



# Las Cruces Public Schools

Going Above and Beyond for Every Student, Every Day

## ACADEMIC CAREER EXPERIENCE (ACE) WORK BASED LEARNING PROGRAM



## Internship Packet

Teaching & Learning Center  
505 S. Main Street, Suite 400  
Las Cruces, NM 88001

**Carrie Hernandez**

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Career Readiness & Student Success

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# Las Cruces Public Schools – Career Readiness & Student Success

## MISSION

*Preparing students for life by providing tools to build personal, professional, and academic skills to encourage lifelong learning and personal success.*

## VISION

*Equitable access to a variety of career readiness options for every student.*

## PURPOSE

*Our Career Specialist team are connectors and coaches of academics relevant to career readiness including college success.*

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### CAREER SPECIALIST

**Rachel Knight**      [raknight@lcps.net](mailto:raknight@lcps.net)

*\* Agriculture/Auto/BCT/Curriculum & Assessment/Parent Engagement*

**Amie Kraenzel**      [akraenze@lcps.net](mailto:akraenze@lcps.net)

*\* Education/FCS/GRADS/Arts-AV Media/Virtual ACE/Guest Speakers & Tours*

**Michael Ogas**      [mogas@lcps.net](mailto:mogas@lcps.net)

*\* Allied Health/SPM/Sports Medicine/CTSOs/Service Learning*

**Jeff Waugh**      [jwaugh@lcps.net](mailto:jwaugh@lcps.net)

*\* Computer Science/STEM/TECH/Engineering/Work based Learning (ACE)*

**Caleb Hull**      [chull@lcps.net](mailto:chull@lcps.net)

*\* Law & Public Service/Criminal Justice/CTE Inventory*

### OTHER DEPARTMENT CONNECTIONS

#### **Bilingual Education, Translation & Interpretation, and Community Outreach (International Welcome Centers)**

Dr. Aine Garcia-Post ([agpost@lcps.net](mailto:agpost@lcps.net))

#### **CORE Counseling Team**

Amy Himelright ([ahimelright@lcps.net](mailto:ahimelright@lcps.net))

Merrilee Saige ([msaige@lcps.net](mailto:msaige@lcps.net))

#### **18-21 Year Program + DVR Services**

Cary Flores ([cflores3@lcps.net](mailto:cflores3@lcps.net))

Hermila Ortega ([horteiga@lcps.net](mailto:horteiga@lcps.net))

## **WHAT IS ACE**

ACE stands for Academic Career Experience which is a work-based learning program. ACE is the longest running high school internship in the state of New Mexico serving over 300 students a semester in the Las Cruces Public Schools. Every high school in LCPS has students in the ACE program.

Work-Based Learning (WBL) is an educational program that combines classroom instruction with practical work experience that is directly related to a program of study. The program's mission is to enhance student knowledge by combining classroom learning with hands-on work experience.

## **HOW ACE WORKS**

Once the internship site has been approved, it will be added to the LCPS ACE Work-Based Learning database. For a student to earn academic credit, they must be enrolled in the internship class by their academic counselor. Students must be Junior/Senior level with passing grades in basic core classes (English/math).

The Career Team will interview and evaluate all students before allowing students to contact employers for interviews. The LCPS Career Team will clear approved work sites.

The student will set up an interview with the perspective placement. The employer has the right to accept or deny a candidate. Upon acceptance, the student, employer, and Career Specialist will identify expected work hours and a calendar of events for the entirety of the placement. Students will be on a time clock management system in which they clock in and out at the worksite. Employers are expected to engage and contact the Career Team when necessary, including concerns with personal work ethics, time management, or general student behavior.

Positive mentoring from site mentors is expected with clear expectations reviewed, including the company employee policy manual, before students engage in any work on the assigned site.

The Career Specialist assigned to work as the Workforce Community Liaison and mentor between business, student, parent, and the counselor. They will contact you or drop into the work site periodically to check on the student's progress. The assigned Career Specialist will provide you with the necessary evaluation surveys to be completed and returned.

