

Supervised Business Experience Overview

Supervised Business Experience (SBE) is an occupational program that offers a combination of classroom instruction and supervised on-the-job training.

SBE Program Objectives for Students

- Complete sufficient training and experience to secure full-time employment in a business occupation upon graduation from high school or to continue education toward career objective
- Develop good attendance and punctuality habits necessary for successful employment
- Develop the ability to deal effectively with other workers and to accept supervision
- Develop personal traits and attitudes necessary for success in a career in business

Student Requirements

- Reached age 16 and a junior or senior in high school/career center
- Currently enrolled in **related** classroom instruction (such as Business Technology, Accounting, Network Administration)
- Completed at least one business course
- Has satisfactory school attendance and disciplinary records
- Achieved minimum 2.0 grade average (out of 4.0)
- Have consent of parent/guardian
- Complete 10 hours per week for ½ credit and 20 hours per week for 1 credit
- School may have additional specific requirements

How Can You Get Approval for SBE?

- Must have an approved business program (SBE is available as a component of the regular approved business classroom offering)

Teacher/Coordinator Qualifications

- Meet at least temporary business certification requirements. (see website below for specific requirements)
- Complete a course in coordination of cooperative education. The course is offered at several universities (see listing at website below) for “Approved Courses for Career Education Certification.”
- For more specific information go to <https://dese.mo.gov/sites/default/files/bmit-teacher-ed-courses.pdf>

District Requirements for Reimbursement

- There must be a sufficient number of worksites to maintain the SBE program
- Teacher/coordinator must provide both classroom instruction and coordination of students on the job
- Provide one hour of release time for instructor for each 12-15 students in the program for coordination of on-the-job training

Resources for SBE

- Policies for Cooperative Education:
<https://dese.mo.gov/sites/default/files/bmit-policies-for-credit-supervised-employment-2018.pdf>
- Graduation Handbook policy (page 13):
https://dese.mo.gov/sites/default/files/Graduation_Handbook.pdf

Additional Information about SBE

- For complete information, refer to the SBE Handbook at
https://dese.mo.gov/sites/default/files/BE_SBE_Handbook_0.pdf