

WORK-BASED LEARNING

It is the policy of the technology center to provide structured and meaningful Work-Based Learning (WBL) for students. The board recognizes the value of providing students with WBL in addition to the traditional training received in the classroom, laboratory, and/or shop setting. Students will participate in on-campus or on-site occupationally related activities, conjoined with business/industry personnel, when students demonstrate the appropriate level of readiness.

General Guidelines

The following options are approved for WBL in all programs:

1. Clinical. In most cases, a group of students assigned to worksites with the instructor being available on-site.
2. On-the-Job Training (OJT). A paid work-based learning opportunity in an approved job location.
3. On the Job Experience (OJE). An unpaid work-based learning opportunity lasting no longer than two weeks meeting specific learning objectives.
4. Apprenticeship. A long-term industry-driven program combining OJT with technical classroom instruction.
5. Enterprise. A small business operated within the program that replicates a business in the larger community.
6. Expert in Residence. An industry expert regularly visits the school to work with students and instructors and hosts them at the worksite (also by online visits).
7. Internship. An on-the-job training experience that is highly selective and intensive. May require a commitment to additional training beyond high school or subsequent employment at the worksite, which may include mentoring or online experience, and service learning.
8. Integrated Project. A special project integrating studies/experiences from two (2) or more program areas of the technology center, exploring career directions and connections.
9. Job Shadowing. A student “shadows” an employee at a worksite to learn about a particular skill, occupation, or industry.

Each student may be given the opportunity to participate in one or more WBLs, with the specific assignments chosen by the instructor and mutually agreed upon by sponsor company and student. In programs that include a WBL as a curriculum unit with a required length, one or more of the seven WBL options may be used (or combined) to satisfy the requirement. WBL activities may be paid or unpaid. The WBL must be directly related to the program competencies for which the student has been trained.

The student, instructor, and sponsor company will mutually agree upon the hours of participation of on-site WBL activities. The student must be at least 16 years of age and provide transportation if performing as the only technology center participant in an on-site WBL activity at a sponsor company. Students driving personal vehicles must have a valid driver's license and liability insurance. Drivers transporting students are required to have written permission of ALL parent/guardians of minor-age passengers. Minor-age drivers must have parent/guardian authorization to transport students. WBL activities may be assigned at any point during the program, with the essential criteria being as follows: (1) the WBL must be appropriate for the student's level of development and competence; and (2) schedules and training plan will be mutually agreeable between student, sponsor company, and the technology center. A student interested in participating in WBL extending beyond two (2) weeks must have maintained a 90% program attendance and a minimum grade of "C" prior to participation. A Memorandum of Understanding must be on file signed by a representative of the sponsor company for any paid WBL opportunities. A WBL form must be on file signed by a student and parent/guardian of minor age student for any unpaid WBL opportunity.

Procedures

The instructor and program supervisor will determine the WBL option(s) that are appropriate with the approval of campus director or designee. The instructor will verify that WBL required forms are on file. The instructor will verify that the sponsor company has been toured by technology center personnel and determined appropriate. The campus director or designee will be notified of the name of student(s) participating in a WBL option, the location, date, and time.

Evaluation

An evaluation will be completed by the student(s) participating in the WBL at the end of the activity or every two (2) weeks for extended options. An evaluation will be completed by a representative of the sponsor company at the end of the activity or every two (2) for extended options. The program instructor will also complete an evaluation at the end of the activity or every two (2) weeks for extended options.