudes and demeanors effect how others perceive us as individuals? What do we want to accomplish in this class? What is the importance of personal physical fitness? Why do we need to participate in a physical fitness program in the Law Enforcement class? 	<ul style="list-style-type: none"> Understand the group dynamics and how it relates to law enforcement Describe the connection between our thoughts and feelings and the image we project Discuss the relationship of this image to the positive or negative impact on interpersonal communication skills needed in law enforcement Describe the physical characteristics required for a career in law enforcement Determine baseline fitness test results Individual assessment of fitness improvements needed to meet law enforcement requirements 	<ul style="list-style-type: none"> Participation in learning and hands-on activities Physical Fitness Test (based on standards of the Cooper Institute for Aerobics Research) once per marking period (quarter) Fitness journaling with baseline results and personal improvement goals Current events report of the week 	Career Ready Practice CRP1,2,4	Literacy RST.11-12.1,2 WHST.11-12.2,4
				Cluster Standards LW-1	
				Pathway Standards LW-ENF1	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 3 Rules and Regulations for Law Enforcement Class Drill and Ceremony (D&C) and Physical	<ul style="list-style-type: none"> What are the rules and regulations in the level 300 Law Enforcement class? How will they help me prepare for a career in law enforcement? Why do first responders wear uniforms? What are the historical reasons for rules and 	<ul style="list-style-type: none"> Understand the proper wearing and appearance of the class uniform Describe the reasoning behind disciplined actions Demonstration of self-discipline and professional conduct in the classroom and school environment Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> Uniform inspection Proper actions when school faculty enters the room Execute the proper commands and actions when faculty enters the area Demonstrate appropriate behaviors between students and between students and 	Career Ready Practice CRP1,2,4,12	Literacy RST.11-12.1,2 WHST.11-12.2,4
					ELA RSI.11-12.1,2,4,6 W.11-12.4 SL.11-12.1,6 L.11-12.1,2
				Cluster Standards	Science NGSSP 3

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to do)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
Training (PT) Precision Exam	regulations? • Are you physically and mentally fit? • Are you prepared for the Precision Exam?	• Written and Practical preparation for the Precision Exams	teachers • Current events report of the week • Weekly exams	Pathway Standards	HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 4-7 Advanced Criminal Justice Vocabulary & Definitions Drill and Ceremony (D&C) and Physical Training (PT)	• How important is it to know the language of your profession? • Do you understand the definition of words used in the criminal justice process? • How does a command of criminal justice vocabulary facilitate communication among law enforcement workers? • Are you physically and mentally fit?	• Demonstrate proficiency in your criminal justice vocabulary • Explain the definition of key words used in everyday law enforcement • Describe how to use key words to define crimes and law enforcement situations • Improve fitness levels and work as a member of a cohesive unit/team	• Current events report • Vocabulary Quiz #1 • Vocabulary Quiz #2 • Correct application of law enforcement vocabulary within the context of class discussions • Participation in weekly drill and physical fitness training • Current events report of the week	Career Ready Practice CRP2,4,12	Literacy RST.11-12.1
				Cluster Standards LW 6	ELA RSI.11-12.1,2,4, 7 W.11-12.1,2,4,6, 7 SL.11-12.1,6 L.11-12.1,2,4,6
				Pathway Standards	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Weeks 8-10 Incident Command System (ICS) and National Incident Management System (NIMS) Drill and Ceremony (D&C) and Physical Training (PT)	• What is the history of ICS? • How do agencies work together on large emergency situations? • What is the relationship between ICS and NIMS? • Why do we need NIMS? • What are the organizational structures used in NIMS? • Are you physically and mentally fit?	• Describe the history, features, principles, and organizational structure of incident command systems • Describe the structure of NIMS • Articulate the reasons we need NIMS • Improve fitness levels and work as a member of a cohesive unit/team	• Completion of FEMA course IS-100 LEB (Introduction to Incident Command System for Law Enforcement) with certification • Completion of FEMA course IS-700.A (National Incident Management System, An Introduction) with certification • Participation in weekly drill and physical fitness training • Current events report of the week	Career Ready Practice CRP1,2,4,12	Literacy RST.11-12.1,3
				Cluster Standards LW2,3	ELA RSI.11-12.1,2,4,7 W.11-12.4 SL.11-12.1,2,6 L.11-12.1,2,6
				Pathway Standards LW-ENF1,4,11	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to do)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
Weeks 11-13 Law Enforcement Research Paper Project Drill and Ceremony(D&C) and Physical Training (PT)	<ul style="list-style-type: none"> How will I select a research topic? How many pages should the paper be? What are the required number of references? How are references cited? How do copyright laws affect me? How should it be formatted? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Research and write about a Criminal Justice topic Learn to use literacy skills to communicate learning What methods of research can be used to complete a research paper Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> Completion of a research paper Participation in weekly drill and physical fitness training Current events report of the week 	Career Ready Practice CRP2 4,7,12	Literacy RST.11-12.1 WHST.11-12.2,4,6,7
				Cluster Standards	ELA RSI.11-12.1,2,4, 7
				Pathway Standards	W.11-12.2,4,5,6,8,9 SL.11-12.1,6 L.11-12.1,2,6
Weeks 14-20 Crime Scene Investigation Drill and Ceremony(D&C) and Physical Training (PT)	<ul style="list-style-type: none"> How can scientific methods help solve problems? How is evidence collected and analyzed? What is the value of evidence? What procedures are implemented at a crime scene and why are they important? What are the distinguishing duties for various forensic specialists, and how does the legal system control these responsibilities? How is a crime scene processed? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Demonstrate or explain activities prior to conducting a crime scene search Obtain information from the responding officer and secure the scene Explain and demonstrate knowledge and use of constitutional law and Federal Rules of Evidence governing search and seizure Explain and demonstrate the proper use of crime scene photography Document photographs taken at the crime scene Properly search for, collect and remove physical evidence from a crime scene Demonstrate and explain and appropriate search pattern method to use 	<ul style="list-style-type: none"> Analysis of forensic mistakes during O.J. Simpson trial Crime Scene Scale Triangulate Evidence Evidence Photography Skills USA Crime Scene competition practice simulation Digital Reconstruction (Sketch Up) Scavenger Hunt Photo Results Reading and Questions on Forensic Photography Presentation of crime scene photos using iMovie Participation in weekly drill and physical fitness training Current events report of the week 	Career Ready Practice CRP1,2,4,12	Literacy RST.11-12.1,3,7 WHST.11-12.2,4
				Cluster Standards LW1,4	ELA RSI.11-12.1,2,4,7 W.11-12.2,4,7 SL.11-12.1,4,6 L.11-12.1,2,6
				Pathway Standards LW-ENF1,5	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to do)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
		<ul style="list-style-type: none"> • Triangulate evidence • Demonstrate the ability to prepare an evidence inventory • Demonstrate the ability to remove all evidence and equipment from crime scene • Work together as a professional team to conduct a crime scene investigation • Demonstrate professional bearing and demeanor • Improve fitness levels and work as a member of a cohesive unit/team 			
Weeks 21-23 Police as a Pillar of the Criminal Justice System Drill and Ceremony (D&C) and Physical Training (PT)	<ul style="list-style-type: none"> • How do Police accomplish their goals within the framework of the U.S. Criminal Justice System? • What are the different types of policing? • What is community policing? • How are police integrated with courts and corrections? • Are you physically and mentally fit? 	<ul style="list-style-type: none"> • Identify components and levels of police agencies in the US • Describe state, federal and local law enforcement agencies and their interaction with each other • Explain the role of police in the initial response and throughout the criminal justice process • Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> • Chapter quizzes • Chapter summaries • Participation in weekly drill and physical fitness training • Current events report of the week 	Career Ready Practice CRP1,2,4,12	Literacy RST.11-12.1,3 WHST.11-12.2,4
				Cluster Standards LW4	ELA RSI.11-12.1,2,4,7 W.11-12.2,4-8 SL.11-12.1,2,6 L.11-12.1-6
				Pathway Standards LW-ENF1,5	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Weeks 24-26 Courts as a Pillar of the Criminal Justice System Drill and Ceremony(D&C)	<ul style="list-style-type: none"> • What levels of courts exist in the U.S. Criminal Justice System? • What roles exist in each level of the court system? • What branch of government do courts 	<ul style="list-style-type: none"> • Understand the right of due process and the sixth amendment to the US Constitution • Describe how the courts in the US Criminal Justice System work as a check and balance for our government 	<ul style="list-style-type: none"> • Chapter quizzes • Chapter summaries • Participation in weekly drill and physical fitness training • Current events report of the week 	Career Ready Practice CRP 1, 2, 4, 12	Literacy RST.11-12.1,3 WHST.11-12.2,4
				Cluster Standards LW4	ELA RSI.11-12.1,2,4,7 W.11-12.2,4-8 SL.11-12.1,2,6 L.11-12.1-6
				Pathway Standards	

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to do)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
and Physical Training (PT)	<ul style="list-style-type: none"> fall under? What qualifications are needed to serve as a judge/justice at different levels of the Criminal Justice System? What is a District Attorney? Public Defender? Attorney General? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Understand the function of interpreting laws for the courts and give examples of it Describe how the courts shape the laws we abide by Improve fitness levels and work as a member of a cohesive unit/team 		LW-ENF1,5	Science
Weeks 27-28 Corrections as a Pillar of the Criminal Justice System Drill and Ceremony(D&C) and Physical Training (PT) Precision Exam	<ul style="list-style-type: none"> What is a jail? What is a prison? What are probation and parole? How does corrections support police and courts in the Criminal Justice System? Are you physically and mentally fit? Are you prepared for the Precision exams? 	<ul style="list-style-type: none"> Identify levels of corrections in the US Criminal Justice System Understand prison culture Describe what recidivism is and what some statistics are that help shape sentencing Describe how probation and parole are similar and different Written and Practical preparation for the Precision Exams 	<ul style="list-style-type: none"> Chapter quizzes Chapter summaries Participation in weekly drill and physical fitness training Current events report of the week Weekly Exams 	Career Ready Practice CRP1,2,4,12	Literacy RST.11-12.1,3 WHST.11-12.2,4
				Cluster Standards LW4	ELA RSI.11-12.1,2,4, 7 W.11-12.2,4-8 SL.11-12.1,2,6 L.11-12.1-6
				Pathway Standards LW-ENF1,5	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Weeks 28-30 Three major pillars (Police, Court and Corrections) of the Criminal Justice System Drill and Ceremony (D&C) and	<ul style="list-style-type: none"> What are the three main sub-components of the Criminal Justice System in the United States? How are the components connected? Describe and connect the three major pillars of the Criminal Justice System? 	<ul style="list-style-type: none"> Identify the pillars of the Criminal Justice System and how they interact Explain the different pillars and how they are rooted in the US Constitution Describe the checks and balances each pillar provide to each other? To the executive and legislative branches of government? Improve fitness levels and 	<ul style="list-style-type: none"> Graphic representation of the interconnections of the three systems with descriptions of their inter-relationships Police Exam Courts Exam Corrections Exam Participation in weekly drill and physical fitness training 	Career Ready Practice CRP1,2,4,12	Literacy RST.11-12.1,3 WHST.11-12.2,4
				Cluster Standards LW4	ELA RSI.11-12.1,2,4, 7 W.11-12.2,4-8 SL.11-12.1,2,6 L.11-12.1-6
				Pathway Standards LW-ENF1,5	Science NGSSP 3

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to do)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
Physical Training (PT)	<ul style="list-style-type: none"> What is the role of Police in Criminal Justice? What is the role of the Courts in Criminal Justice? What is the role of Corrections in Criminal Justice? Are you physically and mentally fit? 	work as a member of a cohesive unit/team	<ul style="list-style-type: none"> Current events report of the week 		HS-LS1-3 PS.S2.K1 PS.S6.K5
Weeks 31-33 Individual Rights vs. Public Order Drill and (D&C) and Physical Training (PT) Precision Exams	<ul style="list-style-type: none"> What is meant by the "Scales of Justice?" How does the Criminal Justice System keep individual rights and public order in balance? Are you physically and mentally fit? Are you prepared for the Precision Exams? 	<ul style="list-style-type: none"> Describe how justice and equality apply to the Criminal Justice System Identify the decisions that have shaped how we balance rights and order Understand Posse Comitatus Act Improve fitness levels and work as a member of a cohesive unit/team Written and Practical preparation for the Precision Exams 	<ul style="list-style-type: none"> Chapter quizzes Chapter summaries Participation in weekly drill and physical fitness training Current events report of the week Weekly Exams 	Career Ready Practice CRP1,2,4,8,9,12	Literacy RST.11-12.1 WHST.11-12.2,4
				Cluster Standards LW4,6	ELA RSI.11-12.1,2,4, 7 W.11-12.2,4-8 SL.11-12.1,2,6 L.11-12.1-6
				Pathway Standards LW-ENF1,5,6	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Weeks 34-36 Due Process Drill and Ceremony (D&C) and Physical Training (PT)	<ul style="list-style-type: none"> What laws and constitutional amendments guarantee due process? How does due process effect police, courts and corrections as pillars in the Criminal Justice System? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Describe the roles of each pillar in due process Understand individual, police and victim rights in due process Identify the cases in US history that have addressed due process and the results of those cases Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> Chapter quizzes Chapter summaries Participation in weekly drill and physical fitness training Current events report of the week 	Career Ready Practice CRP1,2,4,8,9,12	Literacy RST.11-12.1 WHST.11-12.2,4
				Cluster Standards L 4 6	ELA RSI.11-12.1,2,4, 7 W.11-12.2,4-8 SL.11-12.1,2,6 L.11-12.1-6
				Pathway Standards LW-ENF1,5,6	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5

Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to do)	Assessment Evidence of Learning	Related Standards	CCLS Literacy, Math, Science
Weeks 37-38 Discretionary and Ethical Issues Drill and Ceremony (D&C) and Physical Training (PT)	<ul style="list-style-type: none"> What are discretionary issues in the Criminal Justice System? What are ethical issues in the Criminal Justice System? How do discretionary and ethical issues directly and indirectly effect the pillars of the Criminal Justice System? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Identify different discretionary and ethical issues as it relates to law enforcement Describe the effects of ethical precedents and court decisions on today's Criminal Justice System Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> Chapter quizzes Chapter summaries Participation in weekly drill and physical fitness training Current events report of the week 	Career Ready Practice CRP1,2,4,8,9,12	Literacy RST.11-12.1 WHST.11-12.2,4
				Cluster Standards LW4	ELA RSI.11-12.1,2,4, 7 W.11-12.2,4-8 SL.11-12.1,2,6 L.11-12.1-6
				Pathway Standards LW-ENF1,5	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 39-40 Drill and Ceremony (D&C) and Physical Training (PT) Review and Final Exam	<ul style="list-style-type: none"> What have I learned this year? 	<ul style="list-style-type: none"> Review for Final Exam 	<ul style="list-style-type: none"> Final Physical Fitness Test Written Final Exam 	Career Ready Practice CRP1,2,4,8,9,12	Literacy RST.11-12.1,2
				Cluster Standards	ELA RSI.11-12.1,2,4, 7,9 W.11-12.2-7 SL.11-12.1,2,4,5, 6 L.11-12.1,2,3,5,6
				Pathway Standards	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5

**Syracuse City School District
Career and Technical Education Program
Course Syllabus
LEE 400: Law Enforcement 400**



Program Overview

The Law Enforcement program prepares students for a variety of related careers through lecture and demonstration, guest speakers, field trips, job shadows and internships. Students will learn about legal and court systems and the attitudes and personal fitness levels necessary for a career in the field. The interactive learning experiences increase understanding of critical subject matter, including crime scene investigation and evidence analysis, terrorism and Incident Command Systems. Students practice teamwork and professionalism and learn about interagency collaboration with related organizations. Upon successful completion of LEE 100, 200, 300 and 400 students may earn 12th grade integrated science and ELA credits. Students will also have the opportunity to earn college credits for courses taken during the 400 level.

