

STUDENTS' WORK-BASED LEARNING COURSE PARTICIPATION HANDBOOK

INTERNSHIPS, MENTORING, & YOUTH APPRENTICESHIPS

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Students' Work-based Learning Course for Credit Overview

Work-based Learning (WBL) experiences offer students the opportunity to apply skills learned through academic coursework in real world professional environments. The process of securing and confirming a WBL Course for Credit opportunity is **Student Led**, meaning the student must take the leadership role from start to finish, with support from parents, educators, and business partners. ***It is a privilege to participate in a Work-based Learning course.***

The desired outcomes of WBL Courses for Credit are as follows:

- Earned High School Credits
- Validation of Career Interests
- Resume Building Career Experience
- Professional Relationships
- Increased College & Career Readiness

An approved WBL Course can count toward the special recognition of **“CTE Completer”** at graduation, further enhancing college & career readiness. Academic credit requirements, compensation, and activities vary with each WBL placement. An approved WBL Course can also count as an elective credit.

Work-based Learning Courses Include:

Internship (also known as Cooperative Education or Co-op) – Students have the opportunity to deeply explore their chosen career major through “hand on” learning alongside professionals working in the occupation. Educators & host businesses develop a written training and evaluation plan to guide workplace activities in coordination with classroom instruction. Students receive course credit for their completed assignments and work experiences.

1 to 1 Mentoring Experience – Students are connected with a willing mentor who possesses specific workplace skills and knowledge. The mentor instructs the student, critiques the performance of the student, challenges the student to perform well, and works in consultation with classroom teachers and the employer of the student. Mentoring Experiences typically start out with a term of one semester, but can continue sometimes for multiple years.

Youth Apprenticeship – a formal relationships between an employer and employee during which the student, or apprentice, is paid a scalable wage while learning a specific occupation in a structured program, often over 2 years. CCSD is thankful to be working in cooperation with Trident Technical College’s Dual Credit program, The Charleston Metro Chamber of Commerce, and Apprenticeship Carolina to facilitate Youth Apprenticeship opportunities in multiple career pathways throughout the Trident Region.



WBL experiences are available to all CCSD students that meet the qualification criteria outlined in this handbook. Students can be scheduled for “late in” or “early out” from school in order to participate. Some WBL experiences will require afterschool and weekend work. Some work-based opportunities provide compensation to students.

Students, Parents, Teachers and School & District administrators all share in the responsibility of cultivating businesses willing to host a WBL experience.

Upon referral to an interested business partner, the student is responsible for contacting their potential WBL host to schedule an interview, and discuss the specifics of their WBL experience.

Work-Based Learning Course Student Enrollment Process

1. **ALIGNMENT:** Speak with your teacher about Work-based Learning opportunities and how they align with your career major.
2. **AVAILABILITY:** Make an appointment to visit your guidance counselor to determine if a WBL Course fits your academic and scheduling requirements for the upcoming semester / summer.
3. **UNDERSTANDING:** Read & Initial each page of the [CCSD Student WBL Handbook](#) and discuss the opportunity at home. (Be prepared to turn in your Student Handbook to your WBL Teacher of Record upon confirmation of your WBL Course.)
4. **COMMUNICATE INTENT:** Complete [WBL Student Intent to Participate Online Form](#) to begin the process of identifying a business partner willing to host your Work-based Learning experience.
5. **RECOMMENDATION:** Teacher of Record completes [Educator Recommendation Form](#)
6. **WBL COURSE APPROVAL:** WBL Course for high school credit is approved and student is connected with approved Business Partner(s) to discuss potential WBL experience.
7. **GETTING HIRED:** Student interviews with approved Business Partner(s) with the goal of being offered a position via [Business Partner Intent Form](#)
8. **FORMS COMPLETE:** Turn in all paperwork (link to required forms below) to WBL Teacher of Record along with WBL Student Handbook & Business Partner Intent Form.
9. **ORIENTATION:** Attend WBL course orientation meeting at your school with your WBL Teacher of Record and the direct supervisor from the Business Partner that will host the WBL experience.
10. **WBL COURSE START:** Begin your WBL Course Experience on the agreed first day.

