



SLAM ACADEMY OF NEVADA

To Whom It May Concern,

Sports Leadership and Marketing (SLAM) Academy of Nevada, part of the Nevada Public Charter School Authority, is requesting to implement a work-based learning program into our high school. We currently have one high school campus that services 350 students in 9th-11th grade, all of which are enrolled in Career and Technical Education (CTE) courses. Next year it is estimated that we will have approximately 150 students in CTE courses in 9th-12th grade. SLAM is expected to reach its full 6-12 capacity of 1200 students; its students in grades 9-12 will be expected to enroll in CTE courses.

We will be giving each of these students the opportunity to enroll in a work-based learning program as they enter the 3rd and 4th years of their CTE Programs. Students not enrolled in CTE courses will also have the opportunity to apply for the program to get the experience as well. We are currently building partnerships with local community organizations to set up these opportunities for our students.

The SLAM Academy of Nevada Board of Education approved the work-based learning program at their publicly held meeting on April 9, 2019. Thank you for your consideration as you review our application for our work-based learning program.

For questions, please contact:

Dan Triana, Principal Dan.Triana@slamnv.org

Dr. Jennifer Williamson, CTE Coordinator Jennifer.Williamson@slamnv.org

Sincerely,

Dan Triana
Principal
SLAM Academy



Fields, Trades, and Occupations

It is the intention of SLAM Academy of Nevada to have work-based learning offered in the following fields, trades, and occupations.

Fields	Trades	Occupations
Sports and Entertainment Marketing		Merchandise Buyer / Account Supervisor / Media Buyer/Planner / Research Specialist / Brand Manager / Product Planner / Field Marketing Rep / Entrepreneur/Event Planner / Booking Agent / General Manager / Brand Manager /
Sports Medicine	Physical Therapist Assistant/ Massage Therapist	Athletic Trainer / Chiropractor Assistant / Exercise Physiologist / Kinesiotherapist / Health Educator / Physical Therapist / Occupational Therapist / Rehabilitation Counselor
Video Production	Video Systems Technician/ Broadcast Technician	Audio-Video Engineer / News Reporter / Post Production Editor / Journalist



Work Based Learning Program Criteria

Students must meet the following criteria in order to apply for the work based learning program:

- 11th grade student or above
- Currently enrolled in the 3rd or 4th year of a CTE pathway, has already passed the 3rd year of a CTE pathway OR has expressed interest in the chosen Work Based Learning program.
- Keep a cumulative GPA of 2.5 or higher (weighted or unweighted) in all current classes including but not limited to CTE and Dual Enrollment classes.
- No Fs on high school or dual enrollment college transcripts
- No behavior issues

In addition to the above criteria students must:

- Fill out the work based learning application (see below);
- Write a one page essay to describe why you want to be part of the work-based learning program;
- Submit a resume that includes relevant job experience and/or copies of industry certification(s);
- Have a letter of recommendation from a teacher; and
- Turn in all of these by the due date. _____

Once you have been accepted into the work-based learning program, students:

- Must complete
 - SLAM Academy of Nevada Work Study Information Sheet
 - SLAM Academy of Nevada Work Study Training Agreement Form
 - Appendix A: Intern Training/Learning Plan
- Keep a cumulative GPA of 2.5 or higher (weighted or unweighted) in all current classes including but not limited to CTE and Dual Enrollment classes.
- Have no Fs on high school or dual enrollment college transcripts
- Have no behavior issues

Definitions

Internship: Internships can be paid or unpaid experiences and are 15 hours or more in length. Students interested in career in your industry and present good employability skills apply for internships. Time commitment: 15 hours or more (varies) plus advance coordination.

Job shadowing: Students “shadow” one or more employees in a one to three day experience to learn what that person does on a daily basis as well as gain an overview of the business’s operations. Time commitment: 5 to 16 hours plus advance preparation.

CTE Work Experience: This is a paid position where the student applies technical and employability skills learned in the classroom to the job and a student learning plan and training agreement documents the expectations of all parties. Time commitment: 60-90 hours per semester.