Course Description

The Law Enforcement 400 course will provide an advanced experience to build on Law Enforcement 100, 200 and 300 through a blending of rigorous academics and experiential activities, as well as physical and mental fitness. It progresses the student's knowledge on rules, regulations and standards students need to embrace for career success. The two cornerstone academic pieces are SUPA Forensic Chemistry 113 and Onondaga Community College Criminal Justice 215. Finally, to add the certification process each student will have the opportunity to take the New York State Security Guard Certification 8-hour pre-certification course. The culminating experience of the Law Enforcement curriculum happens in LEE 300 with an internship opportunity, performed with local law enforcement agencies.

Course Objectives

1. Students will understand and apply the reasoning behind advanced personal and mental fitness as it applies to the law enforcement career field.
2. Students will be introduced to Forensic Chemistry and apply the principles to Crime Scene processing.
3. Students will study DNA and Serology evidence and understand the advances in these areas.
4. Students will certify in NYS Security Guard Pre-Certificate Training (8 hours) in order to advance their knowledge of the certification process.
5. Students will apply teamwork, communication skills and research practices to assigned projects.
6. Students will complete the *Introduction to Criminal Law in the United States* and earn the corresponding college credits.
7. Students will complete an internship with a local law enforcement agency.
8. Students will pass the Comprehensive written and practical Precision Law Enforcement Exams to receive certification.

Integrated Academics

- Students will earn the 12th grade integrated ELA credit upon successful completion of LEE 100, 200, 300 and 400.

- Students will earn the 12th grade integrated Science credit upon successful completion of LEE 100, 200, 300 and 400.

Equipment and Supplies

School will provide:

- TBD

Student will provide:

- Writing utensils – pens and pencils
- Notebook and filler paper

Textbook

Hayes, Bill; Croddy, Marshall. Criminal Justice in America, 5th Edition. Los Angeles: Constitutional Rights Foundation, 2012

Grading

- 25% Homework, quizzes, etc.
- 25% Tests, reports, projects
- 25% Class Participation
- 25% Drill and Physical Fitness

Additional Course Policies

- Uniform Standard Operating Procedure applies
- Cell phones are prohibited during instruction

Course Calendar

Quarter	Units of Study
1	<ul style="list-style-type: none"> • Physical Fitness Assessment • Science, Pseudoscience and Statistics • Crime Scene Investigation • Precision Exam Review
2	<ul style="list-style-type: none"> • DNA Analysis • Serology (Blood Spatter Evidence) • Internships • Precision Exam Review
3	<ul style="list-style-type: none"> • NYS Security Guard Certification Training • Introduction to Criminal Law (Part 1) • Internships • Precision Exam Review
4	<ul style="list-style-type: none"> • Introduction to Criminal Law (Part 2) • Internships • Precision Exams (Written and Practical-3 parts)

Syracuse City School District
Career and Technical Education Program
Scope and Sequence
LEE 400: Law Enforcement 400



Time Frame Unit of Study	Key Questions	Key Learning Targets (Students will know and be able to)	Assessment Evidence of Learning	CTE Standards	CCLS Literacy, ELA Math, Science
Week 1 Introductions/ Expectations Communication in Law Enforcement and Forensic Science SUPA Forensic Chemistry/PPE & Lab Safety! Initial Fitness Assessment	<ul style="list-style-type: none"> Who are we and what do we want to accomplish in this class? What are active learning strategies? How do our personal norms and attitudes shape who we are and how we relate to others/how others perceive us? What professional and academic skills are required in forensic science? Why is physical fitness important in law enforcement? 	<ul style="list-style-type: none"> Understand individual and group dynamics and how it relates to interpersonal communication in law enforcement Explain the mindset, qualities and skills required for success in Forensic Science Describe the physical requirements for a career in law enforcement and determine baseline fitness levels Present a personal action plan for success Demonstrate proper hand washing, gloving and de-gloving Adhere to all safety protocols 	<ul style="list-style-type: none"> Presentation: Active Learning Strategies Poster Teach Back Lab: Safety and practice Current events report of the week. Article: Active Learning Strategies Argument: OK-Corral Shootout Initial Physical Fitness Test (Cooper Institute for Aerobics Research) Fitness journaling with baseline results and personal improvement goals 	Career Ready Practices CRP2,4,5,6,8,10,11	Literacy RST.11-12.2,4 4,7,8,9 WHST.11-12.2, 4,7,9
				Cluster Standards HL5 LW5 ST4	ELA RSI.11-12.1,2,4,6 W.11-12.1,4,6 SL.11-12.1,2,4,5,6 L.11-12.1,2,3,4, 5,6
				Pathway Standards HL-BRD6 LW-ENF1,5,6 ST-SM3,4	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 2 SUPA Forensic Science Evidence in the Legal System Weekly Drill & Ceremony & Physical	<ul style="list-style-type: none"> What are the legal foundations for criminal justice and the professional legal/ethical responsibilities of forensic scientists in the United States? How is Forensic Science portrayed in the Media? 	<ul style="list-style-type: none"> Describe what is meant by the terms forensic science and criminalistics Explain the relationship between the law, basic science and applied science Explain how forensic science has developed through history to its present state Define Locard's Exchange Principle 	<ul style="list-style-type: none"> Lab: Anthropometry POGIL: Historic Development of Forensic Science Debate: New Jersey v. T.L.O. Quiz Ch. 1 Ch. Reading & Questions Presentations Participation in weekly 	Career Ready Practices CRP2,4,6,8,10,11	Literacy RST.11-12.1,2,3, 4,7,8,9 WHST.11-12.1,2, 4,7,8,9
				Cluster Standards HL1,5 LW1,5,6 ST4,5,6	ELA RSI.11-12.1,2, 4,6 W.11-12.1,2,4, 5,6,7,8,9 SL.11-12.1,2,4,5,6 L.11.12.1-6

Training Precision Exam	<ul style="list-style-type: none"> Are you physically and mentally fit? Are you ready for the Precision Exam? 	<ul style="list-style-type: none"> Improve fitness levels and work as a member of a cohesive unit/team. Written and Practical preparation for the Precision Exams 	drill and physical fitness training. <ul style="list-style-type: none"> Current event reports Weekly Exams 	Pathway Standards HL-BRD6 LW-ENF1,5,6,10, ST-SM2,3,4	Science NGSS 1,2,6,7 NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 3-4 SUPA Forensic Science Crime Scene Investigation	<ul style="list-style-type: none"> How is a crime scene processed? What procedures are implemented at a crime scene and why are they important? How is evidence collected and analyzed? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Explain when evidence is admissible and inadmissible in court Describe types of comparison analyses and when they are used Dramatize search patterns Sequence the steps of a crime scene investigation from initiation to completion Describe jobs assigned during an investigation, and apply respective skill sets to a model Discuss the importance of the chain of custody and search warrants. Apply crime scene vocabulary Improve fitness levels 	<ul style="list-style-type: none"> Debate: New Jersey v. T.L.O. Activity: Crime Scene Search Patterns Activity: Crime Scene Reconstruction Labs: Scavenger Hunt, Claymation, Fingernail Crud and Glitter Diatoms Digital (Sketch Up) or Physical (Doll House) Crime Scene Reconstruction Exam: Ch. 1 and 2 Participation in weekly drill and physical fitness Current event reports 	Career Ready Practices CRP 2,4,6,8,10,11	Literacy RST.11-12.1,2,3, 4,7,8,9 WHST.11-12.1,2, 4,7,8,9
				Cluster Standards HL1,5 LW1,5,6 ST4,5,6	ELA RSI.11-12.1,2, 4,6 W.11-12.2,4,6 SL.11-12.1,2,4, 5,6 L.11-12.1-6
				Pathway Standards HL-BRD6 LW-ENF1,5,6,10, ST-SM2,3,4	Science NGSS 1,2,6,7 NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 5-7 SUPA Forensic Science Science, Pseudoscience and Statistics	<ul style="list-style-type: none"> What is Science? What is Pseudoscience? How can scientific methods help solve problems? How are statistics and probability used in Forensic Science? How do we estimate the reliability of measurements? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Explain what is necessary for science and the differences between science and pseudoscience Describe the scientific method Explain how the scientific method applies to forensic investigations Explain what is meant by circumstantial evidence and describe its limitations Explain what is meant by probability and statistics Improve fitness levels and work as a team member 	<ul style="list-style-type: none"> Science vs Pseudoscience Mini-Video Accuracy, Percent Error, Reliability Metric System Notes Dimensional Analysis Notes Science vs Pseudo-Science POGIL Article: Emperor in the Courtroom Weekly drill and fitness Current events report of the week 	Career Ready Practices CRP 2,4,5,8,11	Literacy RST.11-12.1,2,3, 4,7,8,9 WHST.11-12.1,2, 4,7,8,9
				Cluster Standards HL1 LW2,4,5 ST2,6	ELA RSI.11-12.1,2, 4,6 W.11-12.1,4,6 SL.11-12.1,2,4, 5,6 L.11-12.1-6
				Pathway Standards HL-BRD2,4 LW-ENF1,4,5,6,10, 12 ST-SM1,2,4	Science NGSS 1,2,6,7 HS-ETS1-2 NGSSP 3 HS-LS1-3 PS.S2.K1

					PS.S6.K5
Week 8-10 SUPA Forensic Science Microscopy & Methods in Examining Biological Evidence	<ul style="list-style-type: none"> How do scientists accurately observe and measure evidence? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Measure and express precise measurements using correct units Convert between units Explain the SI system of measurement and how it works Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> Microscope Lab Notes: Microscopy Reading Questions Intro 2 Exam: Ch. 3 and 4 Participation in weekly drill and physical fitness Current event reports 	Career Ready Practice CRP2,8,11,12	Literacy RST.11-12.1,4 WHST.11-12.2,4
				Cluster Standards HL1 ST1,2,6	ELA RSI.11-12.1,4 W.11-12.4 SL.11-12.1 L.11-12.1,2,6
				Pathway Standards HL-BRD LW-ENF1,5 ST-SM1,2,4	Science NGSSP 1,2,3,7, 8 HS-PS4-5 HS-PS4-6 NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 11-14 SUPA Forensic Science DNA Analysis	<ul style="list-style-type: none"> What is the structure of DNA and what are the forensic applications of DNA? How does Mitochondrial DNA and Y Chromosomal Typing work? What are DNA Databanks and how are they used in Forensic Science? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Diagram the DNA molecule Describe the chemical structure of DNA and its genetic information Describe how crime-scene evidence is processed for DNA Demonstrate collecting, packaging and analyzing crime scene DNA Compare and contrast genes, chromosomes, introns and exons Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> DNA Extraction DNA POGIL Reading Questions DNA Genetic Record DNA Profiling Interactive Labs: Restriction Enzyme ID, DNA Extraction, Muscular Dystrophy Extension: Crime Scene DNA Paper PCR Participation in weekly fitness training Current event reports 	Career Ready Practices CRP 2,4,8,11	Literacy RST.11-12.1,2, 3,4,7,8,9 WHST.11-12.1, 2,4,7,8,9
				Cluster Standards HL1 LW2,4 ST2,6	ELA RSI.11-12.1,2, 4,6 W.11-12.1,2, 4-9 SL.11-12.1,2,4, 5,6 L.11-12.1-6
	Precision Exams	<ul style="list-style-type: none"> Are you prepared for the Precision Exams? 	<ul style="list-style-type: none"> Written and Practical preparation for the Precision Exams 	Pathway Standards HL-BRD2,3,4 LW-ENF1,5,6,10, 12 ST-SM2,4	Science NGSSP 1,2,3,4, 6,7,8. HS-LS1-1 HS-LS3-1 HS-LS3-3 NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5

Week 15-17 SUPA Forensic Science Serology: Blood Spatter	<ul style="list-style-type: none"> How is blood identified at a crime scene? How are blood patterns analyzed? What is serology and how is it used to solve crimes? How are Serology and other Biological Fluids analyzed? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Explain blood functions, types and hereditary patterns Describe blood pattern analysis, how it reveals events and how blood is identified as human Calculate blood alcohol concentrations Improve fitness levels and work as a member of a cohesive unit/team 	<ul style="list-style-type: none"> Ernie's Exit Lab Blood Basics Online (Computer Lab) Blood Spatter Lab- single & multiple droplets Reading Questions Participation in weekly fitness training Current events report of the week 	Career Ready Practices CRP 2,4,8,11	Literacy RST.11-12.1,2,3,4,7,8,9 WHST.11-12.2,4,7,8,9
				Cluster Standards HL1,3 LW3,4 ST2,6	ELA RSI.11-12.1,4 W.11-12.4 SL.11-12.1 L.11-12.1,2,6
				Pathway Standards HL-BRD2,4 LW-ENF1,10,12 ST-SM1,2,4	Science NGSSP 1,2,3,4,6,7,8 HS-PS 2-3 NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 18-20 SUPA Forensic Science Anatomical Evidence: Outside Story	<ul style="list-style-type: none"> What are the skin's components and what is its role in crime scene investigations? How are fingerprints identified and classified? How is fiber evidence analyzed in a crime scene? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Describe the structures and functions of the skin Explain skin ridge patterns and how they are detected as fingerprints Utilize fingerprint classifications, including the primary (Henry System) "fraction" calculations and discuss the three fundamental principles of fingerprinting Analyze the pores and spots between the friction ridges using tertiary classification Improve fitness levels toward personal goals 	<ul style="list-style-type: none"> Fingerprint Lab Fiber Microscopy Fiber Burn Testing Reading Questions Activity: Chemical Reactions Demonstration Extension: Op-Ed: Debunk FBI Hair Forensics Activity: Skin Model Demonstration: Latent Fingerprint visualization methods Participation in fitness training Current event reports 	Career Ready Practices CRP2,4,8,11	Literacy RST.11-12.1,2,3,4,7,8,9 WHST.11-12.1,2,4,7,8,9
				Cluster Standards HL1 LW2,4 ST2,6	ELA RSI.11-12.1,4 W.11-12.4 SL.11-12.1 L.11-12.1,2,6
				Pathway Standards HL-BRD2,4 LW-ENF1,10,12 ST-SM1,2,4	Science NGSSP 1,2,3,6,7,8 HS-LS1-2 NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 21 New York State 8-Hour Security	<ul style="list-style-type: none"> What are the standards to work as a certified NYS Security 	<ul style="list-style-type: none"> Understand the academic requirements to be a certified security guard in NYS 	<ul style="list-style-type: none"> Resumes Participation in weekly drill and physical 	Career Ready Practices	Literacy RST.11-12.1,2,4,6 WHST.11-12.4,5,6

