

Application for Work-Based Learning Program



Lyon County School District

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Lyon 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.

Fields, Trades or Occupations Offerings for Work Based Learning:

In accordance with NRS 389.167 Lyon County School District (LCSD) will offer Work-Based Learning programs in the form of, but not limited to:

- Clinical Experiences
- CTE Work Experiences
- Supervised Agricultural Experiences
- School-Based Enterprises
- Micro-Enterprises
- Manufacturing
- Construction
- Customized Employment Opportunities

LCSD will also explore opportunities for students to participate in Pre-Apprenticeships and Apprenticeships as businesses and opportunities present themselves.

Specifically, students who are enrolled in the Nursing Assistant sequence of coursework for CTE will be required to participate in clinical experiences during their third year of the program. CTE Work Experiences will be established for students who are in need of experience in any or all fields that align with their CTE sequence(s) coursework, whether that be furniture and cabinetmaking, construction technology, agriculture or another area of interest. This requires a coordinated effort between the coordinator/facilitator and local business to establish a position for the student. Supervised Agricultural Experiences (SAE's) will be offered to those students that are members of FFA (where SAE's are a requirement for their program) or enrolled in an Agriculture and Natural Resources program sequence. School-based Enterprises operate at various sites within LCSD and students sell products and provide services both internally and to external customers. These enterprises range from the production and selling of screen printed shirts, to the sale and delivery of coffee, and even the operation of a school store (Micro-Industry) by students with special needs in their resource classrooms. As the economy of the county begins to rebound, it is the hope of LCSD that Pre-Apprenticeships and Apprenticeships become possible through the efforts of the WBL Coordinator. The mission of the coordinator will be building and establishing connections with businesses that are currently in the area and those that move in.

Lyon County School District Currently offers programs of study in these categories:

Agriculture and Natural Resources:

- Agriculture Leadership, Communication & Policy
- Animal Science
- Food Science Technology



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Natural Resources & Wildlife Management
Veterinary Science

Business and Marketing Education:

Accounting & Finance
Marketing

Education, Hospitality & Human Services:

Culinary Arts

Health Sciences and Public Safety:

Nursing Assistant
Pharmacy Practice
Sports Medicine

Information & Media Technologies:

Graphic Design
Photography
Video Productions
Digital Game Development
IT Service & Support
Web Design & Development

Skilled and Technical Sciences:

Construction Technology
Drafting & Design
Furniture and Cabinetmaking
Electronic Technology
Metalworking
Welding

Student Qualifications:

All students will have opportunities to participate in Work Based Learning programs beginning in elementary school, where students are afforded the opportunity to conduct career exploration through Career Fairs, Industry Tours, take a Career Interest Inventory, or listen to Guest Speakers from Industry. These opportunities, afforded to all students, spark interest and allow students to set goals for what they want to do beyond high school. Once in high school, all students will be afforded opportunities to participate in programs that provide either School-based Enterprises, Job Shadowing experiences, Supervised Agricultural Experiences for those interested in agricultural enterprises, and possibly even Simulated Workplaces/Micro-Enterprises where students learn to perform job related tasks or gain the



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soft-skills needed to be successful in career opportunities. During the last 2 years of high school, those that have done the necessary leg work or have skills essential to participate in Clinical Experiences, CTE Work Experience, Supervised Agricultural Experiences, Pre-Apprenticeships and Apprenticeships will be offered opportunities to take part in said programs of study.

To include and improve outcomes for students with disabilities, LCSD continues to work with the Nevada Department of Education and the National Technical Assistance Center for Transition (NTACT), to implement evidence based and promising practices to ensure students and young adults with disabilities, including those with significant disabilities, stay in school, progress in school, and graduate with the knowledge, skills, and supports needed to succeed in postsecondary education and employment. Through this collaborative work, LCSD has been the representative for rural school districts in Nevada. This project has been expanded to include all high schools in LCSD to some degree of implementation through our CTE programs. Our goal is to increase the number of students with disabilities accessing CTE programs in LCSD utilizing a collaborative approach between the district, NDE, and VR. This project has created and supported innovation in the delivery of existing CTE programs, and will allow for more students with disabilities to complete and gain necessary credentials to move into post-secondary life.

Benefits of work-based learning experiences for students with disabilities include:

- a. Fostering self and career exploration. In addition to establishing a clear connection between education and work, work-based learning facilitates an assessment of interests, strengths, and abilities while exploring possible career paths.
- b. Developing positive work habits and attitudes. Work-based learning experiences provide the opportunity to strengthen six key soft skill areas - communication, enthusiasm and attitude, teamwork, networking, problem solving and critical thinking, and professionalism. These types of skills provide a competitive advantage for achieving career goals.
- c. Assessing abilities and strengths. Work-based learning experiences provide opportunities for assessing abilities and strengths outside the classroom. Participation in job related tasks provides a chance to explore how to communicate disability-related work support and accommodation needs, if necessary. Knowing if, how and when to disclose a disability is a necessary part of self-assessment.
- d. Expanding professional networks. Networking can provide access to professionals who have similar interests and possibly provide access to an individual's next employer.
- e. Becoming better informed to make decisions before accepting a job offer.