When applying to participate in a Work-based Learning course, it is recommended that students schedule alternate class choice(s) for the appropriate class periods/block(s) until the application is approved. Students should be sure that their guidance counselor is aware that they are applying for work-based learning and that they may need to drop a class in the target semester. ***Students should be certain that the class to be dropped is not a course required for graduation.***

All forms referenced on this page are available here:

<http://charlestonempowered.com/student-wbl/>

CCSD Work-based Learning Course

Student Qualification Criteria

If a WBL Course is to be counted as a student's 4th credit toward "**CTE Completer**" designation, the student must have completed at least 2 classes in their CTE major and be enrolled in the subsequent course **OR** have completed 3 classes in their CTE major.

For students not completing a WBL course as the 4th credit toward a CTE Major, the elective credit "**Interns that Work**" will be the course recorded on the transcript.

In order to participate in a Work-based Learning course, students must ensure the following tasks are completed:

- Read & Initial each page of the CCSD Work-based Learning Student Handbook
- Complete & submit all required forms prior to deadline set by Teacher of Record
LINK TO ALL WBL FORMS: <http://charlestonempowered.com/student-wbl/>
- Agree to abide by the rules, regulations, and responsibilities outlined by the school, school district, and host company. Rules regarding cell phones and other electronics must be adhered to.
- Be at least 16 years old. (*some exclusions apply*)
- Have parental permission to participate.
- Have approved transportation to and from work site, and proof of automobile insurance coverage throughout the WBL experience if utilizing student's own car.
- Maintain an average grade of 80 or higher in all classes, and meet acceptable standards for attendance and discipline.
- Have the recommendation of a teacher or administrator at their school.
- Have a confirmed "Teacher of Record" committed to grading the required coursework:
 - Weekly Journals on the WBL experience
 - Regular time sheets signed by work site supervisor
 - Two supervisor reviews; one at the mid-point, and one at the end of the experience.
 - Any additional assignments from teacher of record or work site supervisor
- Acquire employment related to student's CTE Major and career interests. ***This work experience must extend and expand the students' knowledge and skills beyond the scope of a part-time job.***

Work-based Learning Course Policies & Procedures

The following policies and procedures are in place to for each student participating in a WBL Course.

1. All required forms, including the WBL Training Agreement must be signed by all parties and on file with the Teacher of Record prior to students beginning any work-based learning experience.
2. Students approved for a work-based learning course must attend an orientation meeting with their Teacher of Record & Direct Supervisor at their assigned worksite.
3. Students must remain at the approved worksite throughout the training period unless there is a mutual agreement among the employer, coordinator, teacher, and student.

Any work-based learning experience that results in a termination by the employer or student will result in the student being placed in a supervised educational setting at their school.

4. A written explanation of any termination must be completed by the student within three (3) days if the student leaves the approved work site prior to the agreed upon contract period.
5. Students will be supervised on the job by a designated worksite supervisor. The employer shall train the student in compliance with Federal, State and local regulations in a manner to avoid exploitation of the student.
6. Safety instruction will be provided at the job site by the employer.
7. Charleston County School District provides liability insurance coverage for each student enrolled in WBL courses.
8. Student performance will be monitored and evaluated by the Teacher of Record, and the worksite supervisor, with support from the District WBL Coordinator. Student grades will be calculated according to the CCSD WBL course grading process outlined in this handbook.

Employment Standards for 16- and 17-Year-Olds in Nonagricultural Employment

The Hazardous Occupations Orders (HOs) for Nonagricultural Employment

These Orders are published in Subpart E of Part 570 of Title 29 of the Code of Federal Regulations.

The FLSA provides a **minimum age of 18 years** for any nonagricultural occupations which the Secretary of Labor “shall find and by order declare” to be particularly hazardous for 16- and 17-year-old persons, or detrimental to their health and well-being. This minimum age applies even when the minor is employed by the parent or legal guardian.

The seventeen Hazardous Occupations (HOs) apply either on an industry basis, specifying the occupations in the industry that are not permitted, or an occupational basis irrespective of the industry in which found. Some of the HOs contain limited exemptions.

HO 1	Manufacturing and storing of explosives.
HO 2	Motor-vehicle driving and outside helper on a motor vehicle.
HO 3	Coal mining.
HO 4	Occupations in forest fire fighting, forest fire prevention, timber tract operations, forestry service, logging, and sawmilling.
HO 5*	Power-driven woodworking machines.
HO 6	Exposure to radioactive substances.
HO 7	Power-driven hoisting apparatus, including forklifts.
HO 8*	Power-driven metal-forming, punching, and shearing machines.
HO 9	Mining, other than coal mining.
HO 10*	Operating power-driven meat processing equipment, including meat slicers and other food slicers , in retail establishments (such as grocery stores, restaurants kitchens and delis) and wholesale establishments, and most occupations in meat and poultry slaughtering, packing, processing, or rendering.
HO 11	Power-driven bakery machines including vertical dough or batter mixers.
HO 12*	Power-driven balers, compactors, and paper processing machines.
HO 13	Manufacturing bricks, tile, and kindred products.
HO 14*	Power-driven circular saws, bandsaws, chain saws, guillotine shears, wood chippers, and abrasive cutting discs.
HO 15	Wrecking, demolition, and shipbreaking operations.
HO 16*	Roofing operations and all work on or about a roof.
HO 17*	Excavation operations.

* These HOs provide limited exemptions for 16- and 17-year-olds who are bona-fide student-learners and apprentices.

U.S. Department of Labor. (2010). Child labor provisions for nonagricultural occupations under the fair labor standards act (WHD Publication No. WH-1330). Washington, DC: U.S. Government Printing Office.

For more information on the federal child labor provisions, visit http://www.dol.gov/whd/regs/compliance/childlabor101_text.htm

WBL Course Participation Responsibilities

While participating in a WBL course, student agrees to:

1. Demonstrate proper conduct, a positive attitude, proper health and grooming habits, and conform to all rules and regulations of the employer and the school district.
2. Notify the School WBL Contact / Teacher of Record if **any** change is made in the work location, work schedule, or training contract.
3. Report to the training site daily for instruction. If separated from the job for **ANY** reason, complete a termination form and return it to the Teacher of Record within three (3) days of the last day of the student's employment.
4. Discuss any work-related problems first with the work supervisor and then with the Teacher of Record and/or District WBL Partnerships Coordinator, if not resolved with the supervisor. Remain on the approved job site throughout the training period unless there are extenuating circumstances that necessitate a change.
5. **Work a minimum of 120 hours** per semester for each unit of work-based credit. (Even if a student completes 120 hours prior to the end of the semester, the student may **NOT** discontinue reporting to the work site.)
6. Adhere to the agreed WBL Schedule which identifies important dates, and when wage and hour statements and writing assignments are due.
7. Maintain neat and accurate Time Sheets and submit them to Teacher of Record as required on the agreed WBL Course Schedule and Complete all work assigned by Teacher of Record by assigned deadline.
8. Maintain a 2.0 cumulative GPA.
9. Sign out each day at the designated location and record the time of departure.
10. Report any work-related accidents immediately to the School Nurse & District WBL Coordinator.
11. Maintain agreed transportation plan to and from the work site.
12. Dress appropriately and safely for the job and maintain punctuality and regular attendance, both in school and at the work site.

Parent / Guardian agrees to:

1. Be involved in son/daughter's participation in the Work-based Learning Course program and encourage good work ethic behaviors and attitude; share the responsibility for the student's conduct on the job and while in the WBL program.
2. Ensure transportation plan is honored for the student to get to and from the work site and ensure adequate automobile insurance coverage is maintained.
3. **Avoid direct contact** with the work site / employer. The designated school contact or District WBL Partnerships Coordinator should be contacted about concerns and inquiries.
4. Remind the student to submit assignments on time.
5. Notify the Teacher of Record if the student desires to change jobs or is terminated.
6. Contact the Teacher of Record for information/concerns related to your student's experience.
7. Allow CCSD to collect data on student's WBL experience for use in scholarly reporting and permit my child's picture to be used for public relations promoting WBL partnerships, including on the internet.

District WBL Representative agrees to:

1. Develop and distribute all information and forms for the work-based learning programs for CCSD.
2. Maintain the confidentiality of all personal information of all participating students.
3. Ensure that training is meaningful and related to the student's career goals.
4. Ensure that parents are contacted as necessary regarding student progress on the job.
5. Ensure that job-site visits occur at least once per semester.

