

Work-Based Learning Education Policies and Procedures ***Baldwin County Board of Education***

Definition

Work Based Learning is a structured component of the Career and Technical Education curriculum that integrates classroom instruction with productive, progressive, supervised, work based experiences/apprenticeships (Paid) and internships (Unpaid), related to students' career objectives. Content is planned for students through a Work-Based Learning arrangement between the school and employer as a component of work-based learning.

Purpose

The purpose of the Work Based Learning Program is to provide work-based experiences/apprenticeships (**paid**) or internships (**unpaid**) in licensed enterprises that typically cannot be obtained in the classroom.

Work-Based Learning Education Seminar is no longer a required component of the Work Based Learning program in Baldwin County.

Related Instruction

Students participating in Work Based Learning experiences are required to submit a completed application to the Work-Based Learning Education teacher and be approved prior to being accepted into the Work Based Learning course/courses.

All required reports and/or documentation may be submitted online, in person to the coordinator during regularly scheduled job visits, or in another manner deemed appropriate by the Coordinator.

State Department of Education Required Components

Prerequisites

It is recommended, but not required, that a student obtain concentrator status, (two courses within a Career Technical Education program prior to enrollment in Work-Based Learning education. Students who have not obtained concentrator status must have successfully completed a minimum of one Career and Technical Education credit. The Career Preparedness course will count as a Career Technical course regardless of the instructor's teacher certification.

Training Station

A training sponsor (employer) should provide a student with an average of 8 to 15 hours of work experience per week for which the student will receive pay and school credit. A student must have a minimum of 140 hours of paid apprenticeship hours or 140 hours of unpaid internship hours. The 140 clock hours represents the required hours for a Carnegie Unit. The student will be awarded one credit each semester for successful completion of the career experience. A majority of these hours should be worked Monday through Friday. (Work Based Learning students may earn one credit for the completion of a work-based experience/apprenticeship or internship in the summer if they are enrolled in a formal summer school program provided the Coordinator is on a 12-month contract.) The training station must be a business that can provide a skill set meets all the

Requirements for Co-op Participation:

1. Have a clearly defined career objective.
2. Possesses the knowledge, skills, behavioral qualities, and abilities required for successful employment.
3. Must be at least 16 years old.
4. Is physically and mentally capable of performing the essential functions of the desired work-based experience. Essential functions are responsibilities that must be performed by the position.
5. Has successfully completed the minimum of one Career Technical Course. The Career Preparedness Course will fulfill the minimum requirement of a CTE course.
6. Entering the 11th or 12th grade.
7. Is on track for graduation.
8. Has acceptable attendance, grade and discipline record as validated by the Coordinator.
9. Submit a completed Application for consideration for participation in the program.
10. Has provided the names of a minimum of three educators that know and are not related to the student who will complete recommendation forms including the teacher of the career cluster course, if applicable.
11. Has participated in a student interview to review information on the application, discuss

- parental/guardian support of participation, and discuss possible training stations.
12. Has the ability to provide transportation to and from the training station.
 13. Has provided proof of current health or accidental insurance coverage and, if driving to and from the training station, proof of automobile liability insurance.
 14. Have parental/guardian permission and support.

Baldwin County Work-Based Rules & Policies

Student, (you) are the most important component in this work based learning experience. The success of your Work-Based Learning education experience depends on you. A positive attitude, good work habits and eagerness to learn will bring you advancement on the job and substantial earnings that accompany success. It all depends on **YOU**.

As a co-op student-trainee, you must accept all the responsibilities to make this work based learning experience a success. Failure to adhere to co-op policies will result in removal from the co-op program and/or a failing grade.

