

Career Pathway Portal (CPP) / Work Based Learning (WBL)

TOWNHALL 12.19.22

WBL Team Members

Kevin Lopez, AP of Art & CTE
Amanda Deebrah, WBL Coordinator,
Janice Lee-Edelman, Digital Tech Coordinator
Helen Vachicouras, CTE Teacher
Ornela Shtjefni, CTE / VTEA Purchasing Secretary

WHAT IS CTE?

Career and Technical Education (CTE) programs provide academic and technical instruction alongside work-based learning experiences to high school students in public school systems.

CTE programs exist across the country in public schools, and NYC has one of the largest portfolios in America, with nearly 300 CTE programs across 135 high schools and over 60,000 participating students.

CTE students take industry-specific courses, work-based learning opportunities and certifications in order to be better prepared for their next steps after high school.

WHY IS IT IMPORTANT?

CTE...

- Provides students with industry-specific curricula, work-based learning opportunities, certifications and partnerships with industry mentors, colleges and training programs
- Bridges education with real-world experiences and empowers students to make informed post-secondary choices
- Cultivates an inclusive workforce pipeline in New York City to sustain its local economy
- Embraces innovation and transformation through its rigorous process of updating curricula and upskilling educators
- Successfully demonstrates collaboration between education, workforce and economic development

What does CTE look like @ HSAD?

- 8 CTE / Art Majors @ A&D
- Promotes MEDIA DESIGN / industry readiness
- Shows employers that students are qualified in these areas
 - More certifications = more qualified
- Typically able to get a job/freelancing gigs right after graduation
- Potential articulation credits gained for colleges and universities
- Students are Industry Ready with the CTE Endorsement

ART & CTE DEPARTMENT

ANIMATION MAJOR

Partnerships with Borough of Manhattan Community College and New York City College of Technology (CUNY)

ARCHITECTURE MAJOR

Partnership with New York City College of Technology (CUNY)

CARTOONING MAJOR

Partnership with New York City College of Technology (CUNY)

FASHION DESIGN MAJOR

Partnerships with Buffalo State College (SUNY) and LIM College

FILM / VIDEO MAJOR

Partnerships with Borough of Manhattan Community College and New York City College of Technology

GRAPHIC DESIGN MAJOR

Partnerships with New York City College of Technology and Borough of Manhattan Community College (CUNY)

ILLUSTRATION MAJOR

Partnership with New York City College of Technology (CUNY)

PHOTOGRAPHY MAJOR

Partnership with New York City College of Technology (CUNY)

*Awarded college credits vary.

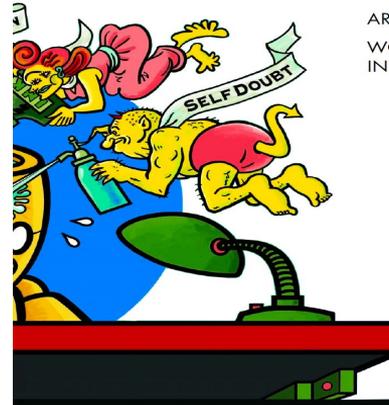
ADDITIONAL PROGRAMS

FRESHMAN FOUNDATION:

- Art Foundation
- Tech Design / Computer Art

ART HISTORY

WORK BASED LEARNING INTERNSHIPS



Mural design by Art Spiegelman
A&D graduate class of 1965

CTE Endorsement Requirements

- 44 units of credit
- 5 required Regents examination
- A minimum of 7 CTE credits, including one credit in Career and Financial Management
- A three-part technical assessment (written, demonstration, and project components)
- **54 hours of work-based learning experiences**
- A work-skills employability profile (documents student attainment of technical knowledge, work-related skills, endorsements, and licenses)

WORK-BASED LEARNING HOURS (54 HOURS)

The NYC DOE supports Work-Based Learning (WBL) as a key activity that allows students to build a bridge from adolescent roles in the classroom to adult roles in professional settings. WBL activities include exposure to a range of occupations and career options, and classroom or community activities that incorporate employers as speakers, advisors, instructors or career mentors. Students learn by observing and/or actually doing real work. Learning in the workplace or from industry professionals supports academic learning and promotes the development of broad transferable skills.