Guard Certification	<div>Guard</div> <ul style="list-style-type: none">• Are you physically and mentally fit?	<ul style="list-style-type: none">• Complete the 8 hour pre course certification for NYS• Understand the daily challenges of local law enforcement agencies	<div>fitness</div>	Cluster Standards CRP8,10,12,	ELA RSI.11-12.1,2,4 SL.11-12.1,6 L.11-12.1,2,3, 5,6
Precision Exams	<ul style="list-style-type: none">• Written and Practical preparation for the Precision Exams	<ul style="list-style-type: none">• Improve fitness Written and Practical preparation for the Precision Exams	<ul style="list-style-type: none">• Weekly Exams	Pathway Standards LW1,4,5,6,8,9,10	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 22 (Onondaga Community College CJ 215 “Criminal Law” or OCC CJ 215) Chapter 1: Criminal Law: Purposes, Scope and Sources Internships	<ul style="list-style-type: none">• Where do we as a country and state derive our laws?• What procedural processes do we follow in order to ensure due process of the law?• How can an internship assist your learning?• Are you physically and mentally fit?	<ul style="list-style-type: none">• Define and differentiate the function of various courts and the jurisdictional power of each• Demonstrate professionalism as the student interacts with outside agencies• Understand the daily challenges of local law enforcement agencies• Improve fitness levels	<ul style="list-style-type: none">• Weekly quiz• Resumes• Weekly internship journal entries• Participation in weekly drill and physical fitness	Career Ready Practices CRP2,4,8,11	Literacy RST.11-12.1,2,4,6 WHST.11-12.4,5, 6
				Cluster Standards LW1,2,3,5,8,9	ELA RSI.11-12.1,2,4,7 W.11-12.2,4-8 SL.11-12.1,2,6 L.11-12.1-6
				Pathway Standards	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 23 OCC CJ 215 “Criminal Law” Chapter 2: Jurisdiction Chapter 3: Essential Elements of a Crime Internships	<ul style="list-style-type: none">• What does jurisdiction mean?• What are the jurisdictional lines in your community, county or state for police agencies?• What elements need to be present in order for criminal charges?• Are you physically and mentally fit?	<ul style="list-style-type: none">• Identify basic prima facie elements required for criminal charges• Demonstrate professionalism as the student interacts with outside agencies• Understand the daily challenges of local law enforcement agencies• Improve fitness levels	<ul style="list-style-type: none">• Weekly quiz• Internship writing project• Resumes• Weekly internship journal entries• Participation in weekly drill and physical fitness	Career Ready Practices CRP2,4,8,11	Literacy RST.11-12.1,2,3,4 ,8 WHST.11-12. 3,4, 10
				Cluster Standards LW2,3,8,9	ELA RSI.11-12.1,2, 4,7 W.11-12.2,4-8 SL.11-12.1,2,6 L.11-12.1-6
				Pathway Standards	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 24 OCC CJ 215	<ul style="list-style-type: none">• What are the elements necessary to prove	<ul style="list-style-type: none">• Understand liability and how it applies to evidence	<ul style="list-style-type: none">• Weekly quiz• Resumes	Career Ready Practices CRP2,4,8,11	Literacy

“Criminal Law” Chapter 4: Criminal Liability Internships	liability? <ul style="list-style-type: none"> What levels are needed for liability? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Describe the difference between criminal and civil courts Demonstrate professionalism as the student interacts with outside agencies Understand challenges of local law enforcement agencies Improve fitness levels 	<ul style="list-style-type: none"> Weekly internship journal entries Participation in weekly drill and physical fitness training 		
				Cluster Standards LW1,2,3,8,9	ELA RSI.11-12.1,2, 4,7 W.11-12.2,4-8 SL.11-12.1,2,6 L.11-12.1-
				Pathway Standards	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 25 OCC CJ 215 “Criminal Law” Chapter 5: Criminal Responsibility and the Capacity to Commit a Crime Internships	<ul style="list-style-type: none"> What is motive? How are the elements of a crime connected to proving guilt? What is mens rea? What is actus rea? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Describe the levels of proof for a criminal trial Understand the mental capacity of a person and how it applies to guilt or innocence Demonstrate professionalism as the student interacts with outside agencies Understand challenges of local law enforcement agencies Improve fitness levels 	<ul style="list-style-type: none"> Quiz #1 (Chapters 1-4) Resumes Weekly internship journal entries Participation in weekly drill and physical fitness training 	Career Ready Practices CRP2,4,8,11	Literacy
				Cluster Standards LW2,3,7,8,9	ELA RSI.11-12.1,2, 4,7 W.11-12.2,4-8 SL.11-12.1,2,6 L.11-12.1-6
				Pathway Standards	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 26 OCC CJ 215 “Criminal Law” Chapter 6: Law Governing the Use of Force Internships	<ul style="list-style-type: none"> What cases have shaped the laws governing the use of force? What is a force continuum? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Explain the procedural rules and constitutional framework governing arrest, search and seizure Ensure that you can recognize the minimum amount of force needed for scenarios Demonstrate professionalism as the student interacts with outside agencies Understand challenges of local law enforcement agencies Improve fitness levels 	<ul style="list-style-type: none"> Weekly quiz Resumes Weekly internship journal entries Participation in weekly drill and physical fitness 	Career Ready Practices CRP 2,4,8,11	Literacy RST.11-12.1-6 WHST.11-12.2,3, 4,5,10
				Cluster Standards LW2,3,5,6,8,9,10	ELA RSI.11-12.1,2,4,7 W.11-12.2,4-8 SL.11-12.1,2,6 L.11-12.1-6
				Pathway Standards	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5

Week 27 OCC CJ 215 “Criminal Law” Chapter 7: Other Criminal Defenses and Chapter 8: Criminal Punishments Internship	<ul style="list-style-type: none"> • How does each case begin after arraignment? • What is the level of proof needed to prove guilt in a criminal case? • What are the four elements of our corrections system? • Are you physically and mentally fit? 	<ul style="list-style-type: none"> • Describe the rules of evidence • Identify the steps of pretrial, trial, and sentencing procedures • Identify the levels of corrections in the U.S. • Demonstrate professionalism as the student interacts with outside agencies • Understand the daily challenges of local law enforcement agencies • Improve fitness levels 	<ul style="list-style-type: none"> • Weekly quiz • Resumes • Weekly internship journal entries • Participation in weekly drill and physical fitness training 	Career Ready Practices CRP 2,4,8,11	Literacy RST.11-12.1-6 WHST.11-12.2,3,4,5,10
				Cluster Standards LW1,2,3,8,9	ELA RSI.11-12.1,2,4,7 W.11-12.2,4-8 SL.11-12.1,2,6 L.11-12.1-6
				Pathway Standards	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 28 OCC CJ 215 “Criminal Law” Chapter 9: Free Speech, Public Order Crimes, and the Bill of Rights Internships	<ul style="list-style-type: none"> • What does each of the first 10 amendments protect? • How does the first amendment apply to speech, religion, assembly and the press? • Are you physically and mentally fit? 	<ul style="list-style-type: none"> • Identify which amendments protect which rights • Understand how the Bill of Rights works in conjunction with NYS Penal Law • Demonstrate professionalism as the student interacts with outside agencies • Understand the daily challenges of local law enforcement agencies • Improve fitness levels 	<ul style="list-style-type: none"> • Weekly quiz • Resumes • Weekly internship journal entries • Participation in weekly drill and physical fitness 	Career Ready Practices CRP2,4,8,11	Literacy RST.11-12.1-6 WHST.11-12.2,3,4,5,10
				Cluster Standards LW2,3,5,9	ELA RSI.11-12.1,2,4,7 W.11-12.2,4-8 SL.11-12.1,2,6 L.11-12.1-6
				Pathway Standards	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 29 OCC CJ 215 “Criminal Law” Chapter 10: Homicide Internships	<ul style="list-style-type: none"> • What elements are needed to prove a murder charge? • What are the key things to remember when processing a crime scene? • What are the different levels of homicide in criminal court? • Are you physically and mentally fit? 	<ul style="list-style-type: none"> • Understand the different elements needed to prove for murder and manslaughter • Identify the types of proof that can establish motive and other necessary key factors • Demonstrate professionalism as the student interacts with outside agencies • Understand the daily challenges of local law enforcement agencies • Improve fitness levels 	<ul style="list-style-type: none"> • Quiz (Chapters 5-9) • Resumes • Weekly internship journal entries • Participation in weekly drill and physical fitness training 	Career Ready Practices CRP2,4,8,11	Literacy RST.11-12.1-6 WHST.11-12.2,3,4,5,10
				Cluster Standards LW1,2,3,9	ELA RSI.11-12.1,2,4,7,9 W.11-12.2-7 SL.11-12.1,2,4,5,6 L.11-12.1,2,3,5,6
				Pathway Standards	Science NGSSP 3 HS-LS1-3

					PS.S2.K1 PS.S6.K5
Week 30 OCC CJ 215 “Criminal Law” Chapter 11: Assault, Battery and other Crimes Against Person Internships Precision Exams	<ul style="list-style-type: none"> What are the differences between assault and battery? What NY State Penal Laws cover crimes against persons? Are you physically and mentally fit? Are you ready for the Precision Exams? 	<ul style="list-style-type: none"> Identify the elements of crimes against persons Apply knowledge to charges to ensure proper applications Demonstrate professionalism as the student interacts with outside agencies Understand the daily challenges of local law enforcement agencies Improve fitness levels Written and Practical preparation for the Precision Exams 	<ul style="list-style-type: none"> Weekly Quiz Resumes Weekly internship journal entries Participation in weekly drill and physical fitness Weekly Exams 	Career Ready Practices CRP 2,4,8,11	Literacy RST.11-12.1-6 WHST.11-12.2,3,4,5,10
				Cluster Standards LW 3,6,9	ELA RSI.11-12.1,2,4,7,9 W.11-12.2-7 SL.11-12.1,2,4,5,6 L.11-12.1,2,3,5,6
				Pathway Standards	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 31 OCC CJ 215 “Criminal Law” Chapter 12: Sexual Assault, Rape, Prostitution and Related Sex Crimes Internships	<ul style="list-style-type: none"> What are the challenges to proving sexual assault and other related sex crimes? What initiatives work best to investigate sexual crimes? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Identify best practices for crime scene processing of sexual crimes Explain the historic precedents in sexual crime court decisions Demonstrate professionalism as the student interacts with outside agencies Understand the daily challenges of local law enforcement agencies Improve fitness levels 	<ul style="list-style-type: none"> Weekly Quiz Resumes Weekly internship journal entries Participation in weekly drill and physical fitness 	Career Ready Practices CRP2,4,8,11	Literacy RST.11-12.1-6 WHST.11-12.2,3,4,5,10
				Cluster Standards LW3,9	ELA RSI.11-12.1,2,4,7,9 W.11-12.2-7 SL.11-12.1,2,4,5,6 L.11-12.1,2,3,5,6
				Pathway Standards	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 32 OCC CJ 215 “Criminal Law” Chapter 13: Theft and Chapter 14:	<ul style="list-style-type: none"> What are the differences in larceny, robbery and burglary elements? What are the sentencing guidelines for theft related crimes? 	<ul style="list-style-type: none"> Identify the elements of theft related crimes Describe how the addition of weapons to a theft add to the seriousness of the charges Demonstrate professionalism as the student interacts with outside agencies 	<ul style="list-style-type: none"> Weekly Quiz Resumes Weekly internship journal entries Participation in weekly drill and physical fitness training 	Career Ready Practices CRP2,4,8,11	Literacy RST.11-12.1-4 WHST.11-12.2,3,4,5,10
				Cluster Standards LW3,6,9	ELA RSI.11-12.1,2,4,7,9 W.11-12.2-7

Robbery, Burglary and Related Crimes Internships	<ul style="list-style-type: none"> What complications occur during trials for theft related crimes? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Understand the daily challenges of local law enforcement agencies Improve fitness levels 			SL.11-12.1,2,4,5,6 L.11-12.1,2,3,5,6
				Pathway Standards	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 33 OCC CJ 215 “Criminal Law” Chapter 15: White-Collar, Cyber and Commercial Crime Internships	<ul style="list-style-type: none"> What crimes have become more frequent in the last two decades due to better information technology? What does “White-Collar Crime” mean? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Identify white-collar crimes in contrast to other crimes Explain the latest trends in Cyber and Commercial Crimes Understand how law enforcement agencies are keeping up with new technology Demonstrate professionalism as the student interacts with outside agencies Understand challenges of local law enforcement agencies Improve fitness levels 	<ul style="list-style-type: none"> Quiz #3 (Chapters 10-14) Resumes Weekly internship journal entries Participation in weekly drill and physical fitness training 	Career Ready Practices CRP2,4,8,11	Literacy RST.11-12.1-4 WHST.11-12.2,3,4,5,10
				Cluster Standards LW1,3,4,5,9,10	ELA RSI.11-12.1,2,4,7,9 W.11-12.2-7 SL.11-12.1,2,4,5,6 L.11-12.1,2,3,5,6
				Pathway Standards	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 34 OCC CJ 215 “Criminal Law” Chapter 16: Drug Abuse and Alcohol Related Crimes Internships	<ul style="list-style-type: none"> What laws identify drugs in relation to criminal activity? How do drug abuse and alcohol use increase criminal activity? What processes are needed in law enforcement to identify drug and alcohol use? Are you physically and mentally fit? 	<ul style="list-style-type: none"> Describe common drug and alcohol related crimes Identify U.S. trends in drug and alcohol crimes over the past three decades Understand identification techniques in drug & alcohol equipment for law enforcement Demonstrate professionalism as the student interacts with outside agencies Understand challenges of local law enforcement agencies Improve fitness levels 	<ul style="list-style-type: none"> Weekly Quiz Resumes Weekly internship journal entries Participation in weekly drill and physical fitness 	Career Ready Practices CRP2,4,8,11	Literacy RST.11-12.1-4,6,8 WHST.11-12.2,3,4,5,10
				Cluster Standards LW3,6,9	ELA RSI.11-12.1,2,4,7,9 W.11-12.2-7 SL.11-12.1,2,4,5,6 L.11-12.1,2,3,5,6
				Pathway Standards	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 35 OCC CJ 215	<ul style="list-style-type: none"> What is the Patriot Act? 	<ul style="list-style-type: none"> Identify the elements that make a crime an act of terrorism 	<ul style="list-style-type: none"> Weekly Quiz Resumes 	Career Ready Practices CRP2,4,8,11	Literacy RST.11-12.1,3,4,6,8

“Criminal Law” Chapter 17: Terrorism Internships	<ul style="list-style-type: none"> • What acts of terrorism have become most common? • Who has jurisdiction over terrorist activities? • Are you physically and mentally fit? 	<ul style="list-style-type: none"> • Describe the key court decisions that have shaped terrorism laws • Understand the protocol between local and federal agencies for terrorism • Demonstrate professionalism as the student interacts with outside agencies • Understand challenges of local law enforcement agencies • Improve fitness levels 	<ul style="list-style-type: none"> • Weekly internship journal reflections • Participation in weekly drill and physical fitness 		WHST.11-12.2,3,4,5,10
				Cluster Standards LW3,4,5,8,9	ELA RSI.11-12.1,2,4,7,9 W.11-12.2-7 SL.11-12.1,2,4,5,6 L.11-12.1,2,3,5,6
				Pathway Standards	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 36 OCC CJ 215 “Criminal Law” Chapter 18: Organized Crime and Gangs Internships	<ul style="list-style-type: none"> • What is RICO? • How does organized crime and gang activity increase other crimes? • Where do organized criminals and gangs thrive? Why? • Are you physically and mentally fit? 	<ul style="list-style-type: none"> • Explain the geographic centers of organized and gang related crimes over the past two decades • Understand the difference between federal and local laws that apply to organized crime • Demonstrate professionalism as the student interacts with outside agencies • Understand the daily challenges of local law enforcement agencies • Improve fitness levels 	<ul style="list-style-type: none"> • Weekly Quiz • Resumes • Weekly internship journal entries • Participation in weekly drill and physical fitness 	Career Ready Practices CRP 2,4,8,11	Literacy RST.11-12.1,3,4,7,8, WHST.11-12.2,3,4,5,10
				Cluster Standards LW 3,4,5,8,9	ELA RSI.11-12.1,2,4,7,9 W.11-12.2-7 SL.11-12.1,2,4,5,6 L.11-12.1,2,3,5,6
				Pathway Standards	Science NGSSP 3 HS-LS1-3 PS.S2.K1 PS.S6.K5
Week 37 OCC CJ 215 “Criminal Law” Chapter 19: Immigration Crimes, Contempt and Other Crimes	<ul style="list-style-type: none"> • What is ICE? • What is a Sanctuary City? • How can the Fifth Amendment be used? • What agency enforces crimes against the federal governments? • How has technology changed the ability to 	<ul style="list-style-type: none"> • Understand how the government enforces immigration policy • Describe contempt crimes • Identify different crimes against the government • Recognize technological advances that contribute to crimes against the government • Demonstrate professionalism 	<ul style="list-style-type: none"> • Quiz #4 (Chapters 15-19) • Resumes • Weekly internship journal entries • Participation in weekly drill and physical fitness 	Career Ready Practices CRP2,4,8,11	Literacy RST.11-12.1-5,8,10 WHST.11-12.2-1,8,10
				LW2,3,4,5,9,10	ELA RSI.11-12.1,2,7,9 W.11-12.2-7 SL.11-12.1,2,4,5,6 L.11-12.1,2,3,5,6

B. Teacher Certification

The self-study team reviews the teacher certification and training of the school or BOCES' instructional, paraprofessional, and support staff who deliver services within the CTE program seeking approval. New York State teacher certification review should include both CTE teachers and teachers of academic content within the proposed program.