### **BEFORE THE ACE INTERNSHIP BEGINS**

- ✦ Student intern candidate will contact you to request an interview
- ✦ Employer conducts a hiring interview with student candidate
- ✦ Training agreement is signed by employer
- ✦ It will be the student's responsibility to turn the form in to the Career Specialist

### **DURING THE INTERNSHIP**

- ✦ Employer assigns a site mentor to student from their company
- ✦ Employer provides time for orientation, training and provides safety instruction and reviews staff handbooks including preferred communication protocols
- ✦ Employer approves learning objectives and assumes responsibility for meaningful training and a safe workplace environment
- ✦ Employer reviews progress with student periodically

### **COMPLETION OF INTERNSHIP**

- ✦ Employer will complete student evaluation
- ✦ Employer should attend end of year recognition venues

### **VERIFYING HOURS**

Interns are responsible for completing 10 – 15 hours per week at the internship site to receive academic credit.

Hours are kept by the student using a time clock app called *TSheets* and reviewed by assigned Career Specialist.

### **SEMESTER LENGTH**

Fall and Spring semesters are typically 17-18 weeks.

Interns are not expected to be at the site during holiday breaks or extended breaks due to the [LCPS 2022 Balanced Calendar](#).

Students are responsible for working with employer to let employer know when they will be engaged and/or not engaged for required hours set forth by employer.



## ACADEMIC CAREER EXPERIENCE (ACE) MENTOR NOTES

### **What is ACE?**

ACE is a program in which students in the Las Cruces Public Schools can earn credit through engagement in connected work experiences that meet the students desire area of interest. The Career Team is here to ensure the student continues to develop career decision-making and employability skills to further expand and gain an in-depth understanding of workplace cultures and expectations.

The student demonstrates an understanding of the competing demands and responsibilities of the world of work and learns how to balance those roles in their own lives. The ability to work well with others; understand complex interrelationships; work with various technologies; acquire and use information; organize, plan, and allocate resources; and safety are included in the curriculum and evidenced through a portfolio. Literacy and consistent communication strategies are integrated throughout the course.

The Employer provides a safe environment to learn relevant content work ready skills. All employers must follow Department of Labor/Work Force Solutions – Youth Rules (<https://www.dol.gov/agencies/whd/youthrules>). Also, see Tools for Employers (<https://www.dol.gov/agencies/whd/youthrules/young-worker-toolkit>).

### **What if we cannot have ACE students for a day or a short period of time?**

ACE students will have virtual options from home to complete hours.

### **What to expect from an ACE Student?**

ACE students will be on your site every day or working on projects from home.

ACE students will be on time.

ACE students will have a positive attitude.

\*If students are going to miss, they need to make sure they have their site mentor and their teachers.

\*\*Must present a note for absence if asked by the teacher.

If at any time you feel a student is not following the expectations, please refer them to any Career Specialist. We will work directly with the student to correct the behavior, or the student will be removed.

### **What we would like you to do:**

Hold an intake interview with the student.

Reviewing your handbook – including policies, daily procedures, and preferred communication.

Mentor the student by leading by example.

Possibly challenge students with projects that are meaningful.

### **How we monitor our ACE Students:**

Students will use their phone upon arrival at the jobsite to use our GPS timeclock application to “clock in”. Students will be expected to follow your policy regarding cell phone use. Students will use the app to “clock out” of the work site. Student placements will be reviewed biweekly during our status meetings.

## FREQUENTLY ASKED QUESTIONS:

### **Q: Who supervises the students?**

**A:** The ACE staff work in partnership with a jobsite mentor to oversee students.

### **Q: How do students get to the jobsite?**

**A:** ACE students must arrange for their own daily transportation to/from the jobsite.

### **Q: What about insurance?**

**A:** ACE students must provide their own automotive and medical insurance. Health insurance options are available through the school district.

### **Q: When are they going to start?**

**A:** As soon as students are placed at a site, they may start.

### **Q: When is their last day?**

**A:** Fall semester students will be finished the first week of December. Year-long and Spring students will be done the first week of May.

### **Q: When are they going to show up?**

**A:** Students may work when not in school, provided it is worked out among site, student, and teacher. If you don't need them over a particular timeframe, we have work for them to do remotely.

### **Q: How do they make up hours?**

**A:** Students can make up hours during their free time at the worksite if possible. If not, students have assignments they can work on to make up hours. Students need an average of 12-15 hours per week.

### **Q: Who do I contact if I have ANY issues or concerns?**

**A:** Any Career Specialist:

Jeff Waugh	Rachel Knight	Michael Ogas	Amy Kraenzel	Caleb Hull
575-644-7239	575-635-0991	575-574-7222	575-639-0247	575-635-1547
jwaugh@lcps.net	raknight@lcps.net	mogas@lcps.net	akraenze@lcps.net	chull@lcps.net

Carrie Hernandez, Coordinator for Career Readiness & Student Success: 575-527-6635 or 644-3057.