Work Based Learning Program Criteria

Student name: _____ Current Grade Level: _____

For Office Use Only
Date Received:

I am applying to begin the program in the following semester: Fall 20____ Spring 20____

Current Unweighted GPA _____ Current Weighted GPA _____

Work interested in:

- CTE Work Experience (If applicable)
- Internship
- Job Shadowing

CTE Pathway Course 1 _____ Semester 1 Grade _____ Semester 2 Grade _____

CTE Pathway Course 2 _____ Semester 1 Grade _____ Semester 2 Grade _____

CTE Pathway Course 3 _____ Semester 1 Grade _____ Semester 2 Grade _____

CTE Pathway Course 4 _____ Semester 1 Grade _____

You must attach at least one letter of recommendation from a teacher from your CTE pathway as well as a one page essay with the following criteria:

- Describe why you want to be part of the SLAM Academy Work Based Learning Program. How will you benefit? How will you be able to balance high school courses and your work based learning at the same time?
- 12 point Font
- Times New Roman Font
- One Inch Margins
- At least one page but no longer than two pages

My child has my permission to apply to SLAM Academy's Work Based Learning Program. I recognize that additional information may be requested for admissions and enrollment purposes. I understand that once my child is accepted into the program, our family will be responsible for transportation to and from the placement for the Work Based Learning.

Parent/Legal Guardian Printed Name: _____

Parent/Legal Guardian Signature: _____ Date: _____

Permission (For Office Use Only)

The following statement must be signed by the school administration/counselor.

I certify that this student:

- Is currently in good standing with behavior and grades.
- Has an excellent written recommendation from a CTE teacher in the student's pathway.
- Has a well written essay that follows the above criteria.

Permission is given for the above applicant to enroll in the SLAM Academy Work Based Learning Program

Administrator/Counselor Name: _____

Administrator/Counselor Signature: _____ Date: _____



SLAM Academy of Nevada Work Study Training Agreement Form



THIS AGREEMENT is between _____ (Student Name) (from here named "Student"), the Student's parent or guardian, SLAM Academy of Nevada and _____ (Company). Program eligibility is contingent on successfully completing the program's enrollment process. School credit for hours worked is awarded to Student, contingent on completion of district paperwork, submission of documentation of work hours using approved timesheet or pay stub and any additional assignments required by school staff.

All parties agree to the following:

1. Commitment

a. The student agrees to the following:

- i. To be placed as an intern or maintain employment at _____ (Partner Company).
- ii. To attend class, workshops, seminars or other work readiness training before and/or during the internship as dependent upon position.
- iii. To attend all scheduled classes in accordance with school policies or risk losing internship or forfeit school credit for internship/work.
- iv. To work according to the schedule listed on the SLAM Internship Information Sheet. (see below)
- v. To provide own transportation to and from worksite unless provided by program. If student drives, student will ensure the vehicle is insured and abide by all state driving laws.
- vi. To act as an ambassador for SLAM Academy of Nevada, its student, faculty, and staff by conducting oneself in a positive, ethical and respectful manner and maintain good grooming, appropriate dress and professional behavior throughout internship/employment.
- vii. To be familiar with and follow the worksite's employment policies, procedures, dress code, privacy or confidentiality agreements, and behavioral expectations.
- viii. To notify work site and school contact person of absences and/or tardiness according to work site policies and procedures and to inform school contact person of any changes in internship/work status (cutback of hours, change in work schedule, or dismissal).
- ix. To maintain communication with school contact person via email, phone or face to face contact at school as required by internship program.
- x. To meet the requirements for a passing grade as outlined in course syllabus or program policies.
- xi. To turn in documentation required for school credit to designated school staff person. This may include timesheets, pay stubs, performance evaluations, internship projects, etc.

b. The parent or guardian agrees:

- i. To be responsible for the personal conduct of the student while in training.
- ii. To encourage student to communicate directly with worksite supervisor and school contact person when late or absent from work.
- iii. To provide the support needed for the student to fully engage in the internship program.
- iv. To assist student with transportation, as needed.

c. SLAM agrees as follows:

- i. To develop a training plan outlining the specific skills student will learn on-the-job in collaboration with the Worksite Supervisor/Employer.
- ii. To provide case management support and act as a liaison between the student, parent/guardian, school and worksite supervisor as needed.

