

# Work-Based Learning Capstone Course Handbook 2021-2022



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# Program Overview

## Definition

Work-Based Learning (WBL) is a culminating course in a student's logical sequence of courses for a chosen career pathway. WBL is an instructional strategy that prepares students for college and career while building students' skills and knowledge in their chosen career path, or furthers their study within the area of interest.

The success of the program requires the working together of the school and businesses in the community. The WBL Coordinator, student, and employer will work together to ensure that the best possible training is provided to the student and that the student becomes a valuable addition to the company.

## Purpose

The purpose of the WBL program is to provide students the opportunity to apply the concepts, skills, and dispositions learned in other coursework to real world business and industry settings. Students learn to meet the responsibilities of working as a productive employee while gaining technical skills and developing positive work habits. It is important for employers to realize their position as an educator and employer while training a student throughout the school year. It is equally important that the student realize the value of the training received from his/her employer.

## Program Objectives

- Provide students the opportunity to acquire marketable skills that will help them during their life
- Provide students the opportunity to gain high school credits toward graduation while also gaining valuable workplace skills
- Provide students the opportunity to make a smooth transition from school to work
- Provide students the opportunity to receive career training in an area which may not be offered in the regular school curriculum
- Provide students with a better understanding of the importance of learning in the regular classroom

# Student Work Requirements

1. The student is expected to keep detailed timecards, complete assigned coursework, and submit documentation of hours to the WBL Coordinator. Timecards are submitted bi-weekly to the WBL Coordinator using the prescribed form.
2. The student is responsible for securing adequate employment or internship site.
3. Students under age 18 must have work permit and a copy on file with the WBL Coordinator, should they be in a cooperative placement. Only one work permit is allowed by state law and may be obtained from the home school.
4. The student is expected to maintain regular attendance at school and at the training station. The student cannot go to work if they do not come to school.
5. The student is expected to be honest, punctual, and courteous; possess a cooperative attitude; maintain proper health and grooming habits; and be willing to learn. Student will be expected to perform at their highest ability and to follow all the rules and regulations pertaining to school and the training site.
6. The student shall attempt to remain with the original employer throughout the school year. Students who quit, change, or otherwise terminate their work station, without the approval of the WBL Coordinator, will be removed from the WBL program. If a student changes jobs without prior approval or are fired, they are removed from the program immediately and will receive WF for all credits of the course.
7. The student should consult with the WBL Coordinator about any concerns and difficulties that arise at the work station.
8. The student is expected to maintain average or above average grades in their other classes at school. Failing other classes may result in dismissal from the WBL program. The student must pass the class component of WBL or he/she will be dismissed from the program.
9. The student must keep accurate records of hours worked, work done, and money earned (excluding unpaid placements) for submission to the WBL Coordinator.
10. Students should complete 200-480 hours of on-the-job training to fulfill that component of this program. Holidays and vacation days should be worked out in advance with your employer and notification given to the WBL Coordinator.
11. The student must collaboratively create a standards based training plan and sign a site agreement that will then be kept on file with the WBL Coordinator.
12. The student should choose a job in a setting that relates to future plans.
13. The student must provide their own transportation to and from their work site.
14. The student will be evaluated by the employer and WBL Coordinator during the placement.
15. The student is expected to complete a portfolio following guidelines provided in the class component of the course.
16. The student is expected to follow all school rules, as well as company rules, while at their work site.

## Parent/Guardian(s) Requirements

1. The parents/guardians should cooperate with the school and employer in being responsible for the conduct of the student while in the WBL program.
2. The parents/guardians should provide adequate insurance coverage on the student.
3. The parents/guardians should encourage the student to do his/her very best in school and at the work-based learning site. They should support the student in completing their training plan, required assignments, and portfolio.
4. The parents/guardians should approve the student's involvement in the WBL program.
5. The parents/guardians should support policies concerning the WBL program.
6. The parents/guardians should sign appropriate forms for the student participation in the WBL program, including but not limited to: site agreement, training plan, hazardous equipment, handbook policies.
7. The parents/guardians should work cooperatively with the WBL Coordinator and the student to solve any school or work related problems.
8. The parents/guardians should give the student permission to drive from school to his/her work-based learning site and be responsible for ensuring the student has reliable and safe transportation.
9. The parents/guardians assume general legal responsibilities for the actions of the students while employed at their training site.
10. The parents/guardians should provide encouragement and assistance to ensure the student receives maximum benefit from the work-based learning experience while meeting the program objectives.

# Employer Requirements

1. The employer agrees to employ the student 200-480 hours during the school year, and pay the student at least minimum wage, as determined by state law (excluding unpaid internships with prior arrangements through WBL Coordinator).
2. The employer will assign him/herself or another adult to provide direct supervision of the student. This adult realizes that his/her role is providing technical skills as well as helping the student develop positive work habits and attitudes.
3. The employer agrees to evaluate the student every term using the evaluation form provided by the WBL Coordinator. The employer may also evaluate the student using a company evaluation instrument in addition to the school evaluation form.
4. The employer will follow all federal and state labor laws and regulations in employing the WBL student. The employer should have adequate insurance coverage for part-time workers.
5. The employer will deduct and submit to the proper authorities State, Federal, Local, and Social Security taxes each pay period (excluding unpaid internships with prior arrangements through WBL Coordinator).
6. The employer will contact the WBL Coordinator when any problems arise with the student. If the student does not meet the company standards, and every attempt has been made to help the student improve, the student is then subject to removal from the site and the WBL program.
7. The employer will provide a variety of work-based learning experiences that will contribute to the student's development as an employee and to the attainment of the student's career objectives.
8. The employer will provide a safe and sanitary work environment. They will also provide safety instruction to the student for all tasks and duties to be performed.
9. The employer is encouraged, although not required, to release the student from his/her work schedule to participate in school activities, provided prior arrangements have been made between employer and student. Such activities would include but are not limited to: field trips, prom, and graduation.
10. The employer will meet with the WBL Coordinator to review a training plan, sign a site agreement, hazardous equipment form, and monitor student attendance.
11. The employer will support the WBL program policies and disciplinary actions.