Students that show an interest in an occupational field that is not listed above will be provided a work-based learning opportunity pending the availability of a vetted and approved host.



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

1. Enrolled in a Lyon County School District high school and be a junior or senior.
2. At least 16 years of age at the time of application.
3. Complete the Work-Based Learning application form.
4. Obtain parent/guardian approval.
5. Submit a one-page essay explaining a clearly defined career goal and how this internship will help one achieve that goal.
6. Maintain a good attendance record.
7. Maintain a solid academic record and be in good standing towards graduation.
8. Maintain a positive discipline record.
9. Ensure reliable transportation to and from the place of work.
10. Maintain good grooming habits and a positive attitude
11. A solid work ethic and willingness to take direction from others.
12. A minimum of 3 recommendations from high school teachers.
13. Abide by all policies and regulations mandated by the employer host.
14. Understand that any violation of the items listed above may result in a disqualification and/or termination from the Work-Based Learning Program.



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Employer Evaluation

Student Name:

Training Area:

Process/Workplace Skill	Objective	Needs Development	Competent	Proficient	N/A
Problem Solving	Systematically analyzes a task; plans, organizes and completes the task on or before a deadline.				
	Follows the rules, directions or instructions to complete a task.				
	Given multiple tasks, can prioritize them according to importance and complete them in a timely manner.				
	Can identify resources needed to complete the task.				
Communications	Uses correct grammar when speaking and writing.				
	Can take a position and communicate ideas to justify it.				
	Performs a task after listening to oral instruction.				
	Can analyze verbal and nonverbal communications from supervisors, peers and customers; takes appropriate action.				
Working with others	Understands what it takes to develop an effective team, including team rules, behavior norms, team roles, communications and decision practices.				
	Performs effectively in both leadership and non-leadership roles.				



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	Placed in situations of conflict, demonstrates ability to mediate and resolve conflict.				
	Given a complaint, understands policies and practices and takes appropriate actions.				
	Understands the chain of command and how to function within guidelines.				
	Participates in group decisions and takes action to meet goals.				
	Demonstrates the ability to recognize difference of opinion within a group and works towards a consensus				
Technology	Demonstrates ability to set up equipment as required.				
	Demonstrates ability to operate equipment as required.				
	Demonstrates ability to obtain and exchange information by using online resources.				
	Demonstrates ability to use word processing programs.				
	Demonstrates ability to use multiple software platforms.				
	Demonstrates ability to to create databases, spreadsheets, and graphics.				
	Demonstrates ability to use telecommunications effectively.				
	Given a task, selects and uses appropriate technology and procedure for solution.				



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Self Management	Understands what is expected of an employee.				
	Punctual with appointments, completion of tasks and able to handle unavoidable delays.				
	Stays with an assignment or task to completion.				
	Demonstrates self motivation.				
	Works independently without direct supervision.				
	Takes steps appropriate to develop new ideas to improve a given situation.				
	Chooses an ethical course of action.				
	Dresses appropriately for the job.				
	Demonstrates sound safety practices.				
	Checks quality of one's work and takes action to correct mistakes.				
	Demonstrates good attendance.				

Other skills, related to the occupation, which have been mastered:



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Additional Comments:

I have received and read a copy of this evaluation. Once signed, a copy of this evaluation will be placed in my file. An additional copy will be sent to the WBL Coordinator and my Teacher of Record.

Student Signature: _____ **Date:** _____

Employer Evaluator: _____ **Date:** _____



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Employer Host Vetting Rubric

Date: _____

Contact Name: _____

Phone: _____

Company Name: _____

Email: _____

Address: _____

City/State/Zip: _____

Type(s) of WBL available:

- Internship
- Job Shadowing
- Career Mentoring
- Pre-Apprenticeship
- CTE Work Experience
- Supervised Agricultural Experiences (SAE)
- Micro Enterprise
- Other (Specify):

Nevada Industry Sector:

- Aerospace and Defense
- Mining and Materials
- Construction
- Natural Resources
- Health Care and Medical Services
- Tourism, Gaming and Entertainment
- Information Technology
- Manufacturing and Logistics
- Other (Specify):

Type(s) of job(s) available:

Are there any requirements to participation? (ID, CPR, Background Check, etc...)