VISIT OUR WEBSITE FOR MORE INFORMATION:

<https://www.artanddesignhs.org/work-based-learning>

CONTACT

Work Based Learning Coordinator
Amanda Deebrah
adeebrah@schools.nyc.gov
Availability:
Room 605 3rd, 7th, and 8th periods

STUDENTS CAN NOW TRACK THEIR OWN WBL HOURS FOR A VARIETY OF ACTIVITIES



Sign Up & Log Hours for All Work Based Learning Activities!

All A&D Students are required to earn at least 54 hours for Work Based Learning upon graduation, in order to obtain the CTE Endorsement on their High School diplomas.

Please scan the QR code to complete the appropriate form. Each activity requires a new form submission.



One-time
(under 10 hours)
WBL school
activities



Long-term
(over 10 hours)
extracurricular
activities



WBL Google
Classroom
internship offers



WBL internship
application form



HIGH SCHOOL OF ART AND DESIGN



Log Your Hours for WBL 54 HOURS Work Based Learning Activities!

All A&D Students are required to earn at least 54 hours for Work Based Learning upon graduation, to obtain the CTE Endorsement on their High School diplomas.

Please visit the school's website to fill out the WBL Hours Tracking Form or access the link via the QR Code on posters throughout the school, for any single / short-term in-school or out-of-school activity.

Each activity requires a new form submission.

These hours should NOT include Paid or Unpaid Long-Term Internships which will be automatically logged via CPP.

Examples of activities eligible for WBL Hours are:

- School Field Trips
- After-School Conferences / Seminars / Fairs
- Community Events
- Visiting Artist Workshops
- One-Day Freelance Gigs (paid or unpaid)



STUDENTS CAN APPLY TO PAID INTERNSHIPS!!!

STUDENTS

Interested in an internship, please come visit
my office on the 6th Floor, Room 605

STEP BY STEP INSTRUCTION FOR INTERNSHIP PROCESS:

<https://docs.google.com/document/d/1Qo4TOUma8E4ILXm2CjK0UObpxMyDfSxuZMdgq4FtaBw/edit?usp=sharing>



Work Based Learning Coordinator

Ms. Amanda Deebrah

adeebrah@schools.nyc.gov

Availability:

Room 605 3rd, 7th, and 8th periods

HOW TO GET AN INTERNSHIP?

STEP 1: Get your Working Papers

Please go to the main office to get your working papers application. Fill out Part 1 of the application, provide the necessary documents and a doctor's note saying you are physically able to work.

STEP 2: Conduct your Proof of Employment

Our young professionals will have to conduct their proof of employment to participate in this internship. A proof of employment proves that you are able to work in this country. The proof of employment consists of:

1. Fill out your I9 form: <https://bit.ly/3vql08E>
2. Sign up for the virtual appointment via the Calendly website:
https://calendly.com/bronx_wbl/student-employment-verification?back=1&month=2021-10
3. Conduct your proof of employment with the internship office virtually: You will need your working papers and valid passport or working papers, social security card, birth certificate, and student ID. There is a checklist provided for the proof of employment attached to this assignment as well: <https://bit.ly/3AL7FaW>
5. Make sure the young professional is ready 5 mins before their virtual meet up with the DOE internship office with all of their documents and I9 form filled out. 5 minutes before their meeting they will receive a Google Meet, Microsoft Teams, or Zoom link to their proof of employment where they will show their documents and I9 form.