Process

- Reviewers confirm that all CTE teachers hold appropriate New York State teacher certification for the program in which they will teach.
- Reviewers confirm that all teachers of academic content hold appropriate New York State teacher certification for the program in which they will teach.
- Reviewers confirm the appropriate NCLB highly-qualified status for the CTE teachers in programs offering academic credit.
- Reviewers confirm that staff delivering instruction in programs where certification, licensure, or registration by an external entity have acquired the necessary credentials.
- Reviewers confirm that professional development opportunities exist within the school district or BOCES for instructional, paraprofessional, and support staff to acquire and improve skills and knowledge related to instructional enhancement of the CTE program.

Documentation

Recommendations from the review of teacher certification should be included in the self-study report and reviewed by the external committee. A list of all teachers for the program and the New York State teacher certification(s) held by each must be attached to the Application for Career and Technical Education Program Approval.

Resources

New York State Office of Teaching Initiatives
<http://www.highered.nysed.gov/tcert/certificate/certprocess.htm>

Source: <http://www.p12.nysed.gov/cte/ctepolicy/guide.html>

Search Results

Select	First Name	Last Name	MI	City	State	Registration Status
<input checked="" type="radio"/>	SUSAN	CENTORE	E	SYRACUSE	NY	Registered Active

[View Detail](#)

Certificate Information for New York State Teaching Certificate Holder

Certificate Title	Issue / Effective Date	Expiration Date	Status
Business And Distributive Education Permanent Certificate	02/01/2004		Issued
Coordinator of Cooperative Work-Study Programs Permanent Certificate	02/01/2004		Issued
Business Education Provisional Certificate	02/01/1999	01/31/2004	Expired
School District Leader Professional Certificate	04/11/2017		Issued

Certified by the State of New York solely for purposes of employment by the City School District of the City of New York and the operation of the School District.

Search Results

Select	First Name	Last Name	MI	City	State	Registration Status
<input checked="" type="radio"/>	GENO	TURO	G	CATO	NY	N/A

[View Detail](#)

Certificate Information for New York State Teaching Certificate Holder

Certificate Title	Issue / Effective Date	Expiration Date	Status
Physical Education CQ	02/01/1995	01/31/2000	Expired
Physical Education Provisional Certificate	09/01/1996	08/31/2001	Expired
Law Enforcement Services 7-12 Transitional A Certificate	06/15/2021	08/31/2024	Issued

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Search Results

Select	First Name	Last Name	MI	City	State	Registration Status
<input type="radio"/>	ERIC	MANGOLD	G	JAMESVILLE	NY	Registered Active

[View Detail](#)

Certificate Information for New York State Teaching Certificate Holder

Certificate Title	Issue / Effective Date	Expiration Date	Status
English Language Arts 7-12 Initial Certificate	02/01/2008	01/31/2013	Expired
English Language Arts 7-12 Professional Certificate	02/01/2013		Issued

Certified by the State of New York solely for purposes of employment by the City School District of the City of New York and the operation of the School District.

Search Results

Select	First Name	Last Name	MI	City	State	Registration Status
<input checked="" type="radio"/>	MATTHEW	CARON	C	MARCELLUS	NY	Registered Active

[View Detail](#)

Certificate Information for New York State Teaching Certificate Holder

Certificate Title	Issue / Effective Date	Expiration Date	Status
Special Education Permanent Certificate	02/01/2002		Issued
Coordinator of Work-Based Learning Programs for Career Awareness Extension Permanent Extension	11/28/2018		Issued
Special Education Provisional Certificate	02/01/2001	01/31/2006	Expired

Certified by the State of New York solely for purposes of employment by the City School District of the City of New York and the operation of the School District.

Select	First Name	Last Name	MI	City	State	Registration Status
<input checked="" type="radio"/>	JOSEPH	SMITH		MANLIUS	NY	Registered Active

Certificate Title	Issue / Effective Date	Expiration Date	Status
Biology 7-12 Transitional B Certificate	07/02/2014	05/22/2015	Expired
Biology (Grades 5-9) Transitional B Certificate	02/01/2014	05/22/2015	Expired
Biology 7-12 Initial Certificate	05/27/2015	01/31/2021	Expired
Chemistry 7-12 Initial Certificate	09/27/2017	01/31/2023	Issued
Biology 7-12 Professional Certificate	11/30/2019		Issued
Chemistry 7-12 Professional Certificate	03/29/2019		Issued

Certified by the State of New York solely for purposes of employment by the City School District of the City of New York and the operation of the School District.

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C. Technical Assessments Based on Industry Standards

The self-study team reviews the selection of a technical assessment for the program seeking approval. The selected technical assessment must be nationally-recognized and based on industry standards. It must be available to students enrolled in the approved program and must consist of three parts: written, student demonstration, and student project. Successful completion of the technical assessment is not a requirement for high school graduation, but is required for a student to earn a technical endorsement on the high school diploma

The New York State Education Department does not approve, endorse, or certify any technical assessment.

Process

- The school district or BOCES selects an appropriate industry standard technical assessment to measure student proficiency in the technical field for the program. The school district or BOCES may select a New York State licensing examination as the technical assessment.
- The school district or BOCES determines the scheduling and administration of technical assessments. It is not required that the technical assessment be administered at the conclusion of the program. Parts may be administered throughout a student's learning experience.
- The school district or BOCES determines the number of times a student may take a particular technical assessment.
- The school district or BOCES must comply with existing laws and regulations related to administration of technical assessments to students with disabling conditions and provide appropriate testing modifications. Restrictions on student eligibility for testing are the responsibility of the test producer.
- In the absence of an appropriate nationally-recognized industry standard based assessment, a consortium of local, regional, state, business and industry representatives may be formed to produce such an instrument.

- Technical assessments must meet generally recognized psychometric criteria. Therefore, the consortium approach may be expensive because of the many steps required to insure assessment validity, reliability, and security.
- An existing CTE advisory committee or craft committee is not a technical assessment consortium. The school district or BOCES must ensure that the assessment consortium adequately represents current business and industry standards for the specific career area for the program.
- Where an appropriate technical assessment exists, but consists of only one or two parts, a consortium must be formed to develop the missing part(s).
- The school district or BOCES must develop a system to collect student-level and program-level data on performance on the technical assessment.

Documentation

Recommendations on the technical assessment selection should be included in the self-study report and reviewed by the external committee.

Resources

New York State graduation requirements: <http://www.emsc.nysed.gov/part100/pages/1005.html>

Information on the Technical Endorsement: <http://www.emsc.nysed.gov/cte/ctepolicy/endorsement.html>

Source: <http://www.p12.nysed.gov/cte/ctepolicy/guide.html>

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Law Enforcement

EXAM INFORMATION	DESCRIPTION																
Exam Number 570 Items 69 Points 70 Prerequisites NONE Recommended Course Length ONE SEMESTER National Career Cluster LAW, PUBLIC SAFETY, CORRECTIONS & SECURITY Performance Standards INCLUDED (OPTIONAL) Certificate Available YES	<p>This course prepares individuals to perform the duties of police and public security officers, including patrol and investigative activities, traffic control, crowd control, public relations, witness interviewing, evidence collection and management, court procedures and the law in general. Basic crime prevention methods, weapon and equipment operation, equipment maintenance, and other routine law enforcement responsibilities are also included.</p> <p>EXAM BLUEPRINT</p> <table> <tr> <th>STANDARD</th><th>PERCENTAGE OF EXAM</th></tr> <tr> <td>1. History, Awareness & Causes</td><td>11%</td></tr> <tr> <td>2. Justice System</td><td>31%</td></tr> <tr> <td>3. Corrections System</td><td>16%</td></tr> <tr> <td>4. Arrest Procedures</td><td>10%</td></tr> <tr> <td>5. Traffic Investigative Work</td><td>16%</td></tr> <tr> <td>6. Investigative Work</td><td>10%</td></tr> <tr> <td>7. Career Opportunities</td><td>6%</td></tr> </table>	STANDARD	PERCENTAGE OF EXAM	1. History, Awareness & Causes	11%	2. Justice System	31%	3. Corrections System	16%	4. Arrest Procedures	10%	5. Traffic Investigative Work	16%	6. Investigative Work	10%	7. Career Opportunities	6%
STANDARD	PERCENTAGE OF EXAM																
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5. Traffic Investigative Work	16%																
6. Investigative Work	10%																
7. Career Opportunities	6%																

STANDARD 1

Students will be able to understand law enforcement history, crime awareness, and causes of crime

Objective 1 Explain the history of law enforcement in relation to:

1. Police role in society
2. Philosophy of law enforcement
3. Reformers of law enforcement

Objective 2 Describe Peace Officer authority in the United States.

1. Federal
2. State

Objective 3 Explain the Bill of Rights.

1. History of the Bill of Rights
2. Reasons for the Bill of Rights
3. Rights for citizens and police

Objective 4 Describe different methods of crime data collection and reporting.

1. Uniform Crime Reports (UCR)
2. National incident-based reporting systems (NIBRS)
3. Persons arrested
4. Clearance rates
5. Why crime rates fluctuate

Objective 5 Identify possible causes of crime.

1. Psychological explanations
2. Sociological explanation
3. Biological theory
4. Integration of theories
5. Typological theory
6. Mental Illness and crime

7. Crisis intervention training (CIT)
8. Suicide prevention

STANDARD 2

Students will be able to understand the law, criminal justice system, and trial proceedings

Objective 1 Examine the following within your state-

1. General Provisions
2. Principles of Criminal Responsibilities
3. Elements of crime
4. Punishment
5. Inchoate Offenses
6. Crime Against Persons
7. Crimes Against Property
8. Offenses Against the Family
9. Offenses Against Administration of Government
10. Offenses Against Public Order and Decency
11. Offenses Against Public Health, Safety, Welfare, and Morals
12. Controlled Substances
13. Alcohol-related Offences
14. Local Law and Ordinances
15. Expungement

Objective 2 Describe the components of the criminal justice system.

1. Police
 1. Citation arrest
 2. Citizen arrest
2. Courts
 1. Judge selection and retention
 2. Appellate courts
 3. Trial courts

4. Pre-trial proceedings
 5. Indeterminate sentence
 6. Forfeiture
 7. Summons
3. Corrections
 1. Corrections history
 2. Diversion
 3. Recidivism
 4. Furlough

Objective 3 Identify the three (3) branches of government

4. Executive
5. Legislative
6. Judicial

Objective 4 Describe the trial process.

1. Principles of criminal responsibility
2. Roles of the judge
3. Roles of the prosecutor and defense attorney
4. Defense types
5. Plea bargaining
6. The jury
7. Who must testify
8. Rules of evidence
9. Costs of conviction
10. Appeal

STANDARD 3

Students will be able to understand the corrections system and juvenile justice

Objective 1 Identify the need and purpose of corrections.

1. Goals of corrections
2. Corrections mission
3. State Prison
4. County Jails
5. Prisoner rights
6. Trends in corrections
7. The death penalty (Capital Punishment)

Objective 2

1. Explain the juvenile justice system.
2. Jurisdiction
3. Delinquent Act

1. Criminal offense
2. Status offense

4. Diversion
5. Juvenile rights
6. Commissioners
7. Interstate compact
8. Serious youth offender law
9. Certification hearing
10. Division of Youth Services
11. Detention center
12. Expungement

STANDARD 4

Students will be able to understand the arrest procedures, policies, and ethics of law enforcement officers

Objective 1 Outline the laws of arrest.

1. Arrest with a warrant
2. Arrest without a warrant

3. Arrest elements
 1. Intent
 2. Authority
 3. Subjection
 4. Understanding
4. Summons
5. Use of force in making an arrest
6. Use of deadly force by a peace officer

Objective 2 Explain search and seizure.

1. Probable cause
2. Search warrant
3. Search without a warrant
 1. Consent search
 2. Plain view
4. Search of a person
5. Search of a vehicle
6. Stop and frisk law
7. Exclusionary rule

Objective 3 Define agency policies and professional ethics.

1. Law, policy, and ethics
2. The Law Enforcement Code of Ethics
3. Law enforcement disciplinary action

STANDARD 5

Students will be able to understand procedures relating to traffic investigations and patrol functions

Objective 1 Explore basic law enforcement activities.

1. Report writing
2. Use of emergency equipment
3. Pursuit driving
4. Command structure
5. Radio procedure
6. Use of force
7. Use of firearms

Objective 2 Illustrate traffic investigations.

1. Traffic laws
2. Traffic stop procedures
3. Accident investigations
4. Driving under the influence (DUI)
 1. DUI law
 2. DUI procedures

Objective 3 Describe patrol functions.

1. Goals of patrolling
2. Field interviews
3. Domestic disturbances
4. Civil problems

STANDARD 6

Students will be able to understand investigative work, evidence collecting and handling

Objective 1 Explore investigative techniques.

1. Developing leads
2. Interviews
3. Interrogations
4. Miranda warning

Objective 2 Identify proper evidence handling.

1. Physical evidence
2. Chain of evidence
3. Locating and collecting evidence
4. Evidence analysis
5. Autopsy
6. Fingerprinting
7. DNA

STANDARD 7

Students will be able to understand law enforcement as an occupation

Objective 1 Explore career paths in Law Enforcement.

1. Job Opportunities
2. Minimum qualifications and testing
3. Application process

Objective 2 Describe different specialized units.

1. Special Weapons and Tactics (SWAT)
2. Gang unit
3. Narcotics unit
4. Vice squad
5. K-9 unit
6. Community-oriented policing unit (COP)
7. School resource officer (SRO)
8. Major accident team
9. Court services
10. Training unit
11. Criminal intelligence unit (CIU)
12. Chaplain corps
13. Reserve corps
14. Search and rescue

Objective 3 Recognize rewards and challenges of law enforcement careers.

1. Rewards

1. Public recognition
2. Community Services
3. Job promotion
4. Variety

2. Challenges

1. Shift schedules
2. Societal influences
3. Emotional/Physical challenges

3. Work/Life Balance

Law Enforcement

Performance assessments may be completed and evaluated at any time during the course. The following performance skills are to be used in connection with the associated standards and exam. To pass the performance standard the student must attain a performance standard average of 8 or higher on the rating scale. Students may be encouraged to repeat the objectives until they average 8 or higher.

Student's Name: _____

Class: _____

PERFORMANCE STANDARDS RATING SCALE



- ☐ Insert crime statistics into a graphic representation (such as a crime clock, graph, or other tool) and evaluate the crime trend illustrated.
- ☐ Write a proper probable cause statement based on a given scenario.
- ☐ Correctly label a traffic accident diagram.
- ☐ Apply team skills to a group project.
- ☐ Complete a job application.

Workplace Skills

- ☐ Communication
- ☐ Problem Solving
- ☐ Teamwork
- ☐ Critical Thinking
- ☐ Dependability
- ☐ Accountability
- ☐ Conflict Resolution
- ☐ Legal Requirements/ Expectation

PERFORMANCE STANDARD AVERAGE SCORE:

Evaluator Name: _____

Evaluator Title: _____

Evaluator Signature: _____

Date:

[Return to TOC](#)



SCSD CTE Student Portfolio

Definition: Student portfolios are a collection of personal documents, which showcase an individual's learning experiences, goals and achievements. Student portfolios are created and controlled by the student, facilitated by the instructor, and evaluated by outside entities.

