

Washoe County School District Work-Based Learning Plan

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Work-Based Learning Opportunities

In the 2020-21 school year, Washoe County School District will offer Work-Based Learning internship experiences for academic credit in the following fields aligned with nationally recognized career clusters:

- Agriculture, Food & Natural Resources
- Architecture & Construction
- Arts, A/V Technology & Communications
- Business Management & Administration
- Education & Training
- Finance
- Government & Public Administration
- Health Science
- Hospitality & Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections & Security
- Manufacturing
- Marketing
- Science, Technology, Engineering & Mathematics
- Transportation, Distribution & Logistics

WCSD Internship Guidelines

Students must complete an online application and submit required documents electronically. These documents include a resume, cover letter, and signed student commitment/parental permission form. More information on required documentation and instructions for how to upload materials can be found at www.washoeschools.net/internships.

WCSD will make every effort to accommodate all requests to participate in an internship. However, since internships are based on the availability of employers, this may not always be possible.

An internship is a valuable part of the educational experience and can provide many benefits, such as:

- Understanding the academic knowledge and industry expectations needed in a career field
- Experiencing real-world responsibilities guided by professionals
- Focusing on specific careers of interest within a broad field
- Strengthening college and scholarship applications
- Preparing for career and college success

In order to be considered for an internship, students must:

- be enrolled as a full-time student in a WCSD school or district-sponsored charter, in 11th or 12th grade at the time the internship will take place.
- demonstrate an attendance rate of 90% or higher for at least 12 months prior to applying.
- have an unweighted GPA of 2.0 or higher for at least 12 months prior to applying.
- have no major disciplinary actions on their record for at least 12 months prior to applying (e.g., harassment, intimidation, sexual harassment, possession of weapons, violence or threats of violence/bodily injury to another, sale/distribution of controlled substances).
- complete the online application by the published deadline. If a student does not have the ability to complete an online application, call 775-327-3945 and the Department of Signature Academies & Career Technical Education will provide a paper application or arrange access to a computer.

- provide proof of health insurance to participate. If a student does not have health insurance currently, call 775-327-3945 and we will provide information about short-term insurance policy coverage available through an external vendor.
- agree to attend all class sessions and complete all requirements in order to earn credit.
- have the ability to work independently and adhere to a system/schedule of reporting to the teacher.
- have the ability to complete internship hours outside the school day. With school permission, students may be able to complete internship hours during school hours as a class built into their schedule.

Students should also have access to reliable transportation from the class/job site. If a student does not have access to transportation, call the Department of Signature Academies and Career Technical Education at 775-327-3945 so we can discuss if options are available.

It is further recommended that students consider the impact that an internship will have on athletic participation, work schedule, dual credit/college courses, family responsibilities, and other regular after-school activities. An internship is a serious commitment with potentially negative consequences to your academic standing if you fail or drop the class after the deadline for withdrawal. Students who withdraw from a class after the 11th week of the semester will receive an “F” regardless of what the actual grade was at the time of withdrawal.

There are two types of internship experiences available to students:

Group Internship: These internships span a wide range of career fields and are designed for students to explore different career opportunities across a broader industry. A teacher with expertise in the career field facilitates each class of 12-20 students. Students must attend weekly classes (one day per week, 2 hours) and/or scheduled internship hours (different locations throughout the community), as well as engage in collaborative skill building with peers, complete assignments, and present a final project in a public forum.

- 32 hours: 16 class meetings (2 hrs. each)
 - o industry tours, content, and final presentation
- 28 hours: class assignments
 - o work done outside of class: weekly journals, develop employability skills, research occupations, complete student learning plan, work on skills related to the occupational field (if applicable), and prepare final presentation
- Total of 60 hours = .5 elective credit

Individual Internship: These internships are arranged specifically to meet a specific career interest of the student. To be eligible for this experience, students must have completed a group internship (in the same career field), be enrolled or completed a level 2 career and technical education (CTE) course, or show other evidence of adequate experience or exposure to the career area of choice. Students will be assigned to and supervised by an internship teacher, must attend scheduled classes throughout the semester, complete internship hours (scheduled independently with the mentor), engage in collaborative skill building with peers, complete assignments, and present a final project in a public forum.

- 12 hours: 6 Class meetings (2 hours each)
 - o employability skills lessons, develop learning plan, reflect on field work, and final presentation
- 40 hours: on-site field work
- 8 hours: class assignments
 - o weekly journals, develop employability skills, complete student learning plan, and prepare final presentation
- Total of 60 hours = .5 elective credit

For questions about the application process or internship participation, please call the Signature Academies & CTE Department at 775-327-3945, or email sacte@washoeschools.net. See internship application.

WCSD Work-Based Learning Internship for Academic Credit Application

Congratulations on considering a WCSD internship!

Internship Requirements

PLEASE READ AND ACKNOWLEDGE THE FOLLOWING QUESTIONS TO BE CONSIDERED FOR AN INTERNSHIP.

1. I have read and acknowledged the following statements:

NOTE: If all statements below are not acknowledged, the applicant will not qualify for an internship.