### **Q: How are students evaluated?**

**A:** Students will use a time clock management system.

**A:** Student attendance and participation at ACE seminars.

**A:** Once a semester mentor evaluation: <https://tinyurl.com/y9db9eql>



## **ACADEMIC CAREER EXPERIENCE (ACE) STUDENT NOTES**

### **What is ACE?**

ACE is a program in which students in the Las Cruces Public Schools can earn credit through participating in work experience or early field-based experience related to their chosen program of study before graduation. Employability skills are necessary to understand the diversity of workplace cultures and employer expectations. The ACE team is here to ensure you, as young adults, have options to develop positive life skills before graduation, including the ability to understand personal and professional career decision-making and employability skills.

As the student and the end of the experience, you will demonstrate an understanding of the competing demands and responsibilities that are parts of life, such as how to balance time and roles as a student, employee, and family member. You will gain valuable exposure to life-long peer mentors in and out of the work setting. We will work together to show how to gain the ability to work well with others; understand complex interrelationships, work with a variety of technologies and acquire skills to organize and plan your personal and professional life. Whether you participate in a connected work experience or work under “Co-op” (employer provides direct monetary payment and provides pay stub) --the ACE team offers you a chance to develop a functional resume and basics to begin your portfolio before you graduate.

### **What are student expectations?**

ACE students will

- Follow employer expectations including participating in workplace orientations or meetings
- Report on time to work site and follow weekly or monthly employer schedules
- Dressed appropriately for the job as defined by the employer or the audience in which you are serving
- Participate in time-management including keeping personal calendar and daily note log of activities
- Hold a positive attitude
- Report to your school Career Specialist or counselor on a weekly basis
- Follow confidentiality rules by employer and Las Cruces Public Schools

*ACE Co-op students will follow above and turn in weekly or bi-weekly copies of pay to their school site mentor or counselor. Weekly journal notes are not necessary however we encourage you to check in with your school mentor to get involved with resume and job fair workshops held for all students participating in the ACE Program.*

### **What we expect from the employer (work) mentor to provide to you:**

- Hold an intake interview with the student to explain job expectations by reviewing company handbook.
- Supervisors who understand why you are working for the company and will be willing to mentor you in a positive manner
- Ensure you understand company or employer policies and procedures
- Follow fair labor laws including number of hours worked, equipment that can or cannot be used, ensure HIPAA and FERPA compliance occurs.

*For Co-op students we expect the employer to follow fair pay and Department of Labor rules and regulations. <https://www.dol.gov/general/topic/youthlabor>*

**How do you get credit?**

120 work hours = 1 graduation credit. Currently the program is “blocked” and special allowances are made for students to work outside the traditional school hours 8 am – 3:30 pm to work up to 240 hours for 2 graduation credits. Students are expected to follow the school calendar and work a minimum number of hours needed. If you exceed the number of hours – this is okay, but you will need to continue to attend ACE until the end of the semester. Only 2 credits can be gained by participating in ACE.

**FREQUENTLY ASKED QUESTIONS:**

**Q: Who supervises the students?**

**A: The ACE staff work in partnership with a jobsite mentor to oversee students.**

**Q: How do students get to the jobsite?**

**A: ACE students must arrange for their own daily transportation to/from the jobsite.**

**Q: What about insurance?**

**A: ACE students must provide their own medical insurance or purchase school insurance.**

**Q: When are they going to start?**

**A: The goal is to have every student at their placement by the end of August.**

**Q: When is their last day?**

**A: The beginning of December or May depending on the length of their ACE Internship**

**Q: When are they going to show up?**

**A: Fall Calendar- (waiting on district calendar) Spring Calendar (waiting on district calendar)  
Students may work when not in school, working out among site, student, & teacher.**

**Q: How do they make up hours?**

**A: Students can make up hours during their free time at the worksite if possible. If not, students have assignments they can work on to make up hours. Students may complete career-oriented assignments as well.**

**Q: I am a co-op student; what if I lose my job or am fired?**

**A: The ACE Team works with you to evaluate why you lost your job. We coordinate with you, guardian and your counselor to develop a plan for finding another job or graduation credit option.**

**Q: How are students evaluated?**

**A: Students will provide evidence of time at the employer site such as TSheets electronic time clock or Co-op students provide copies of pay checks to the school mentor or Career Specialist.**

