

WORK-BASED LEARNING EXPERIENCES FOR STUDENTS

The Nebo School District Board of Education recognizes the value of work-based learning in the education of many students. Career exploration offers valuable experience to students who are faced with vital career decisions during their high school years. The Board is cognizant of the necessity to provide appropriate and adequate safety and supervision for all students who choose to pursue this type of learning.

Under the direction of the Superintendent, school principals are authorized to administer this policy in their respective schools.

Work-site experiences may be provided through a cooperating employer in the public or private sector. Work-based learning may be paid or unpaid. Paid and unpaid experiences shall follow the guidelines outlined in the document, "Employment Relations", under the Fair Labor Standards Act, U.S. Department of Labor, WH-1297, revised 1985. According to the Employment Relations Requirements, in an unpaid experience: a) a student/trainee may not displace a regular employee, b) the employer that provides the training derives no immediate advantage from the activities of the student/trainee, c) the student/trainee is not necessarily entitled to a job at the conclusion of the training period.

Work-based learning opportunities include, but are not limited to: Job Shadowing Internship, School-based Enterprise and Registered Apprenticeship.

Definitions

1. Internship means situations where students work for an employer for a specified period of time to learn about a particular industry or occupation. This could be a paid or unpaid experience.
2. Job Shadowing means an opportunity for a student to follow an employee at a firm for part(s) of one or more days to learn about a particular occupation or industry. It is recommended for students in grades 6 through 9 as a part of career exploration activities. It may be implemented in context with a particular course of study. This is an unpaid experience.
3. School-based Enterprise means businesses set up and run by supervised students learning to apply practical skills in the production of goods or services for sale or use by others. The enterprise may realize a financial gain.
4. Registered Apprenticeships means those apprenticeship programs which meet specific federally approved standards which are registered with the

Bureau of Apprenticeship and Training (BAT), U.S. Department of Labor, or one of the 27 State Apprenticeship Agencies or Councils (SAC) approved by BAT. It is a relationship between an employer and employee during which the apprentice learns an occupation in a structured program sponsored jointly by employers and labor unions or operated by employers and employer associations. This is usually a paid experience.

Eligibility

A Student Education Occupation Plan (SEOP) will be used as a qualifying indicator for students to participate in a work-based learning experience. The SEOP will indicate student interest in a specific field of study which will be matched with cooperating employers to provide work-site experiences for students. Students should have successfully completed or be concurrently enrolled in a related classroom course.

Student Records

Since students may earn up to four work-based learning elective credits towards graduation, the following documents must be completed, kept up-to-date and on file at the school:

1. SEOP
2. Student Application
3. Work-Site Assessment /Evaluation
4. Training Agreement between student, parent or legal guardian, employer and school official
5. Student Work Record
6. Student Evaluations

Student/Trainee Responsibilities

Students who qualify and receive work-based learning placement will:

1. Strive to develop good work habits.
2. Maintain satisfactory attendance and performance at school and on the job.
3. Maintain at least a 2.0 GPA.
4. Submit monthly records to the Work-based Learning Coordinator.
5. Report any changes in the work situation to the Work-based Learning Coordinator.

Parent/Guardian Responsibilities and Liabilities

1. Partner with school personnel, school counselor, and student by

- participating in the SEOP process.
2. Support the student's participation in the work-based learning program.
3. Provide and accept liability for transporting their student to and from the work site.

Work-based Learning Coordinator Responsibilities

1. Approve the cooperating employer work site and training.
2. Review employer's evaluation of the trainee.
3. Help resolve any problems between the employer and trainee.
4. Determine the amount of elective, pass/fail credit earned by the student.
5. Base instruction on the Utah State Core requirements.

Cooperating Employer/Supervisor Responsibilities

1. Assure a safe work environment, i.e. Students will not be placed in a situation which would allow significant unsupervised access to the trainee by the employer or by any other individual.
2. Provide appropriate safeguards and supervision at the work site for the trainee.
3. Provide meaningful training for the trainee at the work site.
4. Communicate on a regular basis with the Work-based Learning Coordinator.
5. Consult the Work-based Learning Coordinator regarding problems related to the work experience, and contact promptly the Coordinator before considering suspension, transfer, or termination.
6. Record attendance and performance of the student trainee.
7. Provide evaluation of the trainee's work.
8. Conform to State and Federal Labor Laws.
9. Provide workers' compensation insurance under which the trainee is covered (if paid experience).

Workers' Compensation Insurance

1. For paid work experiences, workers' compensation insurance benefits will be provided by the employers.
2. For unpaid work experiences, workers' compensation medical benefits will be provided by Nebo School District as specified in 53A-29-103 of the Utah Code.

Approved: 6-22-04

**NEBO SCHOOL DISTRICT
SCHOOL-TO CAREERS
WORK-BASED LEARNING PROGRAM**

FILE # IGADA-E2

STUDENT EVALUATION

DATE _____ EMPLOYER _____

Student's Name _____

Work-Site Supervisor _____

This is a learning experience for the students. We want them to learn and understand how to be successful in the work force. Please be completely honest in your evaluation so that we can work to correct any problems.

School Advisor _____

Below Average---Average-----Excellent

0	1	2	3	4
---	---	---	---	---

OBSERVATION CRITERIA

PERFORMANCE RATINGS

1. Punctuality						On time and ready for work.
2. Dependability						Calls if late or absent. Rarely or never absent.
3. Respects self & others						Tells the truth. Respects others' belongings. Accepts constructive criticism.
4. Takes Pride in work						Does careful and accurate work. Attempts to correct mistakes. Takes initiative to do new duties.
5. Appearance						Good personal hygiene. Wears appropriate clothing.
6. Communication						Able to follow directions. Asks appropriate questions at appropriate times.
7. Interpersonal Skills						Works well with others. Has appropriate social behaviors.
8. Flexibility						Adjusts to changes in assignments.
9. Job Skills						Obtained Job Skills necessary to work effectively in organization.

Comments:

PLEASE NOTE: *If the student has less than average performance, we will have a conference with the student and the school coordinator for the purpose of teaching and correcting any problems.*

Employer/Supervisor Signature: _____ Date: _____