Charleston County SCHOOL DISTRICT

Work-based Learning Internship Course Credit Guidelines & Forms

WBL Internship Facts

- ★ Students may enroll in a *College Prep* or *Honors* version of the WBL Internship Course.
- ★ The WBL Course Credit earned will be recorded in alignment with the student's chosen IGP Career Cluster & Major. If needed, the WBL Course can be recorded as "Interns that Work", which is an elective course, with either College Prep or Honors weighting.
- ★ Students must document 120 or more hours to earn a full course credit. Students that work between 60 and 119 total hours will earn a half course credit.
- ★ Successful completion of the WBL Course requires a completed Training Agreement, Weekly Journals, Supervisor Reviews at the midpoint and end of the experience, as well as any course specific assignments from the Teacher of Record.
- ★ A student's Teacher of Record, School Counselor, & Career Specialist all assist as described below.

Teacher of Record WBL Internship Course Checklist

- Ensure student confirms space for internship in upcoming schedule with school counselor
- Engage with career specialist to assist student with identifying and applying for potential internships *(Some businesses prefer to host a student for a day of Job Shadowing before offering an internship)*
- Collect Training Agreement completed by Student and Worksite Supervisor.
  - *Ensure clear competencies are included on page 4 of the Training Agreement.*
- Collect completed Transportation & Emergency Information Form
- Plan to collect weekly journals / other written assignments
- Plan to conduct one or more site visits - Career Specialist available to assist
- *Ensure all required student paperwork has been received and filed for audit*
- *Collect Mid-point & Final Supervisor Evaluation Forms*
- Assign final grade using the WBL Course Completion Grade Sheet to share with School Counselor
- Ensure experience is recorded correctly in PowerSchool, both on transcript and in WBL Red Box for CCR

Student's Initial Responsibilities

- **Initiate** - Submit CCSD Student Internship Connection Request Form
- **Alignment** - Speak with teacher, career specialist or counselor about internship opportunities
- **Course Approval** - Meet with School Counselor to ensure internship fits schedule aligned with academic/career goals
- **Getting Hired** - Work with Career Specialist for assistance with applying and interviewing
- Begin WBL Course Experience on the agreed first day, *be at least 15 minutes early.*

Student's Requirements for WBL Credit

1. Training Agreement with internship supervisor, parents, & Teacher of Record signatures
2. Transportation & Emergency Info Form
3. Weekly Journals, and any additional assignments from Teacher of Record

Work-based Learning Academic Credit Training Agreement

(4 pages)

Name:	Career Major/ IGP Pathway:
Is this work-based learning experience related to your Career Goal / IGP? ( ) Yes ( ) No	
List all courses taken aligned with career goal:	
Home Address:	
Telephone:	Email:
High School Name:	Graduation Date:
Teacher of Record:	

Worksite Information

Host Business / Organization:	
Address:	
Supervisor Name & Job Title:	
Supervisor Phone:	Supervisor Email:

Work-based Learning Experience

Start Date:	End Date:
Work Schedule: *Student interns may be invited to continue working after the conclusion of the internship term.*	
Compensation Plan:	

Agreement:

The training of the student will conform to all federal, state, and local laws and regulations, including those that:

- Prohibit discrimination against any applicant or employee because of race, age, sex, religion, marital status, national origin, ancestry, or handicap.
- Restricts both the hours of employment and type of occupations that minors can work in order to safeguard their well-being, health and safety, and progress in school.

Safety instructions shall be given by the school and correlated by the employer with on-the-job training. This agreement includes a plan prepared by the Teacher of Record and employer of scheduled, organized and progressive work processes (competencies) to be performed on the job.

While participating in this WBL Course, students agree to: **Student Initials _____**

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; and dress appropriately and safely for the job.
2. Notify the Teacher of Record if **ANY** change is made in the work location, work schedule, or training agreement.
3. If separated from the job for **ANY** reason, notify Teacher of Record immediately.
4. Discuss any work-related challenges first with assigned supervisor and then with Teacher of Record, if not resolved with the assigned supervisor's manager or employer leadership.
5. If a student completes 120 hours of work prior to the end of the Training Agreement term, the student may **NOT** discontinue reporting to the work site without mutual agreement by all below signed parties.
6. Adhere to the agreed WBL work schedule. Including turning in timesheets, weekly journals, evaluations and any other assignments are due to the Teacher of Record.
7. Sign out of school each day at the designated location, typically the Teacher of Record's classroom, and record the time of departure.
8. Report any work-related accidents immediately to the School Nurse and Teacher of Record.
9. Maintain agreed transportation plan to and from the work site.
10. Maintain punctuality and regular attendance, both in school and at the work site.
11. Schedule an evaluation meeting with worksite supervisor at the midpoint and end of the WBL experience, and ensure both evaluations are submitted to the Teacher of Record.