**A: Evidence must also be provided as to how you are able to manage time balancing your academic and professional life by providing immediate feed-back and daily logs (Co-op students are exempt from keeping daily logs).**

**A: Once a semester mentor evaluation is sent to your employer: <https://tinyurl.com/y9db9eql>**

**Q: Who do I contact if I and ANY issues or concerns?**

**A: Any Career Specialist:**

Jeff Waugh	Rachel Knight	Michael Ogas	Amy Kraenzel	Caleb Hull
575-644-7239	575-635-0991	575-574-7222	575-639-0247	575-635-1547
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# 2022-23 Instructional Calendar

14 First day for teachers/EAs-Site PD  
15 Convocation  
Safe Schools training

18 District PD  
19 Teacher Work Day  
20 First day (K, 6, 9)  
21 First day (1-5, 7-8, 10-12)

JULY '22						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2 Intersession/Winter Break  
3 District or Site PD  
4 Educator Work Day  
5 Spring Semester Begins  
16 Dr. King Holiday (no school)  
18 Enriched Learning

17 Enriched Learning

22 Educator Planning (no school)

AUGUST '22						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

8 Enriched Learning  
16 Next Step Planning (no school grades 9-12)  
17 Next Step Planning Parent Teacher Conferences (no school grades K-12)  
20 President's Day (no school)  
21 Educator Planning

29- 2 Parent/Teacher Conference Week  
2 Parent Teacher Conferences (no school)

5 Labor Day (no school)  
14 Enriched Learning  
23 End of Q1  
26-30 Fall Break (no school)

SEPTEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MARCH '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

8 Enriched Learning  
10 End of Q3  
13-17 Spring Break (no school)  
20-24 Intersession (no school)

3-7 Intersession (no school)

11 Enriched Learning

OCTOBER '22						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

6 Educator Planning (no school)  
7-10 Spring Holiday  
12 SAT (remote learning- HS only)  
19 Enriched Learning

7 Educator Planning (no school)  
8 Election Day (Remote Learning K-12)  
16 Enriched Learning  
21-25 Thanksgiving Break

NOVEMBER '22						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY '23						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3 Enriched Learning  
19 Graduation  
Las Cruces 9:00 a.m. (no school)  
Arrowhead Park 1:30 p.m.  
Centennial 6:00 p.m. (early dismissal)  
20 Graduation  
Organ Mountain 9:00 a.m.  
Rio Grande Prep. 1:30 p.m.  
Mayfield 6:00 p.m.  
29 Memorial Day Holiday

16 End of Q2- Early Dismissal  
19-30th Intersession/Winter Break

DECEMBER '22						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE '23						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1 Last Day K, 6, 9  
2 Last day 1-5, 7-8, 10-11

Adopted by the LCPS Board of Education March 15, 2022

## EMPLOYER ORIENTATION CHECKLIST

### I. Welcome and Introduction

- What it means to work at this company

### II. Workplace Tour

- Overall tour of facility
- Tour of work area
- Fire extinguishers, fire escapes, exits, evacuation routes
- Introduction to staff
- Restrooms
- Parking
- Break rooms
- Storage for personal belongings

### III. About the Company

- Discussion of company structure
- Key people in the company
- Type of business, products, services
- Who our customers are
- Other branches or divisions

### IV. Department Specifics

- Cellphone number and address
- Explanation of work schedule and attendance requirements
- Working with other departments /employees
- Hours / Break times / Lunch time

### V. Job Specific Issues

- Location of necessary supplies
- Job description
- Training plan
- Location and use of office equipment

### VI. Safety Training

- Stairwell / fire exits
- Fire extinguishers
- Special hazards (MDS Sheets)
- Accident prevention/reporting
- Safety Training Log, updated as needed
- Covid-19 Safe practices & procedures

### VII. Supervisor's Expectations

- Dress code (hair, clothing, jewelry, etc.)
- Performance expectations
- Company culture (teamwork, service, values, etc.)
- Cell phone use and expectations (should be put away or left in car)

### VIII. Materials

- Personnel handbook
- Organization chart
- Phone directory
- Security procedures

## **SUGGESTED WORK-BASED LEARNING PROGRAM OUTLINE**

- **Observation – “Fly on the Wall”**
- **Regular Briefings – “Burst Interactions”**
- **Hands On – “Job Sharing”**