Purpose: Students should be able to leave a program with as many tools in their toolbox as possible. Student portfolios are a way to assist students in marketing themselves in future interviews, by using the portfolio to illustrate his or her skills and/or talents.

SCSD CTE Student Portfolio Requirements

<input type="checkbox"/>	Table of Contents:	This should list each section and piece of the portfolio in the order it appears
<input type="checkbox"/>	Cover letter	A cover letter introducing the student to a potential employer about a specific job in his or her chosen pathway. Should focus on why the student is the best candidate for the job. It should compliment the resume, not repeat it.
<input type="checkbox"/>	Resume	Should be professionally formatted. Usually a one-page document listing the student's name, personal information (address, phone, and email), an objective, work history or extracurricular/community involvement, education, certifications/credentials, personal skills/interests, and references.
<input type="checkbox"/>	Letters of Recommendation	Students must include at least two (2) reference letters, provided by people outside the school who are familiar with his or her work or character. The reference letters can be employment-related, personal, or they can attest to the character of the student.
<input type="checkbox"/>	Certifications/Credentials	Students should include copies of any credentials and/or certifications they have earned as a result of their program.
<input type="checkbox"/>	Transcript	Student provides a copy of his or her full academic transcript.
<input type="checkbox"/>	Employability Profile	<p>Per NYSED: The work skills employability profile is intended to document student attainment of technical knowledge and work-related skills. Documents to validate skills reported on the profile could include, but are not limited to, an employer/teacher review of student work based on learning standards and expectations in the workplace, performance evaluations and observations.</p> <p>Students must have at least one employability profile completed within one year prior to school exit. If a student is involved in a number of work-based learning experiences and/or is employed part time, he/she may also have additional employability profiles as completed by others knowledgeable about his or her skills (e.g.,</p>

		employer and/or job coach).
<input type="checkbox"/>	College Research	A written research assignment focusing on three colleges offering programs in the student's chosen career pathway.
<input type="checkbox"/>	Career Plan	Per NYSED: "Career Plans are an important mechanism to add relevance and meaning to learning experiences across subject areas. The career development model used to create the Career Plan aligns with the CDOS standards." A Career Plan document can be found here: http://www.p12.nysed.gov/cte/careerplan/docs/SecondaryCommencementLvl.pdf
<input type="checkbox"/>	Student Awards	This section is completely open ended. Students should use this section to illustrate any awards, projects, exemplars, service learning, or scholarships, they participated or earned during their high school years. They can show evidence through pictures, project documentation, news articles, program agendas, meeting minutes, videos, etc.
<input type="checkbox"/>	Work Samples	Examples highlighting <i>only the student's best work</i> , demonstrating the skills and competencies he or she has mastered. These should be presented professionally and be clearly captioned. <i>Should not be thought as a scrapbook.</i> Potential employers are only interested in the very best examples.

D. Postsecondary Articulation

The self-study team reviews the postsecondary articulation agreement for the program seeking approval. Postsecondary articulation agreements help students prepare for the transition from high school to advanced study in a particular career area. Articulation agreements provide direct benefits to students such as dual credits, college credits, advanced standing, or reduced tuition at a postsecondary institution. Articulation agreements may include several school districts and/or BOCES and multiple postsecondary institutions. The school district or BOCES may enter into multiple articulation agreements for a program seeking approval.

Process

- Reviewers confirm that the postsecondary articulation agreement is designed to prepare students for the transition from high school study to postsecondary study in the career area of the program seeking approval.
- Reviewers confirm that a postsecondary articulation agreement has been obtained that offers direct benefits to students in the program seeking approval.
- Reviewers confirm that the postsecondary articulation agreement includes the
 - prerequisite skills, knowledge, or coursework required of students to participate in the agreement
 - roles and responsibilities of each institution
 - duration of the agreement
 - endorsement by officials of each institution
- Signed articulation agreements must be on file within the school district or BOCES.

Documentation

Documentation of the postsecondary articulation agreement is maintained by the school district or BOCES and updated whenever modifications are made. Recommendations on the technical assessment selection should be included in the self-study report and reviewed by the external committee. A copy of the signed postsecondary articulation agreement must be attached to the Application for Career and Technical Education Program Approval.

Source: <http://www.p12.nysed.gov/cte/ctepolicy/guide.html>

MOHAWK VALLEY COMMUNITY COLLEGE
UTICA-ROME, NY 13501
AND
SYRACUSE CITY SCHOOL DISTRICT
725 HARRISON STREET, SYRACUSE NY 13210

ARTICULATION AGREEMENT

The purpose of this articulation agreement is to develop an ongoing relationship between Mohawk Valley Community College (MVCC) and Syracuse City School District (SCSD), enabling each of these institutions to better serve their communal students. The relevant faculties of MVCC and SCSD subscribe to the following memorandum of understanding based on their mutual concern for providing applied programs that will build upon past student experiences and eliminate unnecessary duplication of instruction.

It is agreed, subject to the following conditions, that MVCC will grant 6-college credit hours for CJ101-Introduction to Criminal Justice, and CJ102-Introduction to Forensic Science, for all students who complete SCSD's Law Enforcement CTE program (*Note: This agreement is valid for up to 1-year post SCSD graduation*).

To receive college credit for CJ101, and CJ102, SCSD Law Enforcement CTE graduates must meet the following criteria:

1. Achieved a minimum cumulative average of 85 during their SCSD secondary school experience.
2. Completed the SCSD Law Enforcement CTE pathway.

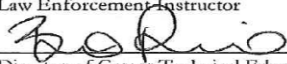
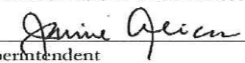
Process for granting credit owed:

1. Students will arrange a meeting with the Assistant Vice President (AVP), Academic Affairs or designee by calling 315-792-5446 upon entrance into MVCC. At the meeting, students will provide documentation supporting their attainment of the above criteria #1-2.
2. The AVP or designee will verify that the student meets criteria #1-2 identified above.
3. Upon verification of the student's fulfillment of criteria #1-2, the AVP or designee will communicate with MVCC's Registrar to authorize the granting of transfer credit for CJ101, and CJ102.


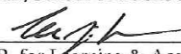
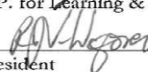
This agreement is effective for 5-years subsequent the completion of the signing process unless either party has significant changes in the program. SCSD may terminate the Agreement upon thirty (30) days written notice to the College. The College reserves the right to make final determination concerning all college credit awarded.

This Agreement incorporates all provisions of the Data Privacy Plan and Parents' Bill Of Rights For Data Security And Privacy executed by MVCC.

Syracuse City School District

Law Enforcement Instructor	Date
	3/11/22
Director of Career Technical Education	Date
	3/9/22
Superintendent	Date

Mohawk Valley Community College

	3/14/22
Dean, School of Public and Human Services	Date
	3/23/22
V.P. for Learning & Academic Affairs	Date
	3/30/22
President	Date

Mohawk Valley Community College does not discriminate on the basis of age, race, creed, color, sex, sexual orientation, national origin, disability, veteran status, gender identity, pregnancy, religion, predisposing genetic characteristics, marital status or domestic violence victim status in admissions, employment, and treatment of students and employees or in any aspect of the business of the College.

**Articulation Agreement
between
Syracuse City School District (SCSD)
725 Harrison St, Syracuse, NY
and
Onondaga Community College
4585 West Seneca Turnpike, Syracuse, NY**

The signatories of this articulation agreement, Syracuse City School District (SCSD) and Onondaga Community College (OCC), declare their intention to participate in a partnership for the purpose of delivering educational instruction to eligible students. The parties to this agreement have reached the following understanding:

1. Term

The term of this agreement shall be for four years from July 1, 2022-June 30, 2026 and subject to the following conditions:

- Both parties have the option to extend this Agreement for one (1) additional four year period giving written notice to the College no later than ninety (90) days prior to the expiration date.

2. Modification and Waiver

No waiver or modifications shall be valid unless it is in writing and signed by OCC and SCSD.

3. Curriculum and Courses

- Students who have enrolled in the Law Enforcement program at Syracuse City School District will be eligible to enroll in courses and earn credit for:
 - ENG 103 and ENG 104: Freshman Composition and Literature I and II, subject to an annual Memorandum of Understanding and the identification of an OCC faculty member to teach the course on-premises at the Public Service Leadership Academy at Fowler High School; and;
 - CRJ 101, Justice System, through the Onondaga Community College, College Credit Now Program.
- The above courses offered through the OCC College Credit Now Program are required for the Criminal Justice, A.S. degree at OCC.
- Tuition for concurrent enrollment courses will be incurred according to all applicable requirements in place by the State University of New York. For courses taught by Onondaga Community College faculty, the Syracuse City School District will additionally incur the cost set by annual Memorandum of Understanding between SCSD and OCC.
- Students will be assisted in the course registration process by OCC. Students will also be supported in the admission process to Onondaga Community College through a specialized workshop and the Office of Student Recruitment.


4. Students

Each student must enroll and remit payment as required by SUNY for the course(s) with OCC through the College Credit Now registration process as

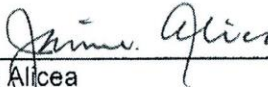
directed by the Director of Concurrent Enrollment and Secondary School Programs.

5. Entire Agreement

This Agreement Constitutes the entire Agreement between the College and SCSD with respect to the subject matter hereof. This Agreement supersedes any and all other agreements, whether oral or in writing, between parties with respect to the subject matter hereof.



Casey Crabill, Ed.D.
President
Onondaga Community College



Jaime Alicea
Superintendent
Syracuse City School District

4/16/22

Date

4/18/22

Date

E. Work-based Learning

Work-based learning (WBL) is the “umbrella” term used to identify activities which collaboratively engage employers and schools in providing structured learning experiences for students. These experiences focus on assisting students to develop broad, transferable skills for postsecondary education and the workplace. A quality WBL experience can make school-based learning more relevant by providing students with the opportunity to apply knowledge and skills learned in the classroom to real world situations.

Time requirements that students in an approved program may devote to work-based learning experiences are set by administrators of the approved program. This time should be an outcome of the self-study report and external review phases of the approval process. Work-based learning experiences must be sufficient in length and rigor to contribute to student achievement of the State learning standards as well as specific technical competencies.

Process

- The school district/BOCES and the employer cooperatively plan all work experiences.
- The school district/BOCES set up a formal procedure for the supervision/coordination of all work-based learning experiences and must ensure that work-based learning coordinators are appropriately certified.
- The school district/BOCES provide work-based learning experiences for students with disabilities
- The school district/BOCES and employer must ensure compliance with federal and state labor laws, and the State Department of Labor regulations and guidelines.
- The school district/BOCES must explore and develop work-based learning experiences in settings that are relevant to the program.
- The school district/BOCES must comply with Commissioner’s Regulations and Department policy where credit towards graduation is being awarded.

Documentation

Recommendations for work-based learning should be included in the self-study report and reviewed by the external committee.

Resources

New York State Education Department Work Experience Manual <http://www.emsc.nysed.gov/cte/wbl/>

Source: <http://www.p12.nysed.gov/cte/ctepolicy/guide.html>



SYRACUSE CITY SCHOOL DISTRICT
Career and Technical Education

CTE

Internship Handbook

Preparing today's students for tomorrow's careers.



Syracuse City School District

Career and Technical Education Internship

Introduction to Career & Technical Education Work Based Learning

Introduction to Syracuse City School District CTE Internship

Career & Technical Education Program/Teacher Guidelines

1. Legal requirements of Internship Program
2. Career & Technical Education Program/Teacher Checklist

Employer Internship Partner Guidelines

1. Employer Safety Requirements
2. Expectations and responsibilities of the employer partner
3. Worksite/Employer Internship Partner Checklist

Student Intern Guidelines

1. Student Intern expectations and responsibilities
2. Student Internship Checklist

FORMS

NYSED Application for Employment Certificate (NYSED form attached)
SCSD Certificate of insurance to cover student liability (sample attached)
SCSD Memorandum of Agreement (Form #1)
SCSD Internship Program Application (Form #2)
SCSD Internship Ready to Work Assessment (Form #3)
SCSD Internship Training Plan (Form #4)
SCSD Notification of unpaid internship (Form #5)
SCSD Internship Safety Certification (Form #6)
SCSD Worksite Orientation (Form #7)
SCSD Weekly Time Log/Record of Attendance (Form #8)
SCSD Student Evaluation (Form #9)
SCSD Mentor Program Evaluation (Form #10)

Forms are available on SCSD CTE website www.syracusecityschools.com/cte



Introduction

Syracuse City School District Career and Technical Education Work Based Learning

Learning in the workplace is not a new concept. Informal, on-the-job training is an integral part of all workforce development. Work based learning (WBL) provides structured learning experiences for students through exposure to a range of occupations. The Harvard University report, Pathways to Prosperity (February, 2011) suggested that "Work-linked learning should play an especially important role in the new American system of pathways to prosperity. There is mounting evidence that this would be an effective strategy for encouraging young adults to complete both high school and post-secondary degrees. Co-operative education is a tested model that provides students with extensive work experience that is monitored by the school."

Learning in the workplace is connected to and supports learning in the classroom. Work based learning also helps students achieve established academic standards. Properly developed and supported, work based learning provides a practical context for school subject matter and enhances the traditional classroom learning. Work based learning activities promote the development of broad, transferable skills and are a key element of a rigorous and relevant education for students. It enables students to acquire the attitudes, skills and knowledge needed to succeed in today's workplace.

Employer partners can develop and support work based learning experiences that promote the attainment of workplace knowledge and skills. In doing so, they can support academic achievement and personal growth by designing, structuring, supporting and connecting work based learning experiences. Work based learning also supports professional, technical, and work-readiness skills development. Quality work based learning should:

- Be designed to enhance the learning of skills and workplace knowledge in all aspects of the industry
- Be structured to be safe, legal and measurable
- Be developmentally appropriate
- Have identified learning objectives and assess student performance
- Develop career ready practices and provide opportunities for reflection
- Be supported and documented by appropriate planning and training; and
- Comply with State and Federal labor laws

Syracuse City School District Career and Technical Education Internship

A Career and Technical Education Internship provides an important link between the classroom and the workplace for students age 16 and older. It is a structured, time-limited, career preparation activity in which students are assigned to a workplace for a defined period of time to participate in and observe firsthand within a given industry. The internship enhances and adds relevance to classroom learning. The internship may provide the opportunity to work in teams, rotate through a number of departments and job functions, or work on a project of interest to the student. It is essentially a partnership that links school, community, and business/industry to provide a real-world environment in which students are given the opportunity to apply, and thereby enhance, the knowledge and skills obtained in the classroom. The internship is related to the student's CTE program of study, with the primary goals of promoting:

- The exploration of and experience in a field of interest
- Exposure to a wide range of careers and jobs within an industry
- Opportunities to develop, practice and demonstrate new skills
- The acquisition of occupational knowledge and awareness of the skills and education needed to be successful in the industry



Career & Technical Program/ Teacher Guidelines

Legal Requirements of SCSD CTE Internship Program

All Career and Technical Education Internship Programs have the common objective of providing opportunities for students to develop and demonstrate job skills at a supervised worksite. They are supported by training plans developed cooperatively by the employer, instructor, and student. There should be ongoing communication between the job mentors and the CTE teacher or work based learning coordinator concerning students' performance and needs.

