

**LANDER COUNTY SCHOOL DISTRICT
APPLICATION FOR WORK-BASED LEARNING
PROGRAMS/ACTIVITIES**

Submitted by:

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Possible Work-Based Learning Programs/Activities

Lander County School District is proposing to initiate and engage in numerous Work-Based Learning programs/activities. The following Industry Sectors/CTE Pathways to engage in include, but are not limited to:

Skilled and Technical Science

- Paid and unpaid work experience, job shadowing, and internships within the local Mining Industry
- Industry tours with Skilled and Technical Science Industry employers
- Class demonstration/discussions with Skills and Technical Science industry employers
- CTE Work Experience

Health Science and Public Safety

- Health based student job shadowing, internship, work experience, and clinical observations with local health organizations
- Health practitioner class presentations from local health organization (Battle Mountain General Hospital, Lander County EMS, Battle Mountain Physical Therapy,
- Lander County Sherriff's Office police ride along
- Lander County Sherriff's Office dispatching job shadowing
Lander County Juvenile Probation internship experience and job shadowing
- Paid and unpaid work experience in Health Science and Public Safety
- CTE Work Experience

Education, Hospitality, and Human Service

- Early Childhood Education Internships/Teacher Assistants at with local daycares and LCSD Elementary and secondary educational programs
- Paid and unpaid work experience in Nutrition, Textile Manufacturing and Childcare areas
- Internship experience with the Battle Mountain Chamber of Commerce
- Internship and work experience with the Lander County Recreation Center
- Paid and unpaid work experience/internships with local mental health providers
- Early Childhood and Nutrition class presentations by Education, Hospitality, and Human Service employers
- Internship experience with the Local Native American colony.
- CTE Work Experience

Agriculture Education and Natural resources

- Supervised agriculture experience, in collaboration with the Agriculture program at Battle Mountain High School
- Industry employer tours and internships
- Industry tours in agriculture science and animal science
- Internship and work experience with local grocery markets

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- CTE Work Experience

Business and Marketing Education

- Internships with law firms and business/marketing organizations
- Paid and un-paid work experience with retail, restaurant, and service industry
- CTE Work Experience
- School based business in retail sales and marketing
- Industry tours in retail, restaurant, and service employers

Information Technology

- Internships with corporate IT employers
- Class presentations/simulations with IT employers
- Paid and unpaid work experience with IT organization
- CTE Work Experience

Student Qualifications

Any student, K-12, is qualified to participate in any supervised Work Based Learning activity. Child Labor Laws, age requirements, and prescribed industry training conditions will be met and recorded with the District.

Students may have certain grade or age level restrictions, depending on the policy of the vetted employer. Battle Mountain High School Students must be on-track to meet graduation requirements in order to participate, in accordance with NRS and NAC, as set forth by the Nevada Department of Education. If students are behind on graduation requirements, WBL work experience may count towards high school credit for graduation purposes. **A maximum of .5 credits per 70 hours worked, with a maximum of 1 credit per academic school year, may be earned towards graduation requirements.**

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Lander County School District Student Application for Work-Based Learning

Work-Based Learning experience's is for students who currently have a job and would like to earn credit for employment. **A maximum of .5 credits per 70 hours worked, with a maximum of 1 credit per academic school year may be earned toward graduation.** In order to qualify for participation in the Work-Based Learning program in the Lander County School District. Certain requirements must be met.

Requirements are:

1. Be sufficient in credits for graduation
2. Documentation filed with the school site verifying hours of employment completed (pay stub, time sheet)
3. Vetted application of program with employer, on file with the WBL coordinator
4. Students must be an active student enrolled in one of the schools within the Lander County School District.
5. Signed parental/guardian approval must be given before students can participate in the WBL program.
6. Defined Career Goal (As stated in this application)
7. Students must be regularly attending school in order to participate

You are responsible for getting your employer and parent/guardian to sign this form. Please return the completed form to the Counseling and Career Center to determine if you are WBL eligible

Date: _____

Student's Name: _____

DOB: _____ **Age:** _____ **Phone:** _____

Address: _____

Email: _____

Grade Level (please circle): 9 10 11 12

Counselor's Name: _____ **Phone:** _____

Method of Employment Time Verification Pay stub _____ Time card _____

Type of Work-Based Learning you are applying for:

- | | |
|---|--|
| <input type="checkbox"/> Industry tour | <input type="checkbox"/> Pre-Apprenticeship |
| <input type="checkbox"/> CTE Work Experience | <input type="checkbox"/> Internship (Paid or unpaid) |
| <input type="checkbox"/> Education Externship | <input type="checkbox"/> Registered Apprenticeship |
| <input type="checkbox"/> Job Shadowing | |

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Nevada industry Sector:

- Aerospace and Defense
- Manufacturing & Logistics
- Construction
- Mining and Minerals
- Health Care & Medical Services
- Natural Resources
- Information Technology
- Tourism, Gaming, & Entertainment

Name of Parent/Guardian: _____ **Relationship:** _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

Parent/Guardian Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

List all vocation/CTE courses you have satisfactorily completed:

Course	School Year

List all vocation/CTE courses you will be enrolled in during the time you are participating in Work-Based Learning:

Course	School Year

What is your current school schedule?

Hour	Class	Teacher	Room
1st:			
2nd:			
3rd:			
4th:			
5th:			
6th:			
Adv.:			

Please explain why you want to enroll in Work Based Learning:

What kind of occupation would you eventually like to train for?

What do you plan to do after graduation/what is your career goal?

List your previous work experience:

What transportation will you have to your work site?

Supervisor to Complete This Section:

Does the student work daily, after school? _____ If yes, how many hours per day? _____

If not daily, please give some indication of the student's normal work week schedule, not including weekends:

Number of days worked during the school week? _____

Number of hours worked during the school week? _____

Supervisors Name (print): _____

Supervisors Signature: _____ **Date:** _____

School to Complete This Section:

Counselor Credit Check, Current Credits: _____

If applicable, Reason for denial of WBL: Insufficient Credits _____ Need Credit Recovery: _____

Would having the student participate in Work-Based Learning help him/her be on track for graduation?

Yes: _____ No: _____

Counselor Signature: _____ **Date:** _____

WBL Coordinator Signature: _____ **Date:** _____

Principal Approval: _____ **Date:** _____

Lander County School District Work-Based Learning Training Agreement

(Any WBL experience over 30 hours must have a training agreement)

Students Name: _____ **Employer Host:** _____

Birthdate: _____ **Supervisor:** _____

Email: _____ **Job Title:** _____

Phone: _____ **Address:** _____

School Name: _____ **City/Zip:** _____

Phone: _____ **Start Date:** _____

Mark the type of WBL Experience (mark all that apply):

- | | |
|--|--|
| <input type="checkbox"/> CTE Work Experience | <input type="checkbox"/> Pre-apprenticeship |
| <input type="checkbox"/> Internship (paid or unpaid) | <input type="checkbox"/> Registered Apprenticeship |
| <input type="checkbox"/> Job Shadowing | <input type="checkbox"/> Industry Tour |

Proposed schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start							
End							

Total hours per day: _____ **Total WBL hours per week:** _____ **Starting wage (if applicable):** _____

Hours Required for HS Credit: _____ **Dates of Training Period (From):** _____ **(To):** _____

Work Address: _____ **Work Phone:** _____

Supervisor Email:

Career Objective:

Job Description/Duties:

Criteria for Approval:

1. The Worksite/training site meets the related education objectives provided by the school program
2. The training is for the benefit of the student, and the student will not displace regular employees
3. The employer/supervisor understands that the student may require special supervision and/or instruction
4. The student is not necessarily entitled to a job at the conclusion of the training period

RESPONSIBILITIES**The employer host recognizes that a training agreement is being followed, and close supervision of students is necessary, and agrees to:**

1. Provide close supervision of the student in a work experience that meets the objectives of the student learning plan
2. Provide training for at least the minimum number of hours required for course credit
3. For paid WBL, 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, and all other applicable regulations
5. Consult with the WBL Coordinator, teacher and/or site facilitator to discuss any challenges the student is encountering
6. Accept and assign jobs to the student and otherwise treat the student without regard to race, ethnicity, color, national origin, sexual orientation, including gender identify and expression, sex, or handicap.
7. Provide a company orientation and safety training (if applicable) appropriate to the job
8. Assist in the student's job-performance evaluation
9. Provide time for consultation with the teacher/WBL coordinator concerning the student to especially discuss any difficulties the student is encountering.