1. Student acknowledges that the primary purpose of Work-Based Learning is educational and, therefore, agrees to abide by the Work-Based Learning (WBL) program policies and decisions of the Work-Based Learning Education Teacher-Coordinator, including those regarding specific job placements.
2. Student acknowledges that the school, through the Work-Based Learning Education Teacher-Coordinator, is acting as an intermediary between the training mentor and student and that the Work-Based Learning Education Teacher-Coordinator has a legitimate right to know and a significant role in determining the outcome of any placement issues including, termination, scheduling, assignments and all other aspects of student placement.
3. Work-Based Learning students who fail to perform satisfactorily in all subject areas during any grading period and who fail to improve during the next grading period should be asked to resign from his/her placement.
4. A student suspended from school should not be allowed to attend their WBL placement during the suspension. On the second offense he/she may be dropped from the Work-Based Learning program with a loss of all credit. (A student receiving discipline for Drug Use will be dropped from the Work Based Learning Program.)
5. A student must comply with the Baldwin County School System's attendance policy to participate in the program. (Excessive Attendance and Tardies will place a student in jeopardy to continue in the Work Based Learning Program.)
6. A student losing his/her WBL placement due to any action deemed unacceptable by the school and Work-Based Learning Education Teacher-Coordinator will be dropped from the program with possible loss of all credit.
7. A Student whose WBL placement is terminated for any reason is to report to the Work-Based Learning Education Teacher-Coordinator. Failure to do so may result in the student being dropped from the SBL program.
8. A student not attending regular school classes during a school day, cannot work at the WBL placement on the day he/she is absent.
9. In a case of absence, the student is required to call the Work-Based Learning Education Teacher-Coordinator and his/her training mentor before class or working period.
10. Personal business handled at the WBL is prohibited.
11. Friends or family are not to visit the student at the WBL placement.
12. A student is to be on time at school as well as the WBL placement
13. Parents should understand the student's responsibility to the training WBL placement and not interfere with the performance of his/her duties.
14. Business rules for dress and personal hygiene will be observed.
15. Since training is the primary objective, a student is expected to remain with the WBL placement to which he/she is assigned. Students may resign or change placement only with the express written permission of the Work-Based Learning Education Teacher-Coordinator and following business practices for resignation. Students who fail to follow these procedures are subject to being dropped from Work-Based Learning program.
16. The student organization is an integral part of a student's Career and Technical Education program. Therefore, all students are expected to participate in and actively support the Career and Technical Education student organization that relates to their career objective.
17. Students are placed to train and are under the supervisions of the Work-Based Learning Education Teacher-Coordinator and training mentor where they are placed.
18. Students must abide by all school rules and regulations for other students and consider themselves under the jurisdiction of the school while at WBL placement.
19. Transportation to and from the WBL Placement is to be arranged by the student/parent/guardian. Transportation problems do not justify absence from the WBL placement.
20. Students will leave the campus immediately following the last scheduled class. If for any reason a student needs to remain on campus, permission must be obtained from the Work-Based Learning Education Teacher-Coordinator or School Administrator.
21. Students are expected to work with the Work-Based Learning coordinator to find employment. Students should put forth effort to find employment. If a student is unsuccessful to find employment (for whatever cause) after a reasonable amount of time, the student may be transferred out of the co-op program. (examples: not completing the required number of applications

and job contacts each week, failure to follow up on job leads from the teacher coordinator or job coach, failing to show up for interviews, etc.)

22. Students must keep a weekly wage-hour report of your co-op hours. Failure to do
Will affect your grade. Hours must be accurately documented and maintained before co-op credits will be awarded.
23. Students must exhibit honesty in all dealings of your employment with money, merchandise, time, and effort. Failure to do so
will result in a failing grade and removal from the co-op program
24. Grades for work-based experiences/apprenticeship or internship are determined by the Coordinator through utilization of
written evaluations of your job performance and consultation with the employment supervisor. Your coordinator will make
periodic contacts/or visits to your training station to discuss your progress on the job. You will have an opportunity to review
your evaluation with your training sponsor and/or teacher. This evaluation is made to help
You become a better employee--- all comments, suggestions, etc. are to be accepted in a mature fashion. This evaluation will
be used in determining your co-op grade as outlined in the course syllabus.
25. The WBL requires a work component; students may not quit a job after working the minimum amount of hours for co-op
credit (140 or 280 hours per term) to earn a credit for this course.
26. Regardless of the type of job you are performing, you will conduct yourself in a professional manner.
27. Co-op students are required to have school insurance or appropriate hospital coverage as required by the school policy for
career-technical students. Students who do not have insurance will be required to purchase either the 24 hours school day
insurance plan offered through their respective high school offices or gain coverage through individual or parent's coverage.
This must be done within the first two weeks of school. In addition, if driving to and from the training station, proof of
automobile liability insurance must be provided.
28. All co-op forms (training agreements, training plans, policies, etc.) must be signed and returned within **two weeks** of starting
the Work-Based Learning program.

I understand that failure to adhere to the Baldwin County Board of Education Work Based Learning policies will affect my grade and/or continued participation in the program. I understand that if any problems occur relating to my on the job training, I must first consult with my coordinator before any decisions are made. To fail on the job reflects not only on me, but also on all others placed in jobs by the Work-Based Learning education program. My WBL experience will reflect on all pupils who hope to secure part-time employment through this program. Therefore, as a Work-Based Learning education student-trainee, I agree to uphold the above policies in order to maintain the reputation of my school, and more importantly, of myself.

Student Trainee Signature Date

Parent/Guardian Signature Date

Presented for Approval by the Baldwin County Board of Education February, 2020