**NOTE: The 3 sequenced activities are suggestions only - we ask business partners to be creative in offering a unique experience positioned within YOUR company culture.**

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- 1. Observation –**
    - a. Orientation and training per company policy standards
    - b. Observe different departments within company
    - c. Choose mentor(s) within company for student to shadow
      - i. Student(s) may express areas of interest for pairing
      - ii. Mentor can change; be flexible
    - d. Shadowing should last anywhere from 4-8 intern-site visits (1-2 weeks)
  
  - 2. Regular Briefings –**
    - a. Dependent on student(s) maturity level –
      - i. Give student(s) small (supervised) tasks
      - ii. Examples: Answer phones, file business documents (if applicable & in line with confidentiality agreement)
      - iii. Input data on company’s database
      - iv. Respond to professional emails, follow up emails, etc.
  
  - 3. Hands On –**
    - a. Dependent on student(s) maturity level –
      - i. Assign projects to student(s)
      - ii. Examples: Research business problems – create/pitch solutions
      - iii. Have student(s) review and revise social media campaign
      - iv. Plan or support an event or major meeting
    - b. Assign a role for intern –
      - i. Low - Middle (Maturity) Level: Entry level position
      - ii. High Level: Project Manager
- 

**DO:**

- Offer students an opportunity to learn from within your company at levels where they progress with hands-on and real-world productivity and experience.
  
- Encourage and push students to get better every day.

**DON’T:**

- Give students ‘grunt’ work. i.e. go-fer, broom pusher, coffee runner.
  
- Allow student(s) observation or collaboration with confidential materials or client’s personal history (i.e. HIPAA).

**First Name Last Name**  
(575) 649-0909  
lastnamefirstname@professional.org

**Education**

- Ace High School, *Las Cruces, NM*
- *GPA 3.4, Anticipated Date of Graduation May 20XX*
  - *Include any special classes taken*
- Another High School, City, State
- *Important Classes*

**Work Experience**

- Caliches, *Las Cruces, NM* Cashier Month 20XX - Present
- *Duties, skills displayed*
  - *Awards earned, leadership responsibilities, etc.*
- Child Care Month 20XX - Present
- *Regularly babysit for three children ages eight months to nine years old.*
- Farm and Ranch Work Date - Date
- *Care for livestock*

**Achievements, Honors, and Activities**

Club, Activity, or Honor Dates, semesters, etc. as relevant

**Volunteer Experience**

- Caldito Soup Kitchen December 2019 - May 2020
- *What did you do. Start with a strong verb.*
- Project Unified, Las Cruces NM Fall 2019
- *Worked with special needs students to develop teamwork skills.*

**Skills and Certifications (Describe what you can do)**

- Basic Plumbing
- Fluent in Spanish
- Basic Life Saver (expires Aug 2023)

**References**

Mr. First Name Last Name  
Teacher at Ace High School, [teacher@lcps.net](mailto:teacher@lcps.net) (575) 527-9xxx

Ms. First Name Last Name  
Principal at Ace High School, [teacher@lcps.net](mailto:teacher@lcps.net) (575) 527-9xxx

Mrs. First Name Last Name  
Manager at Caliches, Las Cruces, NM (575) XXX-XXXX

Mrs. First Name Last Name  
Director with Gospel Rescue Mission, Las Cruces, NM (212) XXX-XXXX

Mrs. First Name Last Name  
Manager Boys and Girls Club, Las Cruces, NM (575) XXX-XXXX



## **Mock Interview Questions**

1. Tell me a little about yourself.
2. Why are you looking for a job?
3. Why are you interested in working in this career field?
4. How has school prepared you for joining the work force?
5. How would you describe your ability to work as a team member?
6. What has been your most rewarding accomplishment?
7. What would you consider to be your greatest weakness?
8. Tell me about a major problem you recently handled?
9. Where do you see yourself in five years?
10. Do you have any questions for me?