Parent(s) / Guardian(s) agree to: **Parent / Guardian Initials _____**

1. Be involved in their student's participation in this Work-based Learning course for academic credit and encourage a positive work ethic, professional behaviors and attitude, and reinforce the responsibility for proper conduct on the job.
2. Ensure transportation plans are 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. Only the Teacher of Record should be contacted about WBL concerns and inquiries.
4. Allow CCSD to collect data on student's WBL experience for use in scholarly reporting and permit stories and pictures celebrating my student's WBL success to be shared on the CCSD website and social media.
5. Remind and encourage student to notify their Teacher of Record if there is any material change in the agreed work schedule, or if the student is terminated from their position.
6. Contact the Teacher of Record for information or concerns related to your student's experience.

PARENTAL CONSENT: Some internship host companies require a background check and/or drug testing as a condition of employment. As the parent of the above-referenced minor, I understand the purposes of these pre-employment checks and hereby provide my consent for any required background checks and drug tests.

Parent / Guardian Initials _____

Teacher of Record agrees to: **Teacher of Record Initials _____**

1. Collect and retain all required documents and assignments for two years.
2. Encourage and remind each work-based learning student to comply with deadlines for all assignments.
3. Ensure that parents are contacted as necessary regarding student progress.
4. Assign course grade using the CCSD Work-based Learning Grade Sheet to provide to the school counseling department.

Employer / Worksite Supervisor agrees to: **Worksite Supervisor Initials _____**

1. Comply with Federal, state, and local regulations regarding the employment of students under 18 years of age.
2. Designate a supervisor for the work-based learning student.
3. Provide a variety of training experiences, including continuous safety instruction. Provide structured orientation at the start of the internship.
4. Avoid displacing other workers who perform similar tasks and avoid the exploitation of students.
5. Inform the Teacher of Record and School Nurse immediately in the event of any work-related accident.
6. Report concerns with student's actions or behaviors to the Teacher of Record to help resolve problems prior to formal disciplinary action.
7. Assist in the development of the work-based training agreement.
8. Provide training on a weekly basis for a total number of hours as agreed upon in the training agreement. Any changes to the training location or schedule must be submitted to the Teacher of Record.
9. Provide evidence of hours worked to the student (typically paystubs) for submission to the Teacher of Record **A minimum of 120 hours** is required for academic credit to be earned for this work-based learning experience.
10. Evaluate the student at the midpoint and end of the WBL experience using provided forms and return completed evaluations to the student to be turned in to their Teacher of Record.
11. Welcome Teacher of Record, or their designee, for worksite visits at least once during the term of the WBL experience.
12. Notify the Teacher of Record about a student's termination immediately.

District WBL Partnerships Coordinator's role:

1. Develop and distribute all information and forms for the work-based learning programs for CCSD.
2. Maintain the confidentiality of personal information of all participating students.
3. Ensure that training is meaningful and related to the student's career goals.
4. Ensure that job-site visits occur at least once during the term of the experience.
5. Ensure that each work-based learning participant is assigned a Teacher of Record.
6. **SUMMER WBL PLACEMENTS:** Collect all required documents for WBL experiences and provide them to each student's Teacher of Record for grading at the beginning of the next academic year.

Job Description & Student Competencies

Job Description (Task, Responsibilities, Projects etc. established by worksite supervisor)

List up to 5 job skills student will work to master during this WBL experience:

1.
2.
3.
4.
5.

By signing this document you agree to the responsibilities as outlined herein:

Print Student Name: _____ Student Signature: _____	Date:
Print Parent/Guardian: _____ Parent/Guardian Signature: _____	Date:
Print Worksite Supervisor: _____ Worksite Supervisor Signature:_____	Date:
Print Teacher of Record: _____ Teacher of Record Signature: _____	Date:

Work-based Learning Student Transportation & Emergency Form

Personal Data:

Student Name:	Telephone:
Parent/Guardian Name:	Telephone:
Parent/Guardian Name:	Telephone:
Please indicate any other names and telephone numbers which should be used in an emergency:	

Transportation Information:

Transportation Arrangements: ( ) Drive Self ( ) Ride with Parent/Guardian ( ) CARTA	
IF DRIVING SELF	Make/Model of Vehicle:
Auto Insurance Company Name:	Policy Holder Name:
Policy Number:	Insurance Phone Number:

Student Medical Information:

Insurance/Accident Company:	
Policy Holder Name:	
Policy Number:	Insurance Telephone:
Physician's Name:	Physician's Telephone:
Allergic to medications? ( ) Yes ( ) No If yes, list medications:	
List all medications presently taking:	
List any physical or medical limitations:	

I _____, give my permission for my child _____

to drive themselves to and from their assigned work-based learning experience worksite.