- Yes
- No

If yes, please specify:



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Criteria (All criteria must be in place to approve an Employer Host)	YES	NO
Site is not a home-based business and has more than one employee.		
Environment is culturally diverse and appropriate for students.		
Environment appears safe and safety appears to be a priority with policies in place and practiced.		
Sexual harassment and whistleblower policies are in place.		
Facility is accessible to students.		
Employer Host agrees to a training plan and agreement (if applicable)		
Employer Host will designate a supervisor for the student.		
Employer Host agrees to evaluate the student and the program.		
If a paid work experience, student will be compensated and covered under worker compensation like other employees in the same job.		

Comments:

Upon completion of this Employer Host Vetting Form, please scan and email a copy to the District WBL Coordinator for district-wide database

Lyon County School District Work-Based Learning (WBL) Student Application

Emergency Contact (Other than Parent/Guardian)

First Name:

Last Name:

Relationship to Student:

Phone:

Email:

Student Agreement

As an intern, working under the auspices of the Lyon 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, task planners, and updated resume.
6. To adhere to all host site policies and procedures.
7. 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 Lyon 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 for the current school year and may be re-submitted for a continuation of the program. 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, 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, including use in print, on the internet, and all other forms of media. I hereby release the Lyon County School District and its employees/agents from all claims, demands, and liabilities whatsoever in connection with the above.

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*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.

Lyon County School District does not discriminate on the basis of race, color, national origin, ancestry, disability, age, marital status, sex, sexual orientation, or gender identity or expression, or any other category protected by applicable state or federal law in its programs and activities.

*In the case of Children In Transition (CIT) an administrator or their representative may sign in lieu of Parent/Guardian.



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Student Evaluation

Evaluation should take place on a few different levels:

1. Student performance
2. The program itself
3. The employer as a future host site

It is the employer's responsibility to evaluate the student on the job. An evaluation checklist or rubric will be provided to the employer host by the WBL coordinator with an agreed upon schedule of evaluation until the work experience concludes.

The teacher of record should also observe and evaluate the student on site (as applicable) and evaluate the employer host for the potential of future WBL opportunities. Student feedback of the program and employer host is also important and can include reflective journals, presentation, or capstone report.

Grades for courses in Work-Based Learning should be based on established criteria such as:

- Meeting learning objectives
- Completion of the required hours
- Completion of reflection assignment and/or evaluation
- Employer's rating of the student's performance
- Coordinator/teacher's observation and evaluation of the student (if applicable)

Students will be evaluated on the following criteria:

- Attendance and punctuality
- Adherence to workplace policies and regulations
- Appropriate and clear communication
- Acceptance of assignments and responsibilities
- Willingness and ability to learn new skills
- Management of time
- Collaboration/teamwork skills
- Technical skill ability/performance of job duties

The following sample rubrics and documents have been included as a part of this application:

- Student Activity Log
- Monthly Timesheet
- Student Self-Evaluation Form
- Employer Evaluation Form



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Student Self-Evaluation

Directions: Please complete the following self-evaluation. Please express your honest and constructive opinion. This information will be used in directing your training experiences.

Student Name:		School:		
Employer Host Site:		Supervisor Name:		
Type of experience: <input type="checkbox"/> CTE Work Experience <input type="checkbox"/> Internship (paid or unpaid) <input type="checkbox"/> Pre-Apprenticeship <input type="checkbox"/> Registered Apprenticeship <input type="checkbox"/> Supervised Agricultural Experience				
Listens to instructions				
Retains instructions				
Recognizes errors				
Organizes work				
Asks for assistance				
Communicates appropriately				
Ability to learn				
Shows Initiative				
Remains on task				
Punctuality				
Attendance				
Follows safety rules				
Follows training site routines				
Dependability				



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Completes tasks				
Dresses appropriately				
III - Work Attitude	A	B	C	Comments
Cooperative relations with coworkers				
Cooperative relations with Supervisor				
Cooperative relations with Public				
Motivation				
Self-Confidence				
Accepts supervision				
Accepts criticism				
Shows courtesy				
Tolerance of frustration				
IV - Productivity	A	B	C	Comments
Quantity of work completed				
Quality of work completed				
Student Signature:				
Date:				



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Student Monthly Time Sheet

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

Month:

Date	1	2	3	4	5	6	7	Total
Hours								

Date	8	9	10	11	12	13	14	Total
Hours								

Date	15	16	17	18	19	20	21	Total
Hours								

Date	22	23	24	25	26	27	28	Total
Hours								

Date	29	30	31					Total
Hours								

Total hours worked this month =

Student Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____



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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

- 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			
Sunday			



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Job Description and Duties:



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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 (90 hours for each semester).
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 fairly 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 travelling to and from school, employer site, and home.
3. Assist the student to develop a plan for transportation to and from the employer site.



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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: _____