

Carmel High School Career & Technical Education (CTE) Program Requirements

MORE INFORMATION IS AVAILABLE ON THE CHS CAREER & TECHNICAL EDUCATION (CTE) WEBSITE (LINKED OFF CARMELSCHOOLS.ORG)

In addition to completing the 5 credit sequence in Business Education, the student must complete:

1. **Either:**

- a. A total of Four (4) hours of Job Shadowing (a minimum of two (2) separate jobs must be shadowed) (see verification form) **OR**
 - b. A total of Eight (8) hours of Community Service in at least two (2) separate events. (see verification form)
2. Complete a business portfolio (this requirement is met through student progress in each course). **See Requirements/Rubric below.**
3. **Once the portfolio is completed**, you must then pass a nationally certified exam in Business Management. **The exam will be given after school.**

Mandatory Portfolio Requirements:

- A three (3) ring binder with your name on it. The binder should contain the following information:
 - A “Job Section” that contains
 - A reflection (minimum of one (1) page) of their Job Shadowing and/or Community Service experience
 - All completed and signed paperwork from their Job Shadowing and/or Community Service experience
 - Your Resume
 - Your Cover Letter
 - Copy of your CHS transcript
 - One (1) letter of recommendation (from a non-business teacher)
 - A copy of your CTE test score from the Business Management Exam
 - A “Student Work” section that contains
 - A reflection (minimum of one (1) page) on what you learned from each of the Core CTE courses (College Management, College Marketing, College Business Law, College Business Economics and Business Math)