

# Application for Work-Based Learning Program



## Douglas County School District

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*Douglas County School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, gender identification or expression, or age in its programs and activities and provide equal access to the Boy Scouts and other designated youth groups.*

**In accordance with NRS 389.167 2(a)(1), Fields, Trades or Occupations in which Work-Based Learning Programs will be offered shall include, but not be limited to, the following:**

- Agriculture
- Medical and Health Sciences
- Manufacturing, and
- Construction

**Douglas County School District currently offers programs of study in these categories:**

Agriculture

- Agriculture Business Systems
- Food Science Technology
- Natural Resources and Wildlife Management
- Greenhouse Management
- Veterinary Science

Medical and Health Sciences

- Biomedical Sciences

Manufacturing

- Mechanical Engineering

Construction

- Currently none are available

**Other programs of study offered include:**

Business and Marketing Education

- Business Management

Education, Hospitality and Human Services

- Culinary Arts

Information and Media Technologies

- Computer Sciences

- Graphic Design

- Photography

- Web Design and Development

Skilled and Technical Sciences

- Automotive Technology

- Welding Technology/Manufacturing

NOTE: Students showing an interest in an occupational field not listed above will be provided a work-based learning opportunity pending availability of a vetted and approved host site.

### **Student Qualifications**

A student is qualified to participate in the Work-Based Learning (WBL) Program if they meet the following criteria:

The qualified student must:

1. Be enrolled in a Douglas County School District high school and be a junior or senior.
2. Be at least 16 years of age at time of application.
3. Complete the Work-Based Learning application form.
4. Obtain parental/guardian approval.
5. Submit a one-page essay explaining a clearly defined career goal and how this internship will help you achieve that goal.
6. Have a good attendance record. No more than 5 absences and/or 5 tardies the semester prior to admission to the WBL program.
7. Have a good academic record and on track for graduation.
8. Have good discipline record.
9. Have reliable transportation to and from the work place.
10. Have a good attitude and good grooming habits.
11. Have a good work ethic and be willing to take direction.
12. Obtain recommendations from three high school teachers.
13. Abide by all policies and regulations as mandated by the employer host.
14. Understand that any violation of the items listed above may result in disqualification and/or termination from the Work-Based Learning Program.



## **Student Agreement**

As an intern, working under the auspices of the Douglas County School District Work-Based Learning Program, I agree to the following terms:

1. To commit to the terms of the Work-Based Learning program;
2. To maintain excellent attendance and punctuality at the host site; to immediately call my site supervisor before my scheduled start time if I am going to be late; or a minimum of 2 hours if I am going to be absent;
3. To dress professionally or in the appropriate work attire while at the host site;
4. To turn off my cell phone and use it only when allowed per host site policy.
5. To complete tasks assigned by my host site supervisor and complete all WBL projects and assignments;
6. To keep and maintain my own personal folder that contains copies of my time sheets, WBL projects, task planners, and updated résumé.
7. To adhere to all host site policies and procedures
8. I understand that any deviation from the Work-Based Learning Program or host site policies can result in my termination from the host site and Work-Based Learning Program.

## **Signature and Acknowledgement of Applicant (REQUIRED for all students)**

I certify that the information given by me in this application is true and complete. I acknowledge that failure to give complete information can result in denial of participation in or termination from, the Work-Based Learning program.

Student Signature

Date:

## **Signature and Acknowledgement of Parent/Guardian (REQUIRED for all students under 18 years of age)**

I, the parent or guardian of the student named above, agree to allow my son/daughter to participate in the Douglas County School District Work-Based Learning Program. I understand that my son/daughter may receive training and work-based learning experiences outside of the school building. This consent is valid from the summer before the student enters the 10<sup>th</sup> grade until the student graduates from high school. If applicable, a consent form needs to be signed for summer and a separate consent needs to be signed for the school year.

By checking this box, I consent to allow my son/daughter to participate in interviews, be quoted quotes, photographed and recorded (as applicable in movies or videos) for the WBL program. I grant the WBL program the right to edit, use and re-use said products for non-profit purposes, include use in print, on the internet, and all other form of media. I hereby release the Douglas County School District and its employees/agents from all claims, demands, and liabilities whatsoever in connection with the above.

