



WORK-BASED LEARNING APPLICATION

Humboldt County School District

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Table of Contents

Work-Based Learning Opportunities	3
Student Qualifications	4
Work-Based Learning (WBL) Student Application	5-6
Student Training Plan and Agreement.....	7-8
Student Evaluation Form	9
Nevada Employer Host Vetting Rubric	10
Student Daily Activity Log	11
Student Monthly Time Sheet	12

Humboldt 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.

Work-Based Learning Opportunities

The Humboldt County School Board of Trustees submits this packet to the Nevada Department of Education as the official application to establish a Work-Based Learning (WBL) Program in accordance with NRS 389.167.

Work-Based Learning Program offers students the opportunity to apply their classroom learning with business/industry experiences. The program will connect district curriculum with local business & industry.

In the 2020-21 school year, Humboldt County School District CTE pathways are in the following career fields:

1. Agriculture and Natural Resources
 - a. Agricultural Mechanics Technology
 - b. Agriculture Leadership, Communication & Policy
 - c. Animal Science
 - d. Veterinary Science
 2. Business and Marketing
 - a. Administrative Services
 - b. Accounting & Finance
 3. Health Science and Public Safety
 - a. Sports Medicine
 4. Information and Media Technologies
 - a. Graphic Design
 - b. Web Design & Development
 5. Skilled and Technical Sciences
 - a. Automotive Technology
 - b. Construction Technology
 - c. Drafting & Design
 - d. Welding
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Student Qualifications

All students in HCSD will have opportunities to participate in Work Based Learning programs and conduct career exploration through Career Fairs, Industry Tours, Career Interest Inventories, or listening to Guest Speakers from Industry. All students will have the opportunity to participate in the continuum of Work-Based Learning Experiences in high school. Programs include experiences such as School-Based Enterprises, Job Shadowing, Supervised Agricultural Experiences, CTE Work Experiences and Apprenticeship-Ready.

Students participating in the CTE Work-Based Learning Program must adhere to the program standards. The standards include applying for the program, meeting attendance expectations, credit attainment expectations for minimum graduation standards and an overall GPA of 2.0. Compliance is evaluated throughout the participation in the program.

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

1. Enrolled in a Humboldt 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 work-based learning experience will help student 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. Note: contact the HCSD district office if in need of assistance with transportation.
 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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Work-Based Learning Program St

Work-Based Learning Student Application

Select the work-based learning experience that you are applying for:

- Internship
 Job Shadow
 Apprenticeship
 CTE Work Experience
 Clinical Experiences
 Supervised Agricultural Experiences (SAE)

STUDENT INFORMATION

First Name:	Middle Initial:	Last Name:
Driver License: <input type="checkbox"/> Yes <input type="checkbox"/> No	Grade:	Date of Birth:
Contact Number:		Email:
Area of Study/Interest:	School:	Counselor:
List Street/Mailing Address:		

PARENT OR GUARDIAN INFORMATION

Name:	Relationship to Student:
Email:	Contact Number:
Street Address (if different than students):	

STUDENT AGREEMENT

As a student participating in a Humboldt County School District Work-Based Learning educational strategy, I agree to the following terms:

- To commit to the terms of the WBL;
- To complete tasks assigned by my host site supervisor and complete all WBL projects;
- To maintain excellent attendance and punctuality at the host site, and to call my work site supervisor if I am going to be late or absent;
- To keep my own WBL portfolio to include career interest inventory results, agreements, timesheets, projects and an updated resume;
- To dress professionally while at the host site;
- To adhere to the host site operational procedures.

Signature and Acknowledgment of Application (REQUIRED for all students):

Student Signature:	Date:
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Signature and Acknowledgement of Parent/Guardian (Required for all students under 18 years of age)

I, the parent/guardian of the student named above, agree to allow my son/daughter to participate in the Humboldt 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 10th grade until the student graduates from high school. 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, include use in print, on the internet, and all other form of media. I hereby release the Humboldt County School District from all claims, demands, and liabilities whatsoever in connection with the above.