- iii. To ensure that worksite conditions meet the requirements of the law and will not endanger the health, safety, or welfare of the student. SLAM staff reserves the right to withdraw student from internship/worksite when serious concerns arise related to student safety and/or well-being.
 - iv. To visit worksite to evaluate student progress and assist supervisor, as needed, to help the student meet worksite expectations and perform at their full potential.
 - v. To provide consultative support to Worksite Supervisor to ensure a successful and meaningful internship experience for the student and Supervisor.
 - vi. To issue school credit based on hours worked as documented on timesheet, pay stub, or other district-approved documentation per course syllabus or program policy at the end of the term.
- d. The Worksite agrees to the following:
- i. To permit _____ (Student Name) from _____ (School Name) to enter the workplace as an intern under the supervision of _____ (Worksite Supervisor Name) for the purpose of gaining knowledge and experience in the area of _____ (Career Area/Industry).
 - ii. To complete the Intern Training/Learning Plan with the Student. (see below)
 - iii. If a polygraph, drug test or other screening is required prior to internship placement or employment, supervisor agrees to obtain parent permission before test is administered.
 - iv. The worksite agrees to conform to all federal, state, and local laws and regulations, including Child Labor Laws and non-discrimination on the basis of sex, race, creed, color, disability, or marital status.
 - v. Worksite Supervisor(s) and any staff who will have consistent, unsupervised contact with interns will complete a criminal background check through SLAM before internship begins. Supervisor is required to maintain line of sight supervision of student. (Note: This does not apply to students who are on the company's payroll.)
 - vi. Employer/supervisor will instruct student in office procedures, appropriate dress, office culture/etiquette, and safety policies and procedures.
 - vii. Ensure the student is given the opportunity to gain well rounded experience in a safe environment and progress in his/her position as proficiency allows.
 - viii. To contact school staff if concerns arise regarding student's work performance.
 - ix. To maintain confidential information and not reveal it to clients, colleagues, or others without procuring the necessary releases or authorizations.
 - x. To utilize information disclosed to worksite supervisor or other staff solely for the purpose of supporting a student's development during an internship.
 - xi. To verify intern timesheet/work hours and complete a Performance Evaluation each semester to provide feedback on student's work quality and ability to meet workplace expectations.

2. Wages and Workers' Compensation

- a. Internships may be unpaid or paid by the worksite. Unpaid internships must meet specific criteria when placing students with disabilities. SLAM paid interns are paid an hourly wage. SLAM interns may also receive an incentive for participation in the internship program.
- b. When a student is paid by an outside employer or agency, the Participant is covered by the employer's workers' compensation insurance. students must report an injury to his/her supervisor and school contact person as soon as possible, but no later than 3 business days or may not be eligible for worker's compensation coverage.

3. Termination

- a. Grounds for termination during the internship may include but are not limited to:
 - i. Academic concerns (drop in grades, attendance, not completing class assignments, etc.)
 - ii. Poor work performance
 - iii. Poor attendance at worksite
 - iv. Unprofessional or inappropriate behavior
 - v. Failure to meet program expectations
- b. In the event that the student is terminated from the internship program for reasons of unprofessional or inappropriate behavior while enrolled at SLAM Academy of Nevada, the student may face additional disciplinary action as deemed reasonable by the School's CTE Coordinator and/or other school administrator.
- c. Termination may result in a failing grade and/or reduction in number of credits issued.

4. Resignation

- a. Due to the nature of an internship arrangement, a student may not withdraw from an internship without prior authorization from SLAM administration except in severe and justifiable circumstances.
- b. If the student resigns from the internship program before all program requirements are complete, credits may not be awarded.

5. Confidentiality

- a. The student acknowledges that in the course of the internship experience s/he may have access to and be involved in the processing of verbal, written, filmed, and/or recorded information relating to clients, employees or company business.
- b. The student understands he or she is required to maintain confidentiality of this direct or indirect information at all times, both during and after the internship experience. The student understands that he or she may not share, discuss, or reveal any of this information with anyone.
- c. Failing to maintain confidentiality may result in disciplinary action, including termination from the internship or legal action.
- d. The student agrees to abide by the confidentiality policy as stated above and other information as deemed by employer as confidential.

Term:	<input type="checkbox"/> Fall 20____	<input type="checkbox"/> Spring 20____
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This student is expected to complete _____ (please fill in blank) Work Study credit hours this term as reflected on his/her class schedule.