Parent /Guardian Signature:

Date:

Once signed, scanned and emailed and/or faxed copies of this document will be considered acceptable.

### Host Site Information

Host Site Name:

Student Start Date:

End Date:

Student Title:

Employer Host Contact Information

Supervisor Name (first, last):

Supervisor Phone Number: Work:

Cell:

Supervisor Email:

### Signature and Acknowledgement of Host Site Supervisor / Authorized Representative

Name:

Date:

### Signature and Acknowledgement of District WBL Coordinator / Authorized Representative

Name:

Date:

*For internal use: This form will be included in the student's WBL Electronic file.*

Notice of Non-Discrimination: The Douglas County School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Human Resources Director, 1638 Mono Avenue, Minden, NV, 89423, (775) 782-7177.

# Douglas County School District Work-Based Learning Program Training Agreement

## Student Information

Student Name:

Host Site:

Date of birth:

Supervisor:

Email:

Job Title:

Phone:

Address:

School Name:

City/State/Zip:

School Contact:

Program Start Date:

End Date:

### Mark the type of WBL Experience:

Hours required for credit: **90**

- CTE Work Experience
- Internship (paid or unpaid)
- Pre-apprenticeship
- Registered apprenticeship
- Job Shadowing

## Work Schedule

Day	Date	Starting Time	Ending Time
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

## Job Description and Duties:

## Responsibilities

The **Employer Host** recognizes that a student learning plan is being followed and agrees to:

1. Provide close supervision of the student in a work experience that meets the objectives of the Learning Plan.
2. Provide training for at least the minimum number of hours required for course credit.
3. For paid WBL experiences, provide Worker's Compensation coverage as you would for other employees in a similar position.
4. Adhere to all federal and state Child Labor laws and regulations.
5. Consult with the WBL Coordinator, teacher, and/or employer host facilitator to discuss any challenges the student is encountering.
6. Assign jobs to the student and otherwise treat the student without regard to race, gender, national origin, or physical ability.
7. Provide a company orientation and safety training appropriate to the job.

The **Student** understands this training is for course credit, following the student's Learning Plan and agrees to:

1. Be in regular attendance both in school and on the job.
2. Conform to the rules and regulations of the employer host.
3. Demonstrate appropriate work behaviors, including punctuality and willingness to learn.
4. Communicate with the teacher of record, site facilitator and/or WBL Coordinator as requested and necessary, submitting all necessary documents in a timely manner.
5. The student shall maintain a portfolio containing all necessary documents to include but not be limited to: Student Learning Plan, time sheets, and evaluations.

The **Parent/Guardian**, realizing the importance of work-based learning, agrees to:

1. Encourage the student to carry out the requirements of the training in a professional demeanor.
2. Accept responsibility for the safety and conduct of the student while traveling to and from school, employer site, and home.
3. Assist the student to develop a plan for transportation to and from the employer site.



The **WBL Coordinator or Site Facilitator/Teacher of Record** representing the school or district agrees to:

1. Vet all employer hosts and ensure they receive an orientation to work-based learning.
2. Ensure that the employer host is providing training that meets the Student Learning Plan.
3. Conduct site visits to observe the student and address any issues with the supervisor.
4. Evaluate the student in relation to the goals of the Student Learning Plan.

### **Signatures**

Student Date

Parent/Guardian Date

Teacher of Record Date

WBL Coordinator Date

Employer Host Supervisor Date

## Douglas County School District Work-Based Learning Program Student Monthly Time Sheet

**Directions:** Please enter your daily hours worked on this monthly time sheet. You are required to track your hours as a part of the Work-Based Learning Training Plan.

Student Name:  
Employer Host Site:

School:  
Supervisor

Month:

	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Date						
Hours						

	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Date						
Hours						

	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Date						
Hours						

	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Date						
Hours						

Total hours worked this month =

Student signature:

Date:

Supervisor signature:

Date: