

Teacher of Record Summary of Role for Internship Course Credit



("Interns that Work" Elective Course / CTE Program Aligned WBL Course)

Red items are need for documentation of "College & Career Readiness" (CCR) qualification.

- 1. ALIGNMENT:** Teacher speaks with student about local WBL Internship opportunities and how they align with personal academic goals and career interests.
- 2. AVAILABILITY:** Teacher encourages interested student to visit school counseling department to determine if a WBL Course fits their academic and scheduling requirements *for the upcoming semester / summer.*
- 3. UNDERSTANDING:** Teacher ensures student has read & initialed each page of the [CCSD Student WBL Handbook](#) and has discussed the opportunity at home. (Teacher should instruct student to start a file for all paperwork required for the WBL Course.)
- 4. COMMUNICATE INTENT:** Teacher ensures student has completed [WBL Student Internship Participation Form](#). A Career Specialist will schedule a meeting ASAP to assist with placement. Students will need a current resume.
- 5. RECOMMENDATION:** Teacher of Record, or their designee, completes an [Educator Recommendation Form](#).
- 6. WBL COURSE APPROVAL:** WBL Course for high school credit is approved by school counseling office and student is connected with potential internship host(s) to discuss potential placement.
- 7. GETTING HIRED:** Student schedules an interview meeting with potential internship host. The [Business Partner Intent Form](#) is a tool that can be used in this process. *(Remind student to send a thank you note after the meeting)*
- 8. FORMS COMPLETE:** Student and Internship host complete [Training Agreement](#) and [Transportation & Emergency Information Form](#) and submit to Teacher of Record along with initialed WBL Student Handbook, and Business Partner Intent Form, if utilized. **120 documented hours is required for course credit.**
- 9. PRE-ORIENTATION:** WBL internship pre-orientation meeting at the school is scheduled for student, Teacher of Record, student's direct supervisor at host business, and assisting Career Specialist to finalize all applicable paperwork, including the WBL Training Agreement and work schedule.
- 10. INTERNSHIP START:** Teacher of Record ensures student reported to first day of the internship experience.
- 11. COMMUNICATING PROGRESS:** Student regularly shares proof of **hours worked, weekly journals, and other written assignments to Teacher of Record.** *(For summer WBL, information is compiled by WBL Partnerships Coordinator and graded by Teacher of Record when school resumes in the fall)*
- 12. SITE VISITS:** Teacher of Record and/or Career Specialist (or WBL Partnership Coordinator during summer) will make at least one unannounced visit to the work-site, documenting with pictures the students in action.
- 13. COMPLETION:** After internship term ends and all student paperwork is turned in, including [Supervisor Evaluation Form](#), a grade is assigned by Teacher of Record using the [WBL Course Completion Grade Sheet](#). The grade sheet is turned in to the School Counselor to post on transcript. WBL experience data is also entered in PowerSchool.
- 14. CELEBRATION TIME:** At the end of each semester/summer, business partners, parents, educators, and other stakeholders can be invited to the school to celebrate the success of each student in the internship program. Career Specialists can assist in planning a celebration event.

Please contact [Chad Vail, WBL Partnership Coordinator](#) with any questions about the Teacher of Record role.