STEP 3: Complete the internship sign up form

https://docs.google.com/forms/d/e/1FAIpQLSdFmtd_8dcWITzO4AK9Fq1-yvDqk73Zwn-xT2wo7tUCwbBtSw/viewform

STEP 4: Email Ms. Deebrah (adeebrah@schools.nyc.gov) to set up an appointment to discuss the details of your internship

If you completed an internship on your own, volunteered, did community service, please fill out these forms:

**** NOTE: You will need to submit proof that you did these activities (time sheets, letter from supervisor, etc.)**

1. For activities OVER 10 hours:
<https://docs.google.com/forms/d/e/1FAIpQLSf2VixKdc0jFnLtesN6Pf42bRtqCqafA0RhtepV9nMK0iu0-g/vie/wform>
2. For activities UNDER 10 hours:
https://docs.google.com/forms/d/e/1FAIpQLSfD43bJnuTw9SQ5F-irYWY_5rK06Y6DGTSLvGHHC0X8eaUQ/viewform

TODAY!
WBL Proof for Employment
Event in the Cafeteria
2:45-4:30



Please bring the following:
Working Papers and Social Security Card
or passport, birth certificate, or
permanent resident card.

You must bring all originals, no copies!

PAID INTERNSHIP PROCESSING

STEP 1 → GET YOUR WORKING PAPERS due by Friday, November 18

Bring the following to Ms. Johnson in the main office, room 607:

1. Working paper application (in WBL Classroom or main office)
2. Letter from your doctor stating you are able to work
3. Proof of Identification: bring **ONE** of the following original documents:
 - Valid Passport
 - Birth Certificate
 - Green Card

*NOTE: Return of lunch form is required
in order to receive working papers.*

STEP 2 → PROOF FOR EMPLOYMENT Tuesday, November 29 in the cafe 2:45-4:30pm

Bring the following original documents to be verified by the WBL office:

- Approved Working Papers and **ONE** of the following:
 - US birth certificate
 - Social Security Card
 - Passport
 - Permanent Resident Card



Questions or Concerns?

Email Ms. Deebrah at
adeebrah@schools.nyc.gov



HIGH SCHOOL OF ART AND DESIGN

HSAD WBL / INTERNSHIP GOOGLE CLASSROOM

☰ 22-23 Internship/Job Opportunities Stream Classwork People Grades ⚙️ ☰ 🚩

WBL OPPORTUNITIES

22-23 Internship/Job Opportunities

✎ Customize

Meet

⋮

Generate link

Class code

⋮

w5stoeK 📄

Upcoming

No work due soon

View all

🚩 Announce something to your class

↻

Amanda Deebrah
5:40 AM (Edited 5:41 AM) ⋮

The Office of the Arts and Special Projects has invited us to see **Loudmouth (A biography on Reverend Al Sharpton)** tomorrow **Friday, December 9th** in Harlem (AMC Magic Johnson) **at 4pm** or Union Square (Regal Cinemas, [W. 13th St](#) and Broadway) **at 5:40pm**.

I ask that you **email me**, Ms. Deebrah (adeebrah@schools.nyc.gov), **by 12pm** with the location you'd like to attend the screening.

You will get WBL hours for this!

Thank you!

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REQUIRED COURSE SEQUENCE CTE CREDITS

ART / CTE COURSE	NUMBER OF CTE NYC CREDITS
Animation	12
Architecture	14
Cartooning	12
Graphic Design	10
Fashion	20
Film	12
Illustration	10
Photography	12

Course Title	Number of State Credits	Number of City Credits	Course SCED Code	Type of Credit
Photo I; Intro to Photography	0.5	1	55167	CTE
Photo II; Commercial Photography	0.5	1	10203	CTE
Computer Art Technology	1	2	10204	
Photo III; Intro to Industry Practices	1	2	55167	CTE
Photo IV; Commercial Photography II	1	2	55167	CTE
Photo V; Advanced Photography Practices I	1	2	55167	CTE
Photo VI; Advanced Photography Practices II	1	2	55167	CTE
		Total: 12		



HOW DOES THIS IMPACT TRANSFERS BETWEEN MAJORS?