Parent/Guardian Signature:	Date:
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PLACEMENT INFORMATION

Host Site Name:

Contact/Supervisor Name:

Email Address:

Contact Number:

Student Title:

Start Date:

End Date:

District WBL Coordinator/Authorized Representative:**Date:**

Notice of Non-Discrimination: The Humboldt 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: Dawn Hagness, Assistant Superintendent, 310 E. Fourth Street, Winnemucca, NV 89445



Student Training Plan and Agreement

First Name:	Middle Initial:	Last Name:
Driver License: <input type="checkbox"/> Yes <input type="checkbox"/> No	Grade:	Date of Birth:

Learning Objectives (What does the student want to learn? How will the student learn this? How will the result be measured?):

EMPLOYER INFORMATION

Employer/Business:	
Supervisor:	Job Title:
Email:	Phone:
Address:	City/Zip:

SCHOOL INFORMATION

School Name:	Contact:
Email:	Phone:

Start Date: _____

Internship
 Job Shadow
 Career Mentoring
 Pre-apprenticeship
 Apprenticeship
 Work Experience includes CTE Work Experience, Clinical Experiences, Supervised Agricultural Experiences (SAE)
Specify the type of Work Experience _____

Work Schedule (hours/days):	Hours Required for Credit:
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Job Description/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, 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 site facilitator to discuss any challenges the student is encountering
6. Assign jobs to the student and otherwise treat the student without regard to race, color, gender, national origin, or handicap
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 documentation in a timely manner.

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 or 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

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.

Signature and Acknowledgment of Application (REQUIRED):	
Student Signature:	Date:
Parent/Guardian Signature:	Date:
CTE Teacher:	Date:
WBL Coordinator or Site Facilitator:	Date:
Employer Host Supervisor Signature:	Date:



Student Evaluation Form (Student Self-Evaluation & Employer Evaluation)

WBL Student Evaluation

Student Name:		WBL Coordinator:	
Placement Date:		Evaluation Date:	
Host site Name:		Phone and Email:	
Address:			

All performance standards may not apply to each student, therefore, if a category cannot be rated OBJECTIVELY, please select NOT APPLICABLE (N/A). **This form is to be completed by the student and host site supervisor by rating the student performance in the areas listed, using the rating scale below.**

1 – Exceeds Expectations 2- Meets Expectations NI- Needs Improvement N/A Not Applicable

Mid-point evaluation **Final Evaluation**

EMPLOYABILITY SKILLS FOR WORKFORCE READINESS	Student Rating	Supervisor Rating	Comments
Professionalism/Work Ethic:			
• Arrives prepared for work			
• Attends work regularly and is punctual			
• Professional in appearance and attitude			
Human Relations:			
• Is friendly and courteous			
• Contributes to the team effort			
• Accepts feedback and responds appropriately			
• Able to communicate with a variety of people			
Work Habits:			
• Looks for ways to improve and shows initiative			
• Seeks clarification when necessary			
• Is able to problem-solve			
• Meets goals and deadlines			
• Selects and applies appropriate technology to the task			
Quality of Work:			
• Performs work by following specified procedures & directions			
• Is accurate and thorough			
• Demonstrates the ability to act on his/her own and responsibility to accomplish needed work			
• Demonstrates teamwork skills by working in team structure and managing conflict			
Other Occupational Skills			

Host Site Supervisor/Representative Comments

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Student Comments

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Host Site Supervisor/Representative:	Date
Student:	Date
District WBL Coordinator/Authorized Representative:	Date

Nevada Employer Host Vetting Rubric

Nevada_Employer_
Host_Vetting_Rubric

NEVADA EMPLOYER HOST VETTING RUBRIC

Date:**Contact Name:****Phone:****Company Name:****Email:****Address:****Type(s) of WBL available:**

- Industry Tour Job Shadowing Internship (paid or unpaid)
 CTE Work Experience (paid) Pre-apprenticeship Registered Apprenticeship
 Educator Externship

Nevada Industry Sector:

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

Type(s) of job(s) available:**Are there any requirements to participation? (ID, CPR, background check, etc.):** Yes No

If Yes, name:

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
 Yes No Environment is culturally diverse and appropriate for students
 Yes No Environment appears safe and safety appears to be a priority with policies in place and practiced
 Yes No Sexual harassment and whistle blower policies are in place
 Yes No Facility is accessible to students
 Yes No Employer host agrees to follow a training plan and agreement (if applicable)
 Yes No Employer host will designate a supervisor for the student
 Yes No Employer host agrees to evaluate the student and program
 Yes No If a paid experience, student will be compensated and covered under worker compensation like other employees in the same job

Student Monthly Time Sheet

STUDENT INFORMATION		
First Name:	Middle Initial:	Last Name:
EMPLOYER INFORMATION		
Employer/Business:	Supervisor:	

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: _____