Teacher of Record agrees to:

1. Speak with job site supervisor at least once per semester.
2. Assign each student's grade in compliance with the work-based learning program grading process as outlined in this handbook.
3. Encourage and remind each work-based learning student to comply with deadlines for all writing assignments and wage and hour reports.
4. Ensure initial and continuous safety instruction is provided by employer.
5. Provide student remediation upon employer request.

Employer / Worksite Supervisor agrees to:

1. Comply with Federal, state, and local regulations regarding the employment of students.
2. Designate and assign a supervisor for the work-based learning student.
3. Provide a variety of on-the-job training experiences, including continuous safety instruction.
4. Avoid displacing other workers who perform similar tasks and avoid the exploitation of students.
5. Inform the Teacher of Record and WBL Partnerships Coordinator immediately in the event of a job-related accident.
6. Report concerns with student's actions or behaviors to the Teacher of Record & WBL Partnerships Coordinator to help resolve problems prior to formal disciplinary action.
7. Assist in the development of the work-based training agreement/plan.
8. Provide training on a weekly basis for a total number of hours as agreed upon in the training agreement/plan. Any changes to the training location or schedule must be submitted to the WBL Partnerships Coordinator
9. Verify the accuracy of and sign the student wage and hour statement that is maintained by the student.
10. Evaluate the student while on the job and return completed evaluations on or before the deadline.
11. Provide time during the work-based experience for consultation with a district representative to discuss student progress.
12. **Immediately notify Teacher of Record and district WBL Partnerships Coordinator of a student's termination.**

Work-based Learning Course Grading Process

A student's work-based learning course grade will be assigned by the Teacher of Record and is computed as follows:

(1) Time sheets	20%
(2) Weekly Journal and other written assignments	20%
(3) Supervisor Evaluation Forms	<u>60%</u>
	100%

- (1) **Time sheets** – a summary of all hours worked during the WBL experience by the student.

Note: In order to verify hours and receive credit for hours worked, a student must submit time sheets with an authorized work site employee's signature and date as well as the student's signature and date. In addition, Wage & Hour statements must be submitted, even if they are late in order to be credited with the hours.

- (2) **Writing Assignments** – Students are responsible for obtaining instructions for their weekly journals and other writing assignment from their Teacher of Record. When assignments are turned in late, students lose 2 points per day.
- (3) **Supervisor Evaluation** – The student will be evaluated by their supervisor at the midpoint and end of the WBL Course on interpersonal skills and workplace competencies as well as specific focus areas outlined in the Training Agreement.

Any grade discrepancy should be discussed with the School-based WBL Designated Contact within one week following receipt of the grades.



Work-based Learning Courses for Credit Frequently Asked Questions

Q: When should students apply to participate in a work-based learning course for credit?

A: Prior to the beginning of the semester / summer you wish to have the experience. Ask your teacher/guidance counselor and check the CCSD Work-based learning webpage.

Q: Do students need to have a WBL worksite confirmed before they submit their paperwork?

A: Yes. The Business Partner Intent Form is a vital part of the paperwork required to participate in a WBL course. The form allows the host business to communicate in writing that a student has been offered a Work-based Learning experience.

Q: Can students use current / future part-time jobs to earn a WBL Course credit?

A: Any WBL Course for credit must align with a student's CTE Major / Career Goals. Sometimes part-time jobs, while very positive for general work experience, do not meet this important qualification.

Q: Can students work with a relative's business?

A: Decisions regarding this issue will be evaluated on an individual basis.

Q: Will students get paid for working during their WBL Course?

A: **Students may or may not receive compensation during their WBL course.** Each WBL experience is unique, and students need to be up front about their expectation of compensation with their potential WBL host.

Q: Can students enroll in WBL Courses for more than one term?

A: Yes, as long as students are meeting course requirements for graduation and work-based learning qualification criteria, and have Teacher of Record and Guidance approval.

Q: What are the maximum number of units students may receive from WBL courses?

A: Students can earn 1, 2, or 3 Carnegie units for Work-based Learning, 120 hours per credit.

Q: When should students report to their work site?

A: After all necessary paperwork has been turned in, the Teacher of Record will schedule the initial **orientation session with the primary supervisor**. At this meeting, if not before, the first day of work should be established. In most cases, students will begin reporting to their worksite after the first few days of the semester.