

# WORK-BASED LEARNING APPLICATION Humboldt County School District

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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



### **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.



# Work-Based Learning Student Application Work-Based Learning Program St

Select the work-bas	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 INFORMA	ATION		
First Name:		Middle Initial:	Last Name:		
Driver License:	Yes No	Grade:	Date of Birth:		
Contact Number:			Email:		
Area of Study/Interes	t:	School:	Counselor:		
List Street/Mailing Ad	ldress:				
	PAREN <sup>*</sup>	ΓOR GUARDIAN IN	FORMATION		
Name:			Relationship to Student:		
Email:			Contact Number:		
Street Address (if diffe	erent than students):				
		STUDENT AGREEM	1ENT		
As a student participe the following terms:	•	ounty School District Work-	Based Learning educational strategy, I agree to		
To commit to the	he terms of the WBL;				
To complete tas	sks assigned by my host	site supervisor and comple	ete 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 of absent;					
To keep my own updated resume		de career interest inventor	y results, agreements, timesheets, projects and an		
To dress profes	sionally while at the ho	st site;			
• To adhere to th	e host site operational	procedures.			
Signature a	and Acknowledgment of	Application (REQUIRED for	all students):		
Student Signature:			Date:		
Signature and Ackno	owledgement of Parent	/Guardian (Required for all	students under 18 years of age)		
County School Distri work-based learning student enters 10 <sup>th</sup> g son/daughter to par the WBL program. I include use in print,	ict Work-Based Learning experiences outside or grade until the student ticipate in interviews, but grant the WBL progran on the internet, and all	g Program. I understand the f the school building. This of graduates from high school we quoted, photographed ar In the right to edit, use and i	son/daughter to participate in the Humboldt at my son/daughter may receive training and onsent is valid form the summer before the .   By checking this box, I consent to allow my and recorded (as applicable in movies or videos) for re-use said products for non-profit purposes, eby release the Humboldt County School District the above.		
Parent/Guardian Sig	gnature:		Date:		

PLACEN	MENT INFORMATION	
Host Site Name:		
Contact/Supervisor Name:	Email Address:	Contact Number:
Student Title:	Start Date:	End Date:
District WBL Coordinator/Authorized Representat	ive:	Date:
Notice of Non-Discrimination: The Humboldt Count basis of race, color, national origin, sex, disability, a provides equal access to the Boy Scouts of America designated to handle inquiries regarding the Distric Superintendent, 310 E. Fourth Street, Winnemucca	ge, or on any other basis protected b and other designated youth groups. t's non-discrimination policies: Dawr	y state or federal law, and it The following person has been





### **Student Training Plan and Agreement**

First Name:	Middle Initial:	Last Name:
Driver License: Yes 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 IN	NFORMATION	
Employer/Business:		
Supervisor:	Job Title:	
Email:	Phone:	
Address:	City/Zip:	
SCHOOL INI	ORMATION	
School Name:	Contact:	
Email:	Phone:	
Start Date:		
2000		
☐ Internship ☐ Job Shadow ☐ Career Mentoring ☐	Pre-apprentices	hip Apprenticeship
Work Experience includes CTE Work Experience, Clinical	Experiences, Supervise	d Agricultural Experiences (SAE)
Specify the type of Work Experience		
Work Schedule (hours/days):	Hours Required f	or Credit:
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:

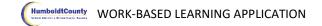
- 1. Encourage the student to carry out the requirements of the training in a professional demeanor
- Accept responsibility for the safety and conduct of the student while traveling to and from school, employer site, and home
- 3. Assist the student to develop a plan for transportation to and from the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

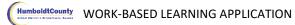
Signature and Acknowledgment of Applicatio	n (REQUIRED):
Student Signature:	Date:
Parent/Guardian Signature:	Date:
CTE Teacher:	Date:
WBL Coordinator or Site Facilitator:	Date:
Employer Host Supervisor Signature:	Date:





# Student Evaluation Form (Student Self-Evaluation & Employer Evaluation) WBL Student Evaluation.pdf

	WB	<mark>L Student Evalua</mark>	tion		
Student Name:		WBL Coordinator:			
Placement Date:		<b>Evaluation Date:</b>			
Host site Name:		Phone and Email:			
Address:					
NOT APPLICABLE (N/A)	ards may not apply to each s  This form is to be complet	ted by the student and			-
_	eas listed, using the rating so				
1 – Exc	ceeds Expectations 2- Meets	_ ·	s Improvemer al Evaluation		plicable
			Student	Supervisor	
	ABILITY SKILLS FOR WORKFO	RCE READINESS	Rating	Rating	Comments
Professionalism/Work					
Arrives prepared					
	ularly and is punctual				
Professional in ap  Human Relations:	pearance and attitude				
Is friendly and cou	urteous				
Contributes to the					
	and responds appropriately				
	cate with a variety of people				
Work Habits:					
Looks for ways to	improve and shows initiative	2			
Seeks clarification	n when necessary				
Is able to problem	n-solve				
Meets goals and control	deadlines				
	es appropriate technology to	the task			
Quality of Work:					
	following specified procedu	res & directions			
Is accurate and th					
Demonstrates the accomplish neede	e ability to act on his/her owr ed work	and responsibility to			
managing conflict		eam structure and			
Other Occupational Sk	cills				
Host Site Supervisor/R	Representative Comments			ı	<u> </u>
Student Comments					
<b>Host Site Supervisor</b>	/Representative:			Date	
Student:				Date	
District WBL Coordin	nator/Authorized Represe	entative:		Date	



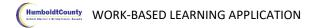


## Nevada Employer Host Vetting Rubric Nevada Employer Host\_Vetting\_Rubric

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### **NEVADA EMPLOYER HOST VETTING RUBRIC**

Date: Contact Name Company Nar Address:	
Type(s) of WBI	Lavailable:
☐ Industry To☐ CTE Work I☐ Educator E	Experience (paid) Pre-apprenticeship Registered Apprenticeship
Nevada Indust	ry Sector:
☐ Informatio	on Natural Resources e and Medical Services Tourism, Gaming and Entertainment
Type(s) of job(	s) available:
Are there any If Yes, name:	requirements to participation? (ID, CPR, background check, etc.):   Very No  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
Nevada Departme	



### **Student Daily Activity Log**

STUDENT IN	FORMATION	
First Name:	Middle Initial:	Last Name:
EMPLOYER IN	<b>IFORMATION</b>	
Employer/Business:	Supervisor:	

Student will be required to verify their work-based hours using this "activity log" and the "monthly timesheet." If the student was absent, they must write down the date and the reason for their absence. Use additional boxes for your daily log if necessary.

Date	Activity

### **Student Monthly Time Sheet**

rst Name:				Mi	ddle Initial:	Last Name	o:	
ot ivallie.	ivildale initial:			Last Ivanii				
			EMPL	OYER INF	ORMATIO	ON		
nployer/Busi	iness:				pervisor:			
				worked or sed Learnir			heet. You	are require
Date	1	2	3	4	5	6	7	Total
Hours								
Date	8	9	10	11	12	13	14	Total
Hours								
	T	1	1	1	1			
Date Hours	15	16	17	18	19	20	21	Total
Date	22	23	24	25	26	27	28	Total
Hours								
Date	29	30	31					Total
Hours								
	•			•	Total ho	urs worked	l this montl	ı =
ıdent Sign	ature:				Dat	e:		
pervisor S	ignature:				Dat	e:		