Each internship program needs to have the following:

- New York State Education Department (NYSED) approval of the CTE program
- The employer understands that the student placement is governed by NYSED, New York State Workers' Compensation Board (NYSWCB), New York State Department of Labor (NYSDOL), and United States Department of Labor (USDOL) labor laws and regulations
- Employer is provided a Certificate of Insurance from school where school liability insurance protects the employer from any damage student may do in the workplace
- Students are given written notification that this program is unpaid and they are not due any wages per NYSDOL regulations
- Per NYS, students are required to receive coverage under the employer's Workers' Compensation Insurance if student is interning for a for-profit company. If student is interning at a non-profit entity, the student is required to be covered by the employer's visitors or volunteer insurance.
- Worksite must be in compliance with Occupational Safety and Health Administration (OSHA) regulations. Health and safety instruction/training appropriate for the job is provided by the SCSD and employer specific training is provided by the employer on the worksite.
- Memorandum of Agreement is in effect between the cooperating business and the education agency and outlines the responsibilities of the student, employer, parent/guardian, and school/coordinator, all of whom must sign to confirm their support of the agreement.
- Students complete an Internship Application indicating their understanding of, and agreement to, all rules and regulations of the program.
- Students receive instruction embedded within their CTE curriculum relating to the technical and career ready practices.
- An Internship Training Plan (ITP) is developed and used for each participating student. The plan identifies the general and specific job tasks the student will perform on the job, the desired learning outcomes of the experience, and the time frame the student will spend at each task. The training plan should be designed to ensure that the student will have a progressive learning experience.
- All participating students are meeting, or have met, academic requirements of their CTE programs and academic subjects. No students on academic probation will participate in the internship.
- Employment Certificate (Working Papers) for students provide verification that a student under age 18 is eligible for employment. The student, employer, and school must complete the form. Employment certificates are obtained at the high school – typically the main office, health office, or guidance office.
- Time Log/Record of Attendance provides an official record of the weekly and cumulative hours the student has worked during the experience. It must be maintained for each student.
- An intern evaluation will be done by the CTE teacher before the internship, at the midpoint of the internship and at the end of the internship. This same form will be completed by the on-site supervisor in the midpoint and at the end of the internship.



SCSD CTE Internship Program Checklist

(To be completed by CTE teacher or WBL coordinator)

- ☐ NYSED has approved the CTE program
- ☐ The employer understands that the student placement is governed by NYSED, NYSWCB, NYSDOL, and USDOL labor laws and regulations
- ☐ NYSED Application for Employment certificate (working papers, usually available in school counseling office) has been verified (NYSED form attached)
- ☐ Employer is provided with a Certificate of Insurance from school to cover liability (sample attached)
- ☐ A written Memorandum of Agreement is in effect between the cooperating business and the education agency (**Form #1**)
- ☐ Students complete an Internship Application indicating their understanding of, and adherence to all rules and regulations set forth by the program. (**Form #2**)
- ☐ Students receive instruction embedded within their CTE curriculum relating to the technical and Career Ready Practices. The CTE teacher and the student have completed the SCSD CTE Internship Ready to Work Assessment (**Form #3**)
- ☐ An Internship Training Plan (ITP) is developed and used for each participating student (**Form #4**)
- ☐ Students are given written notification that this program will be unpaid and they are not due any wages per NYS DOL regulations (**Form #5**)
- ☐ All SCSD internship candidates have received appropriate safety certification for the industry provided by the school before internship and employer specific training and orientation is provided by the employer on the worksite (**Form #6 & Form #7**)
- ☐ All participating students are meeting, or have met, academic requirements of their CTE programs and academic subjects
- ☐ Review Time Log/Record of Attendance which serves as an official record of the hours the student has worked during the experience (**Form #8**)

REQUIRED FORMS

NYSED Application for Employment Certificate

Certificate of Insurance

SCSD Memorandum of Agreement
(Form #1)

SCSD Internship Program Application
(Form #2)

SCSD Internship Ready to Work
Assessment
(Form #3)

SCSD Internship Training Plan
(Form #4)

SCSD Notification of unpaid internship
(Form #5)

SCSD Internship Safety Certification (Form #6)

SCSD Worksite Orientation
(Form #7)

SCSD Weekly Time Log/Record of
Attendance
(Form #8)

Forms are available online at the SCSD CTE website : www.syracusecityschools.com/cte

CTE Teacher/WBL Coordinator



Date

Employer Internship Partner Guidelines

SCSD CTE Internship Employer Requirements

Safety

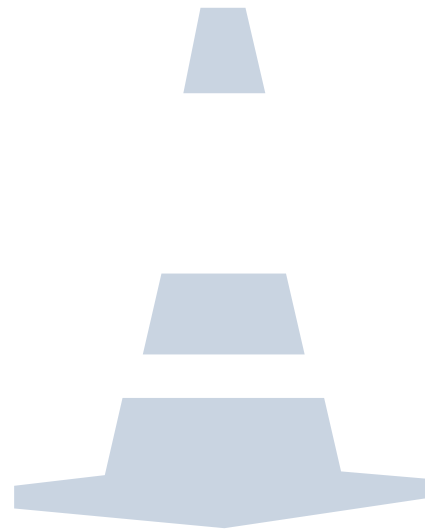
At all times, both school personnel and the employment site personnel must take appropriate steps to ensure that safe practices are stressed and followed. However, it is impossible to guarantee that no injuries resulting in medical expenses and liability will occur. The following prudent steps are encouraged:

1. In-school course content must include training related to safety at the worksite. Appropriate safety certification should be offered if possible. SCSD internship candidates will have received appropriate safety training before beginning their internship.
2. Any sites used for SCSD CTE internships will be reviewed by school personnel prior to placing a student at the worksite.
3. Employers must provide safety training information to interns as they would a new employee. Safety training must be provided if the employer engaged in a particularly hazardous occupation for minors as defined by the USDOL.
4. Provisions for student safety must be included as part of the training agreement signed by the employer, student, parent, and school representative.

Types of Liability Insurance and Risk Management

Workers' Compensation and Employer Liability Insurance

All employers will have a policy that provides coverage for the Workers' Compensation statutory benefits as well as liability coverage for certain employment-related situations. Verification of employer's Workers Compensation insurance will be included in the Memorandum of Agreement. The SCSD will also have insurance that covers the student participating in a school-related internship experience.



SCSD CTE Internship Expectations & Responsibilities of Employer

Before

- Determine projects or activities that would be appropriate for your student intern
- Communicate with staff that an intern will be at the workplace and identify mentors
- Designate one employee, the on-site supervisor, to work with coordinator/teacher to develop and define successful student objectives and experiences and record on the student Internship Training Plan

During

- Provide student with a Work Site Orientation to organization and any required training
- Train student intern for your work site, including all work site safety training
- Maintain a quality, safe and legal learning experience; provide effective supervision
- Use the Internship Training Plan as a guide for the internship; hold intern to employee standards/expectations; oversee, direct, and provide adequate tasking to maximize learning
- Meet with coordinator/teacher and student to decide on an ongoing communications strategy
- Evaluate intern work and provide constructive criticism
- Assist student in working toward learning outcomes
- Coordinate student schedule, approve weekly timesheets
- Communicate successes and opportunities at the workplace that the teacher can use to enhance the value of classroom connections
- Complete a student evaluation midway through internship and discuss with student

After

- Complete a final evaluation of the student
- Hold debriefing session and review performance with the student and teacher
- Complete a Program Evaluation



SCSD CTE Internship Employer Internship Partner Checklist (To be completed by On-Site Supervisor/Mentor)

- ☐ Meet with coordinator/teacher and student to agree on ongoing communication strategy (e-mail, text, telephone, etc.)
- ☐ A written Memorandum of Agreement is in effect between the cooperating business and the education agency ([Form #1](#))
- ☐ Work with coordinator/teacher to develop and define successful student objectives and experiences and record on the student Internship Training Plan ([Form #4](#))
- ☐ Coordinate student schedule, approve weekly time log/record of attendance ([Form #8](#))
- ☐ Communicate with staff that an intern will be at the workplace and identify on-site supervisor and/or mentor

On-Site Supervisor _____

Mentor Name _____

- ☐ Provide student with Work Site Orientation to organization and any required training ([Form #7](#))
- ☐ Create and maintain a quality, safe and legal learning experience
- ☐ Hold intern to employee standards/expectation; provide student support and candid feedback
- ☐ Communicate successes and opportunities at the workplace that the teacher can use to enhance the value of classroom connections
- ☐ Complete an interim SCSD CTE Internship Ready to Work Assessment of student performance and discuss with student ([Form #3](#))
- ☐ Provide effective supervision
- ☐ Complete a final assessment of the student ([Ready to Work Assessment, Form #3 and Student Training Plan, Form #4](#))
- ☐ Complete a program evaluation ([Form #10](#))

REQUIRED FORMS

SCSD Memorandum of Agreement
([Form #1](#))

SCSD Internship Ready to Work
Assessment
([Form #3](#))

SCSD Internship Training Plan
([Form #4](#))

SCSD Worksite Orientation
([Form #7](#))

SCSD Weekly Time Log/Record of
Attendance
([Form #8](#))

SCSD Mentor Program Evaluation
([Form #10](#))

Forms are available online at the SCSD CTE website : www.syracusecityschools.com/cte

Employer/ Mentor



Date

Student Intern Guidelines

Expectations and Responsibilities of Students

Before

- Obtain working papers (if under 18)
- Return Internship Application and all permissionslips with appropriate signatures
- Meet with your teacher/coordinator and worksite supervisor to finalize an Internship Training Plan

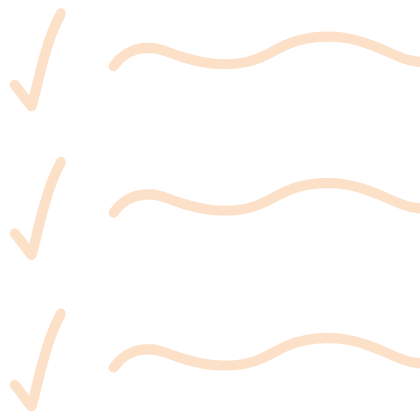
During

- Attend Orientation at the worksite
- Observe all workplace rules and regulations particularly those applicable to safety and securityconcerns
- Perform all duties, jobs and assigned tasks; treatinternship like a real job
- Maintain regular work schedule and notify supervisor in advance of any vacation/appointments
- Track you hours as instructed on Weekly Timesheet
- Develop skill specific learning outcomes with yourworksite supervisor
- Participate in ongoing reflection journal activitiesand skill building classroom assignments
- Communicate with your teacher/coordinator andworksite supervisor if issues arise
- Keep copies of all necessary paperwork (work journal, training plan, Weekly Time Log/Record ofAttendance, and evaluations)

After

- Participate in self-evaluation and reflection activities
- Update your resume based upon new skills andexperiences gained
- Send thank you note to employee

to do...



SCSD CTE Internship Student Checklist (To be completed by student)

- ☐ Obtain NYSED Application for Employment Certificate (usually available in school counseling office, application attached)
- ☐ A written Memorandum of Agreement is in effect between the cooperating business, the education agency, and signed by student and parents (**Form #1**)
- ☐ Return Internship Application (**Form #2**) and all permission slips with appropriate signatures
- ☐ Develop skill specific learning outcomes with your worksite supervisor
- ☐ Meet with your teacher/coordinator and worksite supervisor to finalize an Internship Training Plan for the internship (**Form #4**)
- ☐ Attend orientation at the worksite (**Form #7**)
- ☐ Observe all workplace rules and regulations particularly those applicable to safety and security concerns
- ☐ Perform all duties, jobs and assigned tasks; treat internship like a real job
- ☐ Maintain regular work schedule and notify supervisor in advance of any vacation/appointments
- ☐ Track your hours as instructed on time log/record of attendance (**Form #8**)
- ☐ Participate in ongoing reflection activities and skill building classroom assignments
- ☐ Communicate with your teacher/coordinator and worksite supervisor, if issues arise and keep copies of all necessary paperwork (work journal, training plan, Weekly Time Log/Record of Attendance, and evaluations)
- ☐ Participate in self-evaluation and reflection activities (**Forms #3 & #9**)
- ☐ Update your resume based on new skills and experiences gained
- ☐ Send thank you note to employer

REQUIRED FORMS

SCSD Memorandum of Agreement
(Form #1)

SCSD Internship Program Application
(Form #2)

SCSD Internship Ready to Work
Assessment
(Form #3)

SCSD Internship Training Plan
(Form #4)

SCSD Worksite Orientation
(Form #7)

SCSD Weekly Time Log/Record of
Attendance
(Form #8)

SCSD Student Evaluation
(Form #9)

*Forms are available online at the SCSD CTE
website: www.scsd.ny.gov/cte*

Student _____

Date _____



SCSD CTE Internship Forms

NYSED Application for Employment Certificate

SCSD Certificate of Insurance to Cover Student Liability

(Sample) Form #1 SCSD Memorandum of Agreement

Form #2 SCSD Internship Program Application

Form #3 SCSD Internship Ready to Work Assessment

Form #4 SCSD Internship Training Plan

Form #5 SCSD Notification of unpaid internship

Form #6 SCSD Internship Safety Certification

Form #7 SCSD Worksite Orientation

Form #8 SCSD Weekly Time Log/Record of Attendance

Form #9 SCSD Student Evaluation

Form #10 SCSD Mentor Program Evaluation

Forms are available on SCSD CTE website at www.syracusecityschools.com/cte



THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY, NY 12234

APPLICATION FOR EMPLOYMENT CERTIFICATE

See reverse side of this form for information concerning employment of minors.

All signatures must be handwritten in ink, and applicant must appear in person before the certifying official.

PART I – Parental Consent – (To be completed by applicant and parent or guardian)

Parent or guardian must appear at the school or issuing center to sign the application for the first certificate for full-time employment, unless the minor is a graduate of a four-year high school and presents evidence thereof. For all other certificates, the parent or guardian must sign the application, but need not appear in person to do so.

Date.....

I, Age

[Applicant]

Home Address, apply for a certificate as checked below

[Full Home Address including Zip Code]

- ☐ Nonfactory Employment Certificate – Valid for lawful employment of a minor 14 or 15 years of age enrolled in day school when attendance is not required.
- ☐ Student General Employment Certificate – Valid for lawful employment of a minor 16 or 17 years of age enrolled in day school when attendance is not required.
- ☐ Full-Time Employment Certificate – Valid for lawful employment of a minor 16 or 17 years of age who is not attending day school.

I hereby consent to the required examination and employment certification as indicated above.

.....
[Signature of Parent or Guardian]

PART II – Evidence of Age – (To be completed by issuing official only)

..... – Check evidence of age accepted – Document # (if any)

[Date of Birth]

Birth Certificate

State Issued Photo

I.D Driver's License

Schooling Record

Other.....

[Specify]

PART III – Certificate of Physical Fitness

Applicant shall present documentation of physical exam from a school or private physician, physician's assistant or nurse practitioner licensed to practice within New York State. Said examination must have been given within 12 months prior to issuance of the employment certificate. Date of physical exam on file with school If physical exam is over 12 months, provide student with certificate of physical fitness to be completed by school medical director or private health care provider.

If the physical exam or Certificate of Physical Fitness is limited with regards to allowed work/activity, the issuing official shall issue a Limited Employment Certificate (valid for a period not to exceed 6 months unless the limitation noted by the physician is permanent, then the certificate will remain valid until the minor changes jobs. Enter the limitation on the employment certificate. THE PHYSICIAN'S CERTIFICATION SHOULD BE RETURNED TO THE APPLICANT.

PART IV – Pledge of Employment – (To be completed by prospective employer)

Part IV must be completed only for: (a) a minor with a medical limitation; and (b) for a minor 16 years of age or legally able to withdraw from school, according to Section 3205 of the Education Law, and must show proof of having a job.

The undersigned will employ residing at

[Applicant]

as at

[Description of Applicant's Work]

[Job Location]

for days per week hours per day, beginning a.m. p.m.

..... ending a.m. p.m.