We are instituting a new HSAD MAJOR TRANSFER POLICY that will ensure that students who wish to transfer are approved within the appropriate window, and follow the proper transfer protocols set forth by our Guidance and Art / CTE Departments. All A&D students who wish to transfer from one Art / CTE Major to another, must adhere to the following transfer protocols below:

1. Transfer Requests are limited to 10th graders during Term 1 (preferably marking periods 1 & 2).
2. Students must meet with their Guidance Counselors to discuss the transfer request, as this may impact a student's full academic schedule.
3. Guidance must confirm if there are seats available in the requested Art / CTE Major. Note that CTE class capacity cannot exceed 28 students.
4. Art / CTE Major Teachers Must be notified and aligned with the transfer prior to final approval.
5. Parents / Guardians must approve the transfer request prior to final approval.
6. Any students who wish to transfer beyond the appropriate window must follow a different Guidance protocol, with parent / guardian understanding and written approval that a CTE Endorsement will not be obtained.
7. Final transfer approval must be given by the Assistant Principal of Art & CTE.
8. Students must fill out the official HSAD Major Transfer Request Form
 - a. <https://forms.gle/otVaHRAvwa6WwkDJ8>



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Maximilian Re-Sugura, Principal
Kevin A. Lopez, Assistant Principal, Art & CTE

ART & CTE DEPARTMENT

MAJOR TRANSFER CONSENT FORM 2022 - 2023

DEAR PARENTS / GUARDIANS:

Please be advised that the following HSAD student _____, with OSIS Number _____, and currently in Grade _____ has requested for an ART / CTE MAJOR TRANSFER from _____ to _____.

Please be advised that before a Major Transfer is authorized, the following details MUST be taken into account by students and parents / guardians, in accordance with the HSAD TRANSFER PROTOCOLS provided by the HSAD Art & CTE Department and Guidance Departments.

1. Official Transfer Requests are limited to 10th graders during Term 1 (preferably marking periods 1 & 2).
 - a. All other transfers will impact a student's ability to earn a CTE Endorsement and adversely affect our program reapprovals.
2. Students must fill out the official HSAD Major Transfer Request Form: <https://forms.gle/oYvHRAvwa6WwkDJ8>
3. Students must meet with their Guidance Counselors to discuss the transfer request, as this may impact a student's full academic schedule.
4. Guidance must confirm if there are seats available in the requested Art / CTE Major. Note that CTE class capacity cannot exceed 28 students.
5. Art / CTE Major Teachers Must be notified and aligned with the transfer prior to final approval.
6. Parents / Guardians must approve the transfer request prior to final approval.
7. Final transfer approval must be given by the Assistant Principal of Art & CTE.

If you approve of this major transfer, PLEASE PRINT, DATE, AND SIGN BELOW. Note that signing this form does not guarantee that the transfer will take place, but only confirms that you are aware and approve of such a change to your child's CTE education program. In addition, signing this form indicates that you understand that this transfer, if approved, will impact your child's ability to obtain their CTE Endorsement upon graduation.

PARENT / GUARDIAN (PRINT NAME)

DATE

PARENT / GUARDIAN (SIGNATURE)

FOR TRANSFERS BEYOND
10TH GRADE / TERM 1,
Students will need to have
parents / guardians sign the
major transfer consent form,
with the understanding that a
CTE Endorsement will not be
obtained due to course
sequence interruption.

FRESHMAN FOUNDATION 2.0

Importance of a TRULY Comprehensive Art / CTE foundational year

- This year, we launched the Freshman Foundation experience, with both Tech Design and Art Foundation offered to all 9th graders.
- Art students can make more well-informed and committed decisions that impact the subsequent 3 years at A&D
- Help minimize the imbalanced capacity / seating trends that favor some majors over others.
- Help minimize the growing trend of transfer requests
- 9th graders obtain their photoshop technical certifications
- Tech Design and Art Foundation combined averages will determine placement
- Allows for Art / CTE majors to be introduced in both Tech Design and Art Foundation courses, respectively. This lessens the burden of one teacher having the responsibility of teaching all 8 majors.

LEADING UP TO MAY 2ND!

Tech Design

Animation

Film & Video

Graphic Design

Art Foundation

Photo

Illustration

Fashion

Architecture

Cartooning

QUESTIONS?