



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
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August 13, 2004

**MEMORANDUM FOR SUPERINTENDENTS, DoDDS-EUROPE
HS PRINCIPALS, DoDDS-EUROPE**


SUBJECT: Course Change from CWE to Career Practicum

- A. PURPOSE: The purpose of this policy is to ensure uniformity within DoDDS-E high schools relative to the naming and use of the Career Practicum course.
- B. APPLICABILITY: This policy applies to all DoDDS-Europe high schools.
- C. POLICY: Due to the changes in the PTS structure CWE as a course has been eliminated. In its place is Career Practicum. With the addition of Pathways leading to entry-level career skills for DoDDS-E students the course Career Practicum becomes the capstone course that a student should take as a transition from the school environment to the work environment.

The change from CWE to Career Practicum requires a shift in focus. CWE students were engaged in a variety of tasks in and out of the school. Career Practicum students should only be scheduled for the course if it is part of their Pathway and there is a worksite that can provide meaningful work experience for that particular area. Since this is a capstone course and in most cases the student will be away from school during class time, students should be scheduled in Career Practicum for at least a two-hour block of instruction. WinSchool scheduling training has been provided to ensure that the Career Practicum course is correctly added to the school schedule.

Students that are not enrolled in Career Practicum may provide assistance around the school by enrolling in the Staff Assistant course. This is a non-credit course to be used specifically for this purpose.

- D. EFFECTIVE DATE: This policy is effective August 14, 2004.


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