[Name of Firm]

Nonfactory

[Address of Firm]

..... Starting date

[Telephone Number]

[Signature of Employer]

PART V – Schooling Record – (To be completed by school official)

Part V must be completed only for a minor 16 years of age who is leaving school and resides in a district (New York City and Buffalo) which require a minor 16 years of age to attend school, according to Section 3205 of the Education Law.

I certify that the records of [Address]

[Name of School]

Show that whose date of birth is

[Name of Applicant]

Is in grade.....

[Signature of Principal or Designee]

PART VI – Employment Certification – (To be completed by issuing official only)

Certificate Number Date Issued

[School or Issuing Center]

[Address]

[Signature of Issuing Officer]

THIS APPLICATION DOES NOT AUTHORIZE EMPLOYMENT

GENERAL INFORMATION

An employment Certificate (Student Nonfactory, Student General, or Full Time) may be used for an unlimited number of successive job placements in lawful employment permitted by the particular type of certificate.

A Nonfactory Employment Certificate is valid for 2 years from the date of issuance or until the student turns 16 years old, with the exception of a Limited Employment Certificate. A Limited Employment Certificate is valid for a maximum of 6 months unless the limitation noted by the physician is permanent, then the certificate will remain valid until the minor changes job. It may be accepted only by the employer indicated on the certificate.

A new Certificate of Physical Fitness is required when applying for a different type of employment certificate, if more than 12 months have elapsed since the previous physical for employment.

An employer shall retain the certificate on file for the duration of the minor's employment. Upon termination of employment, or expiration of the employment certificate's period of validity, the certificate shall be returned to the minor. A certificate may be revoked by school district authorities for cause.

A minor employed as a Newspaper Carrier, Street Trades Worker, Farmworker, or Child Model, must obtain the Special Occupational Permit required.

A minor 14 years of age and over may be employed as a caddy, babysitter, or in casual employment consisting of yard work and household chores when not required to attend school. Employment certification for such employment is not mandatory.

An employer of a minor in an occupation which does not require employment certification should request a Certificate of Age.

PROHIBITED EMPLOYMENT

Minors 14 and 15 years may not be employed in, or in connection with a factory (except in delivery and clerical employment in an enclosed office thereof), or in certain hazardous occupations such as: construction work; helper on a motor vehicle; operation of washing, grinding, cutting, slicing, pressing or mixing machinery in any establishment; painting or exterior cleaning in connection with the maintenance of a building or structure; and others listed in Section 133 of the New York State Labor Law.

Minors 16 and 17 years of age may not be employed in certain hazardous occupations such as: construction worker; helper on a motor vehicle, the operation of various kinds of power-driven machinery; and others listed in Section 133 of the New York State Labor Law.

HOURS OF EMPLOYMENT

Minors may not be employed during the hours they are required to attend school.

Minors 14 and 15 years of age may not be employed in any occupation (except farmwork and delivering, or selling and delivering newspapers):

When school is in session:

- more than 3 hours on any school day, more than 8 hours on a nonschool day, more than 6 days in any week, for a maximum of 18 hours per week, or a maximum of 23 hours per week if enrolled in a supervised work study program approved by the Commissioner.
- after 7 p.m. or before 7 a.m.

When school is not in session:

- more than 8 hours on any day, 6 days in any week, for a maximum of 40 hours per week.
- after 9 p.m. or before 7 a.m.

This certificate is not valid for work associated with newspaper carrier, agriculture or modeling.

Minors 16 and 17 years of age may not be employed: --

When school is in session:

- more than 4 hours on days preceding school days; more than 8 hours on days not preceding school days (Friday, Saturday, Sunday and holidays), 6 days in any week, for a maximum of 28 hours per week.
- between 10 p.m. and 12 midnight on days followed by a school day without written consent of parent or guardian and a certificate of satisfactory academic standing from the minor's school (to be validated at the end of each marking period).
- between 10 p.m. and 12 midnight on days not followed by a school day without written consent of parent or guardian.

When school is not in session:

- more than 8 hours on any day, 6 days in any week, for a maximum of 48 hours per week.

EDUCATION LAW, SECTION 3233

"Any person who knowingly makes a false statement in or in relation to any application made for an employment certificate or permit as to any matter by this chapter to appear in any affidavit, record, transcript, certificate or permit therein provided for, is guilty of a misdemeanor."



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED	INSURER A :	
	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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR 500,000 Retained GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER**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



Syracuse City School District
725 Harrison Street, Syracuse, NY 13210

Memorandum of Agreement

(Form #1)

Type of Work Based Learning Experience: Non-Paid Internship

This Work Based Learning Experience Agreement is entered into by and between the Syracuse City School District (SCSD) _____ (Student), his/her Parents/Guardian, _____ (Parent/Guardian), and his/her Work Experience Employer, _____ (Employer), on the date indicated below, whereby the Student will participate in a CTE Internship (Program at the Employer's place of business located at _____, on _____, during the hours of _____).

THE STUDENT UNDERSTANDS THAT HIS/HER CONDUCT IS A REFLECTION UPON THE SCHOOL NAME AND AGREES THAT HE/SHE WILL:

1. Provide his/her own transportation to and from the Employer's place of business (the SCHOOL, the Student's home school, the SCHOOL and the Employer are in no way responsible for providing the Student with transportation to and/or from the Employer's place of business at any time or for any incidents or accidents which may occur while the Student is on route to or from the Employer's place of business)
2. Demonstrate a conscientious attitude and be honest, punctual, cooperative, courteous and willing to learn while at the Employer's place of business.
3. Keep regular attendance as agreed upon with the Employer, excluding Employer-observed holidays, days on which the Employer's place of business is closed or other legal absences and understands that his/her attendance will be taken from his/her weekly attendance reports.
4. Keep regular attendance at his/her home school.
5. Give the Employer as much advance notice as possible if unable to report for work or to do so in a timely manner and contact the CTE teacher at (315)_____.
6. Report to SCHOOL if the Internship location is closed for any reason during a time in which the student is scheduled to be at the Internship location and SCHOOL is in session.
7. Complete weekly time log/record of attendance (Form # 8) reports as required by SCHOOL.
8. Engage in only those work based learning experiences approved by the supervisor at the work-site.

THE EMPLOYER AGREES THAT IT WILL:

1. Not permit the Student to replace any paid employee (in the case of an Internship).
2. Advise the Student of all company rules, regulations and policies which relate to the Student.
3. Explain to the Student the responsibilities and duties of his/her internship and shall correlate on-the-job training with safety instructions given by the SCHOOL.
4. The work of the Student in occupations declared particularly hazardous by the U.S. Department of Labor shall be (i) incidental to the Student's training; (ii) intermittent and for short periods of time; and (iii) under the direct and close supervision of a qualified and experienced person.
5. Provide direct supervision by an authorized employee to the Student as needed.
6. Complete an accident report form and return to SCHOOL in the event of an accident.
7. Review the Student's performance with him/her on a weekly basis and sign a weekly time sheet, complete an evaluation of the Student on forms provided by the SCHOOL.
8. Inform the SCHOOL Instructor/Coordinator when the Student is absent or not performing adequately by calling (315)_____.



9. Observe any and all laws that may relate to the Student's work experience.

1. Carry the insurance listed for students during class activities including internships, job experiences and workplacement.
2. Accident Insurance: SCHOOL carries tertiary accident insurance to cover medical expenses as a result of an accident. The parent's health insurance is primary and the home school district would be secondary. General Liability Insurance: SCHOOL carries general liability insurance to cover up to one million dollars for a single event. As added protection, a ten million dollar umbrella policy is also in effect.
3. Assist the Student in securing internship placement regardless of his/her sex, race, color, national origin or disability (all inquiries and/or complaints regarding discrimination should be directed to the compliance officer, Patty Clark, SCSD Central Office, 725 Harrison Street, Syracuse, New York 13210. Telephone: (315) 435-4131.
4. Provide the STUDENT with safety instructions correlated by the EMPLOYER with on-the-job training.
5. Review with the Student and the Employer their respective responsibilities and obligations while participating in the Program.

1. the student's progress
2. any misunderstandings
3. the reason for termination of the Agreement

We the undersigned, have reviewed and agreed to the terms and conditions set forth herein.

Date	<u> / / </u>	<u> </u>	Student
Date	<u> / / </u>	<u> </u>	Parent/ Guardian
Date	<u> / / </u>	<u> </u>	Daytime Phone
		<u> </u>	Evening Phone
Date	<u> / / </u>	<u> </u>	Employer/ Supervisor
Date	<u> / / </u>	<u> </u>	CTE Teacher
Date	<u> / / </u>	<u> </u>	Home School Principal





Syracuse City School District
725 Harrison Street, Syracuse, NY 13210

CTE Internship Program Application Form

(Form #2)

Personal Information

Last Name	First Name	Age	Date of Birth
Street		Home Telephone Number	Cell Phone Number
City, State, Zip		Emergency Contact Name	Telephone Number
Email Address		Relationship to Emergency Contact	
Primary Parent/ Guardian Name		Parent/ Guardian's Telephone Number	
Primary Parent/ Guardian Email		Home	
		Cell	
Secondary Parent/ Guardian Name		Secondary Parent/ Guardian's Telephone	
Secondary Parent/ Guardian Email		NumberHome	
		Cell	
Working Papers Certificate Number		SCSD Student schedule should be attached to this form	
		School Counselor	

School Year Training/ Work Schedule Availability

Please list the hours you can work during a typical weekly schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Please check applicable Fixed Schedule

Schedule will vary

Sports, Clubs, and Other Activities

Transportation

Please check the appropriate response

Do you have a license? <input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, which license do you have? <input type="checkbox"/> Full License <input type="checkbox"/> Junior License
Do you drive to school? <input type="checkbox"/> Yes <input type="checkbox"/> No	License Number:

If you do not have a license, how do you plan on getting to and from your internship?

☐ Public Transportation ☐ Other



(Form #2 Continued)

INSURANCE COVERAGE IN CASE OF INJURIES TO STUDENT AT INTERNSHIP:**EMPLOYER'S WORKER'S COMPENSATION MUST COVER THE STUDENT IN CASE OF INJURIES AT TRAINING SITE.**PROGRAM AWARENESS STATEMENT TO BE CHECKED BY STUDENTS:

- ☐ In order to receive credit for my work-based learning experience, I must be training at a legal site approved by the school's CTE Teacher or work-based learning coordinator.
- ☐ I must notify my CTE teacher or work-based learning coordinator immediately if there is a change of work schedule or duties at the training site.
- ☐ Failure to report any disciplinary action, termination, or proper documentation of hours may result in the student not earning school credit.
- ☐ Students must present all daily attendance records to CTE teacher or work-based learning coordinator weekly and complete all assignments related to the program.
- ☐ I must immediately notify my work-based learning coordinator if I have or develop any medical condition(s) which affects my ability to participate in training, such as allergies, lifting heavy items, movement, standing, sitting, migraine headaches, etc. If there are any current conditions, please state them below. The presence of such a condition will not necessarily preclude me from participating in the internship and accommodations may be provided.

PARENTAL/GUARDIAN PERMISSION AND PICTURE/NEWS STORY RELEASE:

I give my child, _____ permission to participate in the work-based learning internship at the Syracuse City School District. By signing the parental permission form, it is understood that:

- All the information is accurate.
- In order to receive credit, students must work a minimum of 150 hours during the school year.
- All students must report to CTE teacher or work-based learning coordinator in the case of any change in employment.
- Failure to report any disciplinary action, termination, or proper documentation may result in the student not earning school credit.
- Students must present all daily attendance records to CTE teacher or work-based learning coordinator weekly and complete all assignments related to the program.
- A student with a junior license must only drive to school if they go directly to work following the school day and they must carry with them the proper paperwork as directed by the work-based learning coordinator.

In addition to agreeing with the above statements, please check off one:

- ☐ I give permission for my child's photograph or name to be used to promote the Work Experience Program.
- ☐ I do not want my child's photograph or name to be used to promote the Work Experience Program.

 Parent/ Guardian's Name

 Parent/ Guardian's Signature

 Date

 Relationship to Student

 Student's Name

 Student's Signature

 Date


Syracuse City School District CTE Internship

The Syracuse City School District hereby advises students, parents, employees and the general public that it is committed to providing equal access to all categories of employment, programs and educational opportunities, including career and technical education opportunities, regardless of actual or perceived race, color, national origin, Native American ancestry/ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity or expression, disability or any other legally protected category under federal, state or local law. Inquiries regarding the District's non-discrimination policies should be directed to: Executive Director of Student Support Services, Civil Rights Compliance Officer, Syracuse City School District, 725 Harrison Street • Syracuse, NY 13210/ (315) 435-4131, Email: CivilRightsCompliance@scsd.us



Syracuse City School District
725 Harrison Street, Syracuse, NY 13210

CTE Internship Ready to Work Assessment (Form #3)

Name _____ Program _____ Date ____/____/____

Scale

1 = Seldom. 2 = Occasionally. 3 = Usually. 4 =

ZEST				
1	Actively participates			
2	Shows enthusiasm			
3	Invigorates others			
GRIT				
4	Finishes whatever he or she begins			
5	Tries very hard even after experiencing failure			
6	Works independently with focus			
SELF CONTROL SCHOOL WORK				
7	Comes to class prepared			
8	Pays attention and resists distractions			
9	Remembers and follows directions			
10	Gets to work right away rather than procrastinating			
SELF-CONTROL INTERPERSONAL				
11	Remains calm even when criticized or otherwise provoked			
12	Allows others to speak without interruption			
13	Is polite to adults and peers			
14	Keeps his/her temper in check			

OPTIMISM				
15	Gets over frustrations and setbacks quickly			
16	Believes that effort will improve his or her future			
GRATITUDE				
17	Recognizes and shows appreciation for others			
18	Recognizes and shows appreciation for his/her opportunities			
SOCIAL INTELLIGENCE				
19	Is able to find solutions during conflicts with others			
20	Demonstrates respect for feelings of others			
21	Knows when and how to include others			
CURIOSITY				
22	Is eager to explore new things			
23	Asks and answers questions to deepen understanding			
24	Actively listens to others.			
ACADEMIC PERFORMANCE				
25	Completes all assignments with quality and timeliness			
26	Uses tools appropriately and safely			
COMMITMENT				
27	Attends class with one or less absences per quarter			
28	Demonstrates loyalty and appreciation to the program and instructors			





Syracuse City School District
725 Harrison Street, Syracuse, NY 13210

CTE Internship Training Plan

(Form #4)

Student's Name	Email	
Student's Address	Telephone	Date of Birth
CTE Program Career Cluster	Working Papers Certificate #	
School Coordinator		
Phone Number		
Fax Number		
Email		
Employer		
Phone Number		
Fax Number		
Email		
Immediate Job Supervisor		
Phone Number		
Email		
Corporate Address		

Training Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Insurance Coverage

- ☐ Student is a non-paid intern – Worker's Compensation
- ☐ Student is a non-paid observer – Worker's Compensation

Transportation Provided by

- ☐ Student/parent will provide own transportation
- ☐ School district will provide transportation during school hours

Goals for this Work-Based Learning Student:

1. To explore, learn and develop the skills necessary for this career.
2. To develop the Career Ready Practices necessary for success in the global, competitive world.
3. To be trained in the safe operations of this job title.
4. To be able to demonstrate positive behavior and appropriate dress.