Student's Name: _____ Student Signature: _____ Date: _____

Worksite Supervisor's Name: _____ Worksite Supervisor's Signature: _____ Date: _____

Parent's Name: _____ Parent's Signature: _____ Date: _____



SLAM Academy of Nevada Work Study Information Sheet

SLAM Academy of Nevada Work Study Document Checklist:

- SLAM Work Study Information Sheet
 SLAM Work Study Agreement Form
 Intern Training Plan

All documents listed above must be completed and on file for student s to be issued Work Study credit.
 60 hours=0.5 credits

Term:	<input type="checkbox"/> Fall 20____	<input type="checkbox"/> Spring 20____
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 Student Name

 Name of Internship Company or Organization

 Supervisor

 Company or Organization Address

 Company or Organization Phone Number

 Supervisor's Phone Number

Position is: (Mark all that apply)

- | | |
|--|--|
| <input type="checkbox"/> Full Time
<input type="checkbox"/> Part time
<input type="checkbox"/> Job Shadowing | <input type="checkbox"/> Internship
<input type="checkbox"/> CTE Work Experience
(If applicable) |
|--|--|

Job Title: _____ Start Date: _____ End Date: _____

Rate of Pay: _____ Unpaid Hourly Wage: \$ _____ Other: _____

Work Schedule (Hours/Days of the week) _____

Brief Description of Intern Duties: _____

Company/Organization Dress Code: _____

SLAM Staff Contact Person:	
_____ (Name)	_____ (Title)
_____ (Email)	

Intern Training/Learning Plan

Business Name: _____

Contact Name: _____ Telephone: _____

Email Address: _____

Program Participants Name: _____

Internship Job Title: _____

Sample Learning Objective: "Intern will demonstrate the ability to follow a 5 ingredient recipe and accurately increase the amount of each ingredient to make a double batch". Soft skills and Technical skills tied to standards. Attach additional sheets if necessary for objectives. Please also attach relevant industry certifications and resume.

Training Component	Date Completed
1. Work Site Orientation/Facility Tour	
2. Introduction to Supervisors/Co-Workers	
3. Review of Safety Policies/Procedures	
4. Learning Objectives for Internship*	
a.	
b.	
c.	
d.	
e.	
5. Review of Training Plan with Program Participant	

*The learning objectives are to be completed prior to the Program Participant's first day of work as a tool to assist in planning a valuable internship experience.

Employer Signature

Date

Program Participant Signature

Date

Job Coach Signature (if applicable)

Date

SLAM Administrator/Counselor Signature

Date

SLAM Academy of Nevada Work Study Performance Evaluation

To be completed by supervisor and turned in by student at the completion of every 30 hours of work study along with timesheet(s) and other necessary documentation. Attach additional sheets if necessary.

Student's Name: _____

Name of Internship Company or Organization: _____

Evaluation Criteria:

4 = above average employee; often exerts extra effort; consistently demonstrates outstanding performance

3 = average employee; performs in an acceptable and satisfactory manner

2 = below average; needs to improve; occasionally does not meet standards required

1 = performance unacceptable; consistently fails to meet minimum standards

NE = No Evaluation

Using the above criteria, evaluate the student's performance in the following areas:

Category	Subcategory	Rating	Comments
Job Knowledge Evaluation	Awareness of what to do without constant supervision		
	Knowledge of how to perform duties		
Job Performance	Organization		
	Accuracy		
	Speed		
	Neatness		
Attitude	Initiative		
	Conformance to operational policies		
	Cooperation with co-workers		
	Cooperation with public		
	Acceptance of supervision		

Category	Subcategory	Rating	Comments
Reliability	Consistency of performance		
	Completion of tasks		
	Adherence to work schedule		
	Promptness in reporting to work		

Learning Objectives for Internship (From Intern Training Plan)	Rating	Comments
a.		
b.		
c.		
d.		
e.		

Worksite Supervisor Evaluation of Work Study Program	Rating	Comments
Communication between SLAM Academy and Worksite		
Student Leadership Opportunities at Worksite		
Support from SLAM Academy		
Quality of the Program		

Additional Comments:

Please identify some of the student's strengths and weaknesses, offering any suggestions for improvement.

Worksite Supervisor Communication Preference(s):

Email

Phone Call

Text Message

In Person Conference

Student Evaluation of Work Study Program	Rating	Comments
Communication between SLAM Academy and Worksite		
Student Leadership Opportunities at Worksite		
Support from SLAM Academy		
Quality of the Program		

Student Comments:

I have discussed this evaluation with my supervisor; however, my signature does not indicate agreement with the rating or any attached comments.

Student Signature: _____ Date: _____

Worksite Supervisor's Name: _____

Worksite Supervisor's Signature: _____ Date: _____