# Mock Interview Feedback Form

<b>Applicant Name:</b>	<b>Applicant Grade Level:</b>
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<b>Interviewer Name:</b>
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<b>Rating Key</b>
<p><b>4 points</b> – <i>Excellent, great for a job interview</i></p> <p><b>3 points</b> – <i>Good, needs only a little improvement</i></p> <p><b>2point</b> – <i>Fair, needs quite a bit of improvement; could be a problem in a job interview</i></p> <p><b>1 point</b> – <i>Poor, needs much improvement; a serious problem needs to be addressed</i></p>

<b>First Impression/Dress/Clear Speech</b>
1. Gives feeling of optimism and energy when first meeting the interviewer
2. Well-groomed, neatly and appropriately dressed
3. Talks with confidence, clearly and distinctly, words are not mumbled

<b>Nonverbal Behavior/Body Language</b>
4. Sits squarely in chair, has good posture
5. Maintains open position (arms not crossed, etc.)
6. Establishes good eye contact throughout the interview
7. Appears relatively relaxed, maintains poise

<b>Content of Job Interview</b>
8. Expresses work values, explaining why job is wanted
9. Makes known abilities relevant to the job being sought
10. Relates past achievements to skills needed for the job
11. Demonstrates interest and enthusiasm for the job
12. Neutralizes weaknesses or turns them into positives
13. Asks questions about the job or work organization
14. Avoids flat “yes” or “no” answers to questions
15. Thanks interviewer by name for the interview
16. Résumé easy to read, neat, free of errors

Total points: \_\_\_\_\_

Date: \_\_\_\_\_



# Mock Interview Feedback Form

Applicant's strengths:

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Things to work on:

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---

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Other comments:

---

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Would you hire this person? \_\_\_\_\_

# *ACE*

# *PAPERWORK*





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## ACE CONFIDENTIALITY AGREEMENT

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As a student of the Las Cruces Public Schools Academic Career Experience (ACE) early field-based program, I acknowledge the importance of confidentiality with respect to the affairs of the assigned jobsite. In keeping with this acknowledgement, I agree to keep confidential **ALL** information acquired in this role pertaining to this organization and related activities.

I understand and agree to uphold personal and professional leadership for which I am being trained including the need to protect the privacy of all clients/customers/guests/patients/team members of assigned jobsite.

By my signature below, I agree to:

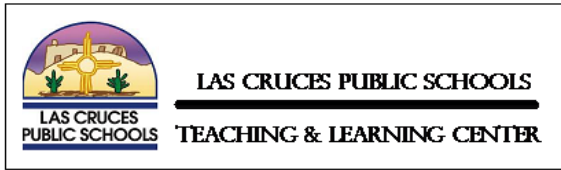
- Conduct myself in the best interest of my assigned jobsite in understanding in conjunction with Las Cruces Public Schools.
- Not disclose any information or dealings about my jobsite to any other organization or company which competes with the goods/service provided by my jobsite.
- Not disclose any transaction about my assigned jobsite which would result in a material, financial, or beneficial interest for me or for others.
- Refrain from using any information obtained within the scope of my responsibilities at the assigned jobsite for my personal benefit or for the benefit of another company, agency, organization, person, or association with which I am affiliated or related.
- Discuss matters of concern with the assigned ACE Mentor/Career Specialist or counselor when a jobsite situation does not seem appropriate.

I understand that any violation of this agreement may result in official sanctions that could include termination of my relationship with Las Cruces Public Schools Academic Career Experience.

Signature:

Date:

Printed Name:



**Career Readiness & Student Success  
ACE – Academic Career Experience Program**

**AUTOMOBILE & PERSONAL INSURANCE INFORMATION**

**NAME (PRINT):**

Mailing Address:

Home School: \_\_\_\_\_ Counselor: \_\_\_\_\_

**CHECK ONE:**

\_\_\_\_\_ *I will be driving my son/daughter to and from the job site.*

Parent/Guardian Name (Print):

Signature:

Date:

*My son/daughter will be:*

\_\_\_\_\_ *utilizing city transportation to get to and from the job site.*

\_\_\_\_\_ *driving to and from the job site.*

**PROOF OF DRIVERS LICENSE (attach copy of driver's license and insurance policy card)**

Driver's License Number:

Date of Birth:

Expiration Date:

Automobile Insurance Company: \_\_\_\_\_

Policy Holder Name: \_\_\_\_\_

Policy Number: \_\_\_\_\_

Effective Dates:

Year/Make/Model:

Vehicle License Plate Number:

**MEDICAL INFORMATION**

You must provide home school nurse with the required "white" health information card **BEFORE** beginning your internship or arriving on the job.