# Attendance Policy

Developing positive work habits is a primary objective of the WBL program. One of the most important skills/habits employers seek is dependability and attendance. Therefore, a strict attendance policy has been developed for the West Central IN CTE Work-Based Learning program.

West Central IN CTE schools are very supportive of programs that allows their students to develop on-the-job skills. They also believe it is important for students to maintain their academic learning during their involvement with the WBL program. It is not acceptable for students to “skip” their other classes and attend only their WBL class and/or job or internship.

## Absence Reporting Procedures

WBL students will attend all scheduled classes. Absences from school will be handled in the following manner:

1. The student is responsible for notifying the WBL Coordinator as soon as possible, or at least before 8:00 am each day they will be absent. If the student must leave a message for the WBL Coordinator, leave a clear message with the following information:
  - a. Student’s first and last name
  - b. Reason for the absence
  - c. Whether the supervisor has been notified or not, and if not, plans to notify them

\*students may also email WBL Coordinator above information when reporting an absence
2. Parent/Guardian follows school absence reporting protocol
3. Notify your employer as soon as possible—follow company rules on absence reporting

## School Absence

If a student does not attend school, the student is not permitted to attend work/internship. This is a State/Federal regulation of cooperative education. Any student who does not attend school but does report to work will be treated as insubordinate. A discipline referral will be issued in this case.

There may be certain circumstances in which a student may be cleared to report to work. These will be dealt with on an individual basis and must be cleared with the WBL Coordinator, as well as the school administration prior to the absence.

## Workplace Absence

All students will report to their WBL site when scheduled. Students must work 200-480 hours during the school year, with the vast majority of the hours taking place during the time they are released from school. Expectations are that you are to be at work unless you are extremely ill requiring a doctor’s attention or an extreme emergency.

You should arrive to the WBL site a few minutes before your scheduled time and not leave until after your scheduled time. Also, students will not be allowed to leave early from school for a WBL schedule. The WBL schedule should allow appropriate time between school and work for eating and travel to the site. It is the student’s responsibility to schedule personal activities around school and work schedules.

# Attendance Policy (continued)

## Work Not Available or Not Scheduled

On days that your employer has no work for you, or you are not scheduled to work, you will still attend your scheduled classes at school. It is imperative that when your classes are finished, you leave the school property immediately. You are not to remain on the school property for the remainder of the day unless you have made prior arrangements with a teacher to complete assignments in one of your other classes, or have received approval from building administration. If you are not directly working with a teacher/administrator, you are to sign out in the Main Office and then leave the school property. You are to do your assigned homework at home, unless prior arrangements have been made for you to complete it at school.

## Approved School Calendar Vacations/Holidays

If scheduled and needed, it is the WBL program's position that you continue to work when school is not in session. A student may be cleared to take school calendar vacations and holidays off from work if certain criteria are met:

- You must ask off (in writing) at least 3-4 weeks in advance (or follow company policy)
- You should understand that if you expect to be allowed to be released from work for a vacation or holiday that your attendance record prior to and after the request should be impeccable. Supervisors are much more understanding if they feel the student has been dependable and has not taken advantage of them throughout the work year.

## Transportation

Missing work due to personal transportation problems is unacceptable and may result in termination from the site and the WBL program. Students and parents/guardians should ensure you have an alternate plan in place should transportation problems arise. If you plan to ride with another student, permission must be obtained in writing from both students' parents/guardians to be kept on file with the WBL Coordinator.

## Tardy Policy

All students must be in the classroom before the bell rings. There is no difference between being late for work and being late for class. The school tardy policy will be enforced.

# **Job Change or Termination Policy**

Supervisors and businesses that participate in the WBL program devote numerous hours to training and educating students in their field. Many resources of the business are used in order to pay students and provide work areas for them. They also have many responsibilities to fulfill in grading the WBL student each grading period, providing a safe and sanitary environment for the student to work in, and agreeing to work within the state and federal guidelines of cooperative education. There is a tremendous commitment for the entire school year that the businesses and supervisors agree to by accepting a WBL student. It is this commitment that the WBL student needs to seriously consider when they anticipate looking for another position.

## **Job Change**

You must notify the WBL Coordinator immediately of any anticipated job changes (i.e. layoffs, business closings, etc.). This notification must be given in writing.

## **Termination**

Termination from the placement site by the supervisor will result in a failing grade for the term and immediate removal from the program.

## **Requests for Job Change**

If the student wants to request a job change, they must complete a job change form prior to the actual job change and it must be approved by the WBL Coordinator and school administration. If the request is approved, you will only have five school days in which to secure employment. If after five days the student is not employed, he/she will meet with the WBL Coordinator and school administration to determine what action will be taken—this may mean immediate removal from the program.

The request for job change form is included in this handbook, or may be obtained from the WBL Coordinator.