Syracuse City School District CTE Internship

(Form #4 Continued)

Teacher

Employer

Student

JOB TASKS AND LEARNING OUTCOMES (Determined by the Employer and Coordinator)	ACHIEVEMENT LEVEL AND COMMENTS 1. Mastered skill 2. Needs more training at the work site. 3. Needs more training at school. 4. Has not reached this training area.
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

CAREER READY PRACTICES	Always	Frequently	Occasionally	Rarely
1. Student works cooperatively as a team member?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Student is able to read instructions for information and application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Student can calculate and measure for information and application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Student can behave in a responsible manner without supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Student can communicate verbally and in writing to evoke clear understanding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Student demonstrates good listening and follow through skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Student demonstrates critical thinking and problem solving skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Student can locate and manage resources for problem solving.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Student demonstrates a positive work ethic.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Student demonstrates computer literacy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



(Form #4 Continued)

SAFETY TRAINING	DATE OF SAFETY TRAINING	ACHIEVEMENT LEVEL AND COMMENTS 1. Mastered safety training instruction. 2. Needs more safety training at work site. 3. Needs more safety training at school. 4. Has not reached this training area.
1. Safety precautions related to stairs, floors, office equipment and furniture.		
2. Safety precaution related to proper dress apparel, shoes, gloves, head, eye and ear protection.		
3. Safety precaution related to use of tools, machines, and chemicals.		
4. Safety precautions related to fire, weather and other natural disasters.		
5. Safety precautions related to sexual harassment and workplace violence.		

DRESS AND BEHAVIOR CODE FOR POSITION	ACHIEVEMENT LEVEL AND COMMENTS 1. Dresses/behaves appropriately 2. Needs to modify dress/behavior. 3. Needs personal consultation.

_____ Employer Name	_____ Employer Signature	_____ Date
		/ /
_____ Work-based Learning Coordinator Name	_____ Work Based Learning	_____ Date
Coordinator		/ /
	_____ Signature	/ /
_____ Parent/ Guardian Name	_____ Parent/Guardian Signature	_____ Date
		/ /
_____ Student Name	_____ Student Signature	_____ Date

If you have any questions please do not hesitate to contact me at (315) 435-_____.

Thank you for your cooperation! _____, CTE Teacher

The Syracuse City School District hereby advises students, parents, employees and the general public that it is committed to providing equal access to all categories of employment, programs and educational opportunities, including career and technical education opportunities, regardless of actual or perceived race, color, national origin, Native American ancestry/ethnicity, creed or religion, marital status, sex, sexual orientation, age, gender identity or expression, disability or any other legally protected category under federal, state or local law. Inquiries regarding the District's non-discrimination policies should be directed to: Executive Director of Student Support Services, Civil Rights Compliance Officer, Syracuse City School District, 725 Harrison Street • Syracuse, NY 13210/ (315) 435-4131, Email: CivilRightsCompliance@scsd.us





Syracuse City School District
725 Harrison Street, Syracuse, NY 13210

SCSD CTE Internship

Notification of Unpaid Internship

(Form #5)

This form serves as notification that the Syracuse City School District CTE Internship is an unpaid internship and students are not due any wages per New York State Department of Labor.

Student

/ /
Date

CTE Teacher/ WBL Coordinator

/ /
Date

Worksite Representative/ Mentor

/ /
Date





Syracuse City School District
725 Harrison Street, Syracuse, NY 13210

SCSD Internship Safety Certification

(Form #6)

Student

Date

Mentor or Supervisor

CTE/ WBL Teacher

Student CTE Program SCSD Career and Technical Program:

SAFETY CERTIFICATIONS		Date
OSHA 10	<input type="checkbox"/>	/ /
Safe Serv	<input type="checkbox"/>	/ /
First Aid	<input type="checkbox"/>	/ /
CPR	<input type="checkbox"/>	/ /
Other	<input type="checkbox"/>	/ /





Syracuse City School District
725 Harrison Street, Syracuse, NY 13210

SCSD Internship Worksite Orientation (Form #7)

Teacher
Employer
Student

Student

Date

Mentor or Supervisor

CTE/ WBL Teacher

Company Orientation

Directions: Be sure that your student employee obtains information about the factors listed below. Check the information on each item as it is completed. Return the completed form to the CTE Teacher or Work Based Learning Coordinator.

Tour of Workplace

- ☐ A tour of the workplace
- ☐ An overview of the company safety plan
- ☐ Introductions to co-workers

Tour of Employee Facilities

- ☐ Lunch room
- ☐ Where to store personal belongings

Safety Plan

- ☐ Safety plan
- ☐ Stairwell/fire exits
- ☐ Fire Extinguishers
- ☐ Special hazards
- ☐ Accident prevention
- ☐ Safety Training Log, updated as needed

About the Company

- ☐ Discuss company organizational structure
- ☐ Review type of business, products, services
- ☐ Overview of who the customers are

Department/Position Specifics

- ☐ Explanation of work schedule
- ☐ Review of dress and conduct code
- ☐ Review of hours, breaks and lunch policies
- ☐ Location of time clock or sign-in
- ☐ Attendance requirements, including procedures for calling in when absent
- ☐ Relationship to working with other departments or co-workers

Job Specific

- ☐ How to use the phones and office equipment
- ☐ Supplies, paper, pens, etc.
- ☐ Job description, Work-Based Learning Plan and evaluation process

Supervisors Expectations

- ☐ Dress code including clothing, hair and jewelry
- ☐ Work performance including productivity and work habits
- ☐ Company culture

Materials provided to intern

- ☐ Copy of personnel handbook
- ☐ Organizational charts
- ☐ Telephone directory
- ☐ Security procedures

Employer/training sponsor

Date

Student

Date

CTE Teacher/WBL Coordinator

Date



Syracuse City School District
725 Harrison Street, Syracuse, NY 13210

Weekly Time Log/Record of Attendance (Form #8)

Student _____

Training Title _____

Worksite Supervisor _____

Time Log for the Week of: ____ / ____ / ____

	Date	Start Time	End Time	Hours Worked
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Total Weekly Hours: _____

Student please list any new tasks performed this week: _____

By signing this timesheet, you are certifying that it is correct and truthful.

Student's Signature _____

Date ____ / ____ / ____

Supervisor Name _____

Phone _____

Date ____ / ____ / ____

Supervisor's Signature _____

Attention Worksite Supervisor:

If you have any questions or concerns, please contact:

CTE Teacher

Phone _____

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Syracuse City School District CTE Internship



Syracuse City School District
725 Harrison Street, Syracuse, NY 13210

SCSD CTE Internship Student Evaluation (Form #9)

Name

____ / ____ / ____ - ____ / ____

CTE Program

Year to Graduate

Please complete this form upon completion of your internship.

	Strongly	Agree	Indifferent	Disagree	Strongly
				Disagree	Agree
Overall, I had a great experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was actively involved in the team meetings and felt free to express my thoughts and opinions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My mentors encouraged and responded to my questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have an increased appreciation for teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have a greater ability to ask good questions and synthesize information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was presented with opportunities to learn by doing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I gained factual knowledge about careers throughout the internship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I would recommend this opportunity to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My time was well spent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I would consider this employer as a future employer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My co-workers are generally positive about work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The best thing about my experience was... _____

The worst thing about my experience was... _____

Any suggestions on how we could improve the intern experience? _____

Other comments... _____





Syracuse City School District
725 Harrison Street, Syracuse, NY 13210

SCSD CTE Internship Mentor Program Evaluation (Form #10)

Student Name _____

SCSD School _____

Interning Location _____

Supervisor/ Mentor Name _____

Date

Internship Preparation

- ☐ Exceptiona
- ☐ Adequate
- ☐ Inadequate

Modes of Communication with SCSD Personnel

- ☐ In-Person
- ☐ Email
- ☐ Phone

Amount of Communication with SCSD Personnel

- ☐ Exceptionally
- ☐ goodAppropriate
- ☐ Too
- ☐ muchToo
- ☐ little

Suggestions for improvement: _____

Additional comments: _____

Return to CTE teacher: _____

CTE Teacher Email



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Assistant Superintendent for Student Support Services, Civil Rights Compliance

OfficerSyracuse City School District

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Email: CivilRightsCompliance@scsd.us

[Return to TOC](#)

F. Employability Profile

The employability profile is a record of student achievement. That may include documentation of the student's attainment of technical knowledge and work-related skills, endorsements, licenses, clinical experience, work experience, performance on core academic Regent's examinations, performance on industry based assessments, attendance, student leadership honors and achievements and other honors or accolades of student success.

Process

- An employability profile model is developed for the program
- A profile of student achievement is developed for each student in the program and is maintained in accordance with records and retention policies of the school district/BOCES.
- The profile of student achievement is reviewed and updated on a continuous basis by the student and the appropriate program/guidance personnel.
- The work skills to be mastered by students with disabilities should be aligned with the student's Individualized Education Program (IEP).

Documentation

Recommendations for the employability profile model should be included in the self-study report and reviewed by the external committee.

Source: <http://www.p12.nysed.gov/cte/ctepolicy/guide.html>



EMPLOYABILITY PROFILE

Law Enforcement Program



Industry Based Skill Standards

Proficiency Definitions

NA = Not Applicable

1 = Introduced

2 = Trained

3 = Trained/Skilled

4 = Industry Level Certification/ Mastery

	9th	10th	11th	12th
History of Law Enforcement				
Understands the historical perspective of policing in the United States and where we are now in the evolution.				
Police				
Demonstrates the basic understanding of duties of Police Officers and the different levels of Law Enforcement from local to the federal level.				
Courts				
Identifies the difference between Civil and Criminal Courts and can cite the major cases that have shaped our laws today. Understands due process and the importance of testimonial and other evidence submissions.				
Corrections				
Understands how corrections fits into the criminal justice system and differentiates with specificity between jail, prison, probation and parole.				
Private Security				
Explains the necessary duties and responsibilities of a NYS Security Guard. Understands the concepts of retail and corporate security.				
Federal Emergency Management Agency				
Demonstrates an understanding in the National Incident Management System and the Incident Command System.				
Physical Fitness				
Exhibits knowledge of the Cooper standards both verbally and by executing the test with proper technique. Understands the bands of scoring and how Police Departments use the Cooper standards as requirements for entry or hiring.				
Emergency Care, First Aid, CPR and AED				
Can execute assessment of a casualty and render proper first aid or triage more than one casualty. Upon identification, can administer CPR or AED assisted intervention as needed to support life.				
Drill and Ceremony				
Executes basic standing, facing and marching drill movements as an individual and member of a team. Understands the reason for drill and how it builds teamwork and esprit de corps.				

Industry Certifications Attained	Yes
FEMA 700 NIMS	
FEMA 100 ICS	
American Heart Association 8 hour First Aid, CPR, AED	
NYS 8 Hour Security Guard Pre- Assignment	

	9th	10th	11th	12th
Constitutional Law				
Identifies constitutional amendments and laws that shape and drive the criminal justice system today.				
Criminal Law				
Explains the difference between criminal law and civil law. Demonstrates knowledge of how the arrest process has impact on the trial process.				
Penal Law				
Demonstrates the ability to use the Penal Law books as a resource to evaluate that elements of crimes, categorize them and effectively predict maximum sentencing guidelines.				
Forensic Science				
Able to understand the different types of forensic evidence and how to collect them. Demonstrates a knowledge of how this evidence has evolved and the importance of it in the investigation and trial process.				
Arrest Process				
Exhibits knowledge and executes the proper steps in advising of an arrest, a search incident to an arrest, proper handcuffing techniques, and what elements trigger the Miranda warnings.				
Crime Scene Investigation				
Able to prepare, search for evidence, measure distance, and photograph for evidence. Displays knowledge of fingerprint lifting and packaging evidence to maintain crime scene integrity.				
Traffic Stops and Citation Issue				
Demonstrates knowledge of traffic laws in order to enforce safe driving conditions. Able to initiate the action on a traffic stop to ensure subject and officer safety and issue a citation if necessary without incident.				
Use of Force and Firearms Safety Introduction				
Can explain different levels of force and how to use de-escalation techniques. Demonstrates proper firearms techniques on a simulator in regards to safety and initial marksmanship knowledge.				
Current Events and Issues (Researchability)				
Identifies current issues facing the criminal justice system today in terms of community policing, sentencing and corrections challenges. Is aware of how to research reports and new stories and evaluate impact using experience.				

College Credits Attained	Yes
SUNY OCC CJ 101 (Intro to CJ)	3 CH
SUPA Forensic Science	4 CH
SUNY OCC CJ 215 (Crim Law)	3 CH
Total	



LAW ENFORCEMENT EMPLOYABILITY PROFILE

Student Name: _____

School Year: _____

Absences: _____

ID Number: _____

Teacher: _____

Final Grade: _____

Career Ready Practices / Career Development Standards

STANDARDS DEFINITIONS

NA = Not Applicable

1 = Developing

2 = Basic

3 = Proficient

4 = Mastery

	9th	10th	11th	12th
Acts as a responsible citizen/employee				
Is on time and prepared, follows workplace policies, demonstrates reliability and dependability, is polite and courteous to adults and peers, demonstrates appreciation, and is reliable and consistent in their actions				
Applies appropriate academic and technical skills				
Demonstrates an understanding of the academic knowledge and skills associated with their trade. Technical skills are developed with academic competencies including English language arts and science that are integrated within the CTE program.				
Attends to personal health and financial well-being				
Recognizes the benefits of physical, mental, social, and financial well-being to the importance of that success in their career. Accepts criticism and works towards self-improvement targets on a consistent basis.				
Communicates clearly, effectively, and with reason.				
Is able to communicate both verbally and in writing to express ideas and obtain information. Uses appropriate vocabulary to share information both verbally and in writing as well. Demonstrates active listening skills and verbal communication.				
Makes appropriate decisions				
Considers the environmental, social, and economic impacts of their decisions. Understands that their actions and decisions will impact other people directly. Works independently and responds positively to new ideas and suggestions.				
Demonstrates creativity and innovative thought				
Demonstrates creativity and new thinking to solve workplace problems as encountered. Is creative, innovative, and is eager to explore new ways of addressing issues and challenges that are encountered.				
Employs valid and reliable research strategies				
Seeks information to develop a deeper understanding of issues encountered. Uses technology as a tool to research, organize, and evaluate information critically incompetently. Interprets information and draws conclusions based on best analysis.				
Uses critical thinking skills and demonstrates perseverance				
Demonstrates problem-solving skills through the use of creative thinking, decision-making, and adaptability. Effectively reasons through difficult situations, and makes decisions even when faced with complex or challenging problems.				

	9th	10th	11th	12th
Models integrity, ethical behavior, and leadership				
Is accountable and transparent in all of their work and assignments. Consistently exhibits ethical behavior, and commitment to completing tasks as assigned. Develops and demonstrates leadership skills, assuming responsibility readily.				
Develops and implements a Career Plan				
Develops a career plan based on understanding of their personal goals and the career pathways that aligns to them. Develops resumes, cover letters, and examples of best work to aid in the job seeking process and/or entrepreneurial goals.				
Uses technology to enhance productivity				
Demonstrates an understanding of the use of technology related to their career pathway. Continually develops their ability to adapt to changing work environments using technology, including new tools and their associated applications.				
Works as a productive and respectful team member				
Actively participates as a member of a team recognizing and appreciating others skills and abilities. Adds to the collective value of the team, and invigorates others to add to the collective efforts and goals.				
Demonstrates reliability and dependability				
Regardless of tasks given, demonstrates reliable and dependable behaviors to meet the expectations as defined. Attendance and levels of participation meet expectations consistently. Take on additional responsibilities without prompting.				
Arrives on time and is prepared to work				
Consistently demonstrates promptness, reliability, and commitment to reporting for classes, work site experiences, and other assignments as defined. Reports prepared for work or education as requirements dictate, meets attendance requirements.				
Demonstrates safe working habits				
When engaging in worksite situations or learning labs, uses tools and equipment safely, observes general safety guidelines for material handling, and meets the expectations of maintaining a safe work environment for others.				
Demonstrates problem solving skills				
Addresses problems encountered using effective problem-solving strategies. Works to define potential solutions to problems, identifies and implements the best solution based on the information gathered and their skill and knowledge.				

Earned Technical Endorsement on Diploma

YES

☐

NO

☐

Special Recognitions or Scholarships _____

Industry Credential(s) Awarded _____

Student Leadership Organization _____

[Return to TOC](#)