The student understands this training is for course credit, is a training experience contributing to their future career objectives, agrees to follow 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 documentation in a timely manner
5. Demonstrate honesty, punctuality, courtesy, and cooperative attitude, proper grooming, appropriate dress, and a willingness to learn during the training period
6. Consult with the teacher/WBL coordinator concerning situation arising at the work station.
7. Student(s) may be supervised at the work site by an EHS profession or may be supervised by a work site non-district service provider.

The parent/guardian, realizing the importance of work-based learning, agrees to:

1. Encourage their child to carry out the requirements of the training program 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
4. Provide the resources necessary to participate in the cooperative educational program

The WBL coordinator or site facilitator/teacher or record representing the school or district, who coordinates the training program between the employer/supervisor and student, 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
5. Make periodic visits to the worksite/training site to observe the student, to consult with the employer or supervisor, and to assist with student training programs
6. Ensure that the work/training site activities are relevant to related classroom instruction
7. Evaluate the work performance of the student with the employer/supervisor

We, the undersigned, give permission for the above-named student to participate in the WBL program, and we understand and agree to meet the requirements of the WBL.

Student: _____ **Date:** _____

Parent/Guardian: _____ **Date:** _____

Endorsed Teacher/Counselor: _____ **Date:** _____

WBL Coordinator: _____ **Date:** _____

Principal: _____ **Date:** _____

Employer Host Supervisor: _____ **Date:** _____

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Lander County School District Work-Based Learning Student Participation Evaluation

Student's Name _____ Date _____

WBL Site/Business _____ Phone _____

Address _____ City _____ State _____ Zip _____

WBL Area _____ Supervisor _____

Directions: Supervisor should rate the student in the competency skill areas using the following scaled:

5 = Excellent 4 = Above Average 3 = Standard 2 = Below Average 1 = Not Acceptable

General Evaluation

Attendance		Maturity	
Punctuality		Courtesy	
Adherence to work place policies & regulations		Appropriate and Clear Communication	
Appropriate Business Attire		Attitude	
Acceptance of Assignments & Responsibilities		Willingness & Ability to Learn New Skills	
Initiative		Quality of Work	
Management of Time		Collaboration/Team Work Skills	
Technical Skill Ability/Performance of Duties		Flexibility	
Cooperation		Dependability	
Trustworthiness		Following Directions	
Accepting Suggestions for Improvement		Engagement	
Working with Minimum Supervision		Neatness and Accuracy	

SCANS Skills

Basic --The ability to read, write, perform arithmetic and mathematical operations, listen and speak	
Thinking —The ability to think creatively, make decisions, solve problems, visualize, reason and know how to learn.	
Personal —Displays responsibility, self-esteem, sociability, self-management, integrity and honesty.	
Resources —Effective management of time and money to complete tasks within budget and deadline constraints. Ability to organize co-workers based on personal qualities and work requirements, and to use materials and facilities effectively.	

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Basic --The ability to read, write, perform arithmetic and mathematical operations, listen and speak	
Interpersonal —Objectively working with others as an effective member of a team as a trainer of new co-worker, and being able to assist customers effectively. Includes the ability to lead, negotiate, and work well with people from culturally diverse backgrounds.	
System - Understanding and manipulating procedure to produce desired results. To measure and correct the procedure for improvement or even design a new alternative method.	
Technology - Understanding and applying the most appropriate piece of equipment for the job. Maintaining that equipment is in good condition.	
Overall - Specific comments regarding overall performance against skills and competencies.	

Supervisor's Signature: _____ **Date:** _____

Student's Signature: _____ **Date:** _____

WBL Coordinator Signature: _____ **Date:** _____