**NEW MEXICO PUBLIC SCHOOLS INSURANCE AUTHORITY  
STUDENT ACCIDENT INSURANCE (SCHOOL-TO-WORK)  
APPLICATION WAIVER FORM**

**Career Readiness & Student Success  
ACE – Academic Career Experience Program**

SCHOOL: \_\_\_\_\_

Program Coordinator: Carrie Hernandez

ACE MENTOR/Career Specialist: \_\_\_\_\_

Date: \_\_\_\_\_

Name of student (Print): \_\_\_\_\_

Mailing address: \_\_\_\_\_

Student phone: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Grade: \_\_\_\_\_

High School: \_\_\_\_\_ ID Number: \_\_\_\_\_

CHECK ONE:

\_\_\_\_\_ **YES**, we want a \$50,000 Accident policy with no deductible. Cost: \$10.00  
Please make a check or money order payable to **LAS CRUCES PUBLIC SCHOOLS**

\_\_\_\_\_ **NO**, we have our own medical insurance (see below or attach a copy of the card).  
If accident policy is not purchased, proof of medical insurance must be given.

Medical Insurance Carrier: \_\_\_\_\_

Policyholder Name: \_\_\_\_\_

Policy Group Number: \_\_\_\_\_

Effective Dates: \_\_\_\_\_

(Attach copy of insurance card)

## PERSONAL DATA SHEET

LAST NAME:

FIRST NAME:

HIGH SCHOOL:

GRADE:

STUDENT ID NUMBER:

SEMESTER: Fall \_\_\_\_\_ Spring \_\_\_\_\_

SCHOOL EMAIL ADDRESS (PRINT):

NEW BUSINESS EMAIL ADDRESS (Gmail):

CELL PHONE:

HOME PHONE:

MAILING ADDRESS:

Birthdate:

Counselor's Name:

AES Facilitator's Name:

Case Manager's Name:

### COMMUNITY & CIVIC PARTICIPATION

On Campus Student Organization(s): \_\_\_\_\_

Off Campus Volunteer (name location): \_\_\_\_\_

Other: \_\_\_\_\_

Do you work another job? (If yes – where?)

### FAMILY INFORMATION/EMERGENCY CONTACTS

Parent/Guardian Name (PRINT): \_\_\_\_\_

Cell: \_\_\_\_\_ Work: \_\_\_\_\_

*Alternative Contact:*

Name (Print)

Relationship:

Cell phone:

Work phone:

## HOURS FOR COMMITMENT

This commitment must be signed by the student at the beginning of the semester and copies given to the Career Specialist/ACE mentor, student, and parent.

I \_\_\_\_\_ agree to abide by the following conditions.

Name (PRINT):

Student ID:

Mailing Address:

Cell Number:

*To undertake activities that provide a comprehensive view of my jobsite that focuses on the roles, responsibilities, and functions of the jobsite.*

1. To consult with my ACE mentor regularly regarding my experiences. (The ACE mentor gives the final grade).
2. To be regular in attendance, on-time, and coordinate hours with my job site mentor at the assigned jobsite. Arriving late or leaving early must be called in directly to the employer and texted to my ACE mentor. I understand I can also call 527-6616 if I cannot reach the employer or my ACE mentor.
3. To notify my ACE mentor or the Career Readiness Office (527-6616) and jobsite on days that I will be absent. Points will be deducted from your attendance grade and an immediate meeting with parent, counselor and ACE mentor will occur.
4. To notify my ACE mentor should any problems or concerns arise regarding my internship/work experience.
5. To conform to the regulations of the organization in which I am working (including dress, conduct, communication etc.). Ask for a copy of the employer guidelines or handbook.
6. To complete a minimum of **120 hours\*** (**average of 14 hours/week**) or \_\_\_\_\_ at the **end of the first 9 weeks** in order to receive grade at that time.
7. To understand that failure to **complete a minimum of 240\* hours** or \_\_\_\_\_ in the semester will result in no credit being awarded. . (Students **cannot** work more than 20 hours per week).  
<https://www.youthrules.gov/>
8. To turn weekly time record which is due no later than the Wednesday after the week ending (points will be deducted from grade).
9. To complete the task list, time logs, and any additional paperwork required by the deadline given by either my ACE mentor or jobsite mentor. Failure to meet deadlines will result in points being deducted and meeting with parents/counselor if necessary.
10. To understand that completion of required hours does not determine grade. **Grades are based on performance** with employer, employer evaluations, special projects, participation, record keeping and basic time management.

11. To understand completion of hours early in the semester does not grant "off campus" status. All allowances for "off-campus" status or exception must be petitioned with ACE Mentor, counselor, and parent/guardian.