_____ _____ _____ _____

Student Signature **Date** **Parent/Guardian Signature** **Date**

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Weekly WBL Journal Guidelines

Students will prepare and submit a Weekly Journal to their Teacher of Record describing their experiences each week during their work-based learning course for credit. Weekly Journal entries must be typed and be at least two paragraphs in length.
Please use the following questions as prompts to assist in the composition of weekly journal submissions:

1) What have you learned this week?

2) What did you accomplish during the past week in relation to your personal goals and job tasks?

3) What do you hope to accomplish next?

4) What did you learn about yourself; your interests, strengths, and weaknesses?

5) Describe the technology or equipment you used or observed being used.

6) How have you used your math or science skills at your job site?

7) Give me an example of oral or written communication that you used or observed that was positive.

8) Describe any materials you had to read in order to complete an assignment.

9) Have you taken the initiative to learn something new?

Work-based Learning Course for Credit
Supervisor Evaluation Form (Page 1 of 2)

Student Name:	Evaluation Date:
High School:	○ MIDPOINT REVIEW ○ END OF TERM REVIEW
Worksite:	Worksite Supervisor:

Directions: For page 1, please copy the "Training Plan Job Competencies" from page 4 of the signed training agreement for this internship in the spaces below. Use the appropriate number in the rating column below to indicate the degree of mastery for each task. The descriptions associated with each of the numbers focus on the level of student performance.

Additional feedback is welcome.

Employer Rating *(copy list of "*Training Plan Job Competencies*" from Training Agreement)*
(8-10) Skilled — can work independently with no supervision.
(5-7) Moderately Skilled — can perform the job completely with limited supervision.
(0-4) Limited Skill — requires instruction and close supervision

Training Plan Job Competencies	Rating	Additional Feedback
Total Number of Points		

Work-based Learning Course for Credit
Supervisor Evaluation Form (Page 2 of 2)

Directions: Circle a response for each row below. Total the points by using the numerical value for each column.

	5 Points	4 Points	3 Points	1 Point
Quality of Work	Superior	Very Good	Average	Poor
Knowledge of Work	Excellent	Good	Adequate	Insufficient
Work Attitude	Very enthusiastic	Shows great interest	Shows normal interest	Indifferent; uninterested
Attendance/ Punctuality	Attends daily; always on time	Occasionally absent or late	Warned for tardiness/truancy	Frequently absent or late
Decision-Making Ability	Makes accurate, well-informed decisions	Needs occasional guidance from supervisor/others	Often needs help with decisions	Cannot make own decisions
Industry (Diligence)	Industrious; works extra	Works steadily; good effort	Persistent in efforts	Avoids work; not persistent
Work Initiative	Seeks additional tasks; highly motivated	Alert to opportunities; makes good suggestions	Regular work performed promptly	Needs explanation of routine work
Organizational Ability	Highly capable of organizing	Fairly organized	Disorganized occasionally	Disorganized often
Attitude Toward Others	Positive; takes active friendly interest in others	Pleasant, polite	Sometimes difficult to work with	Inclined to be quarrelsome, uncooperative
Acceptance of Responsibility	Welcomes responsibility	Accepts willingly without protest	Accepts under protest	Avoids responsibility whenever possible

Pages 1 + 2 Total: _____

Final Evaluation Score = Total points earned divided by 20: _____

Round to nearest number

Total Number of Hours Completed: _____

_____

Worksite Supervisor Signature **Date**

_____

Student Signature **Date**

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Teacher of Record Work-based Learning Grade Sheet

Student Name:	
High School:	Career Major / Pathway:
Worksite:	Worksite Supervisor:
Course Title:	Course Code: *Interns that Work 1: 379966CW or 2: 379967CW*
Teacher of Record Name:	

WBL course grade calculated as follows:	**Grade**	**Weight**
Confirmed a minimum 120 hours (*minimum 60 hours for half course credit)*	_____	10 %
Weekly Journals / Writing Assignments	_____	30 %
End of Term Supervisor Evaluation	_____	60 %

FINAL GRADE _____

_____ _____

Teacher of Record Signature **Date**

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