Start Date: \_\_\_\_\_ Expected End Date: \_\_\_\_\_

Exploration Days: \_\_\_\_\_ Hour Scheduled: \_\_\_\_\_

Home School: \_\_\_\_\_ Counselor: \_\_\_\_\_

**PRINT:**

Student: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

**SIGN:**

Student: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

**PRINT:**

Job Site Mentor: \_\_\_\_\_ Career Specialist: \_\_\_\_\_

**SIGN:**

Job Site Mentor: \_\_\_\_\_ Career Specialist: \_\_\_\_\_

**ACE WORK BASED LEARNING COOPERATIVE AGREEMENT**

The undersigned have entered into this agreement in good faith to ensure a safe and successful experience for students in the Las Cruces Public Schools Academic Career Experience (ACE) early field-based work experience. The parties agree to do the following:

**Student shall:**

1. Comply with the requirements of the specified program.
2. Assume responsibility for good conduct and self-discipline.
3. Comply with all the rules and regulations of the worksite.
4. If 18 or older, do all the things below provided for parents or guardians.

**Parent(s)/Guardian(s) shall:**

1. Provide transportation to and from the worksite.
2. Work cooperatively with CTE staff in matters related to the program.
3. Agree to hold harmless CTE staff, Las Cruces School District, and the job site personnel from any and all claims of damages or injury that a student may sustain as a consequence of his or her participation in the program.
4. Provide proof of medical insurance or purchase school district policy if necessary.
5. Support the CTE attendance policy.
6. Understand limitations to internship or placement based on Fair Labor Standards Act (<https://www.dol.gov/whd/regs/compliance/hrg.htm>) and (<https://www.youthrules.gov/>)

**Experience Site shall:**

1. Ensure the student averages 14 hours of work per week (120 by end of first 9 weeks + 240 hours total for semester).
2. Cooperate with supervising ACE Mentor/Career Specialist to insure a productive learning experience.
3. Provide on-the-job supervision and a clear method for communication.
4. Instruct students in proper use of equipment and safety procedures in accordance with the Fair Labor Standards Act.
5. Cooperate with supervising ACE Mentor/Career Specialist to ensure exemption requirements of the Fair Labor Standards Act are met prior to allowing student operation of potentially hazardous equipment.
6. Agree to indemnity and hold harmless the district from any and all liability arising from the placement of the student at the employer's worksite.
7. Provide an environment free of all types of harassment based on protected groups as defined in Title VII of the Civil Rights Act of 1964 (<https://www.eeoc.gov/laws/statutes/titlevii.cfm>).
8. Notify the LCPS Coordinator for Teaching & Learning Department – Career Readiness & Student Success or Director of Secondary Instruction (575)527-6616 for any reason the student is subject to written disciplinary action, is dismissed from the job, or fails to attend regularly.
9. Provide proof of liability insurance upon request.

**Las Cruces School District shall:**

1. Provide periodic supervision of students while at the job site.
2. Provide a maximum of two high school credits per semester for the completion of on-site work; written work and personal portfolio preparatory work centered upon the work-based learning placement and a minimum of 240 work related hours per credit.
3. ACE Mentor/Career Specialist will provide semester outlines, grades & expectations before placement occurs. If an alternative placement is needed, the Career Specialist will advise student, parent, and counselors.
4. Make school health and accident insurance available to students.
5. Assure that the student placement is made without discrimination by virtue of protected categories as outlined in federal and state anti-discrimination statutes as defined in Title VII of the Civil Rights Act of 1964.).
6. Ensure that conditions outlined by the U.S. Department of Labor for non-paid training situations under the Fair Labor Standards Act is met.

**PRINT:**

Student \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

**SIGN:**

Student \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

**PRINT:** Job Site Mentor \_\_\_\_\_ ACE Mentor/Career Specialist: \_\_\_\_\_

**SIGN:** Job Site Mentor \_\_\_\_\_ ACE Mentor/Career Specialist: \_\_\_\_\_

NOTES:


**Academic Career Experience (ACE)**  
Work-Based Learning Program  
**Las Cruces Public Schools**



**Teaching & Learning Center**  
**505 S. Main, Suite 400**  
**Las Cruces, NM 88001**

**O: 575-527-6635 | C: 575-644-3057**

**3600 Arrowhead Parkway, Building 5 Suite 506**  
**Carrie Hernandez | [chernandez@lcps.net](mailto:chernandez@lcps.net)**