- I am a full-time WCSD student in the 11th or 12th grade, or I am a 10th grader applying for an internship in fall of my junior year.
- I have permission from my parent(s)/guardian(s) to complete a WCSD internship application.
- I can commit to 60 hours of coursework for the semester. This includes time in the workplace, attending class meetings, and completing assignments and homework.
- I have reliable transportation to and from internship classes and job site. If I do not have reliable transportation, I will call the Department of Signature Academies and Career Technical Education at 775-327-3945 to discuss.
- In the past 12 months, I have had a school attendance rate of at least 90% and have had no major behavior incidents on my record (verified harassment/intimidation/sexual harassment, violence or threat of violence/bodily injury, possession of a weapon, sales/distribution of a controlled substance).
- I can work independently without seeing a teacher every day to remind me of what work needs to be done.
- I will communicate professionally and in a timely manner.
- I will check my e-mail daily and respond to my host and Work-Based Learning Facilitator by the end of each business day.
- I understand that upon completion of a semester internship, I will receive a .5 elective credit.
- I understand that the internship counts as part of my class load and is calculated in my overall GPA.
- I understand that if I am removed or if I drop my internship past the deadline (typically 11 weeks into a semester), I will receive an F that will be reflected on my transcript.

APPLICANT INFORMATION

2. First Name:
3. Last Name:
4. Student ID#:
5. Student E-Mail Address:
6. Phone Number:

7. Counselor's Name:
8. Grade Level in Fall of 2020:

TYPES OF INTERNSHIP EXPERIENCES

WCSD offers two types of internship experiences - Group and Individual.

GROUP INTERNSHIP:

Group Internships are organized by career field, facilitated by a teacher, and focus on understanding the range of opportunities available in that field.

Student must:

- a. attend weekly classes (one day per week, 2 hours) that are often held in different locations throughout the community
- b. engage in collaborative skill building with peers
- c. complete assignments and time logs
- d. work in an on-line environment to share reflections and present a final project to the public

INDIVIDUAL INTERNSHIP:

Individual Internships are specifically arranged to meet individual student interests under the supervision of a teacher. It is recommended that students requesting this type of internship show evidence of participating in career exploration activities in the field of study such as a group internship experience, completion of a CTE program of study, or other high-quality career exploration or training experiences.

Students must:

- e. attend scheduled classes throughout the semester (mandatory)
- f. complete job shadow hours in a work site (not less than 50)
- g. manage the time and workload independently
- h. engage in collaborative skill building with peers
- i. complete assignments and time logs
- j. work in an on-line environment to share reflections
- k. present a final project to the public

GROUP & INDIVIDUAL INTERNSHIPS:

- l. receive .5 credits per semester (a minimum of 60 hours of time must be documented)
- m. are reflected on the student schedule and count as part of the class load
- n. receive a letter grade which is calculated into the overall GPA
- o. an F will be reflected on the transcript if removed or dropped

Field of study choices:

Note: For more information about these career fields and related jobs, you can visit <https://careertech.org/career-clusters>.

Agriculture, Food & Natural Resources
Architecture & Construction
Arts, A/V Technology & Communications

Business Management & Administration
Education & Training
Finance
Government & Public Administration
Health Science
Hospitality & Tourism
Human Services Information
Technology
Law, Public Safety, Corrections & Security Manufacturing
Marketing
Science, Technology, Engineering & Mathematics
Transportation, Distribution & Logistics

9. Select the field of study that interests you MOST. Your FIRST choice:

10. SECOND CHOICE: Select the field of study that interests you:

11. THIRD CHOICE: Select the field of study that interests you:

12. I have participated in a WUSD Group Internship.

- Yes
- No

13. If yes, when and where did you participate in a WUSD Group Internship?

14. I have participated in a WUSD Individualized Internship.

- Yes
- No

15. If yes, when and where did you participate in a WUSD Individualized Internship?

16. Do you have a career field/business that you are interested in pursuing for an internship placement? If yes, please explain in more detail.

17. Which type of internship are you most interested in?

- Group
- Individual

18. WCCSD Group Internships

Please indicate your level of interest for each group internship listed below.	Not Interested	Somewhat Interested	Very Interested
Reno Youth Radio: Learn podcasting, share your ideas with a large audience, and shadow media professionals.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
STEM Opportunities in Northern Nevada: Experience a variety of engineering environments from aerospace to mechanical & everything in between.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Building Northern Nevada: Discover construction careers from design & planning through construction & inspection.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Culinary Careers: Work alongside area chefs, bakers & owners in a retail setting to learn restaurant operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exploring Medical Professions: Explore all areas of the hospital system to understand the wide variety of opportunities in healthcare.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understand how a large business is operated by exploring multiple occupational areas at the Renown campus.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

19. GROUP Internship

Please choose the days you are available to meet for the group internship. The internship class meets one day per week from 3:30-5:50 pm. Choose all that you are available.

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

20. INDIVIDUAL Internship Availability: MONDAY

- Yes
- No

21. If yes, enter time frame for Monday (i.e., 2:30 pm-4:30 pm):

22. INDIVIDUAL Internship Availability: TUESDAY

- Yes
- No

23. If yes, enter time frame for Tuesday (i.e., 2:30 pm-4:30 pm):

24. INDIVIDUAL Internship Availability: WEDNESDAY

- Yes
- No

25. If yes, enter timeframe for Wednesday (i.e. 2:30pm-4:30pm):

26. INDIVIDUAL Internship Availability: THURSDAY

- Yes
- No

27. If yes, enter timeframe for Thursday (i.e. 2:30pm-4:30pm):

28. INDIVIDUAL Internship Availability: FRIDAY

- Yes
- No

29. If yes, enter timeframe for Friday (i.e. 2:30pm-4:30pm):

- Yes
- No

30. If yes, enter timeframe for Saturday (i.e. 2:30pm-4:30pm):

PARTICIPATION INFORMATION

WCSD wants to make sure the internship experience meets the needs of both the student and the employer host. Providing the following information will allow us to identify the best opportunity for you!

31. Why are you interested in participating in an internship?

Please give 2-3 specific and succinct reasons.

32. Extracurricular School Activities. Please list any extracurricular activities that you will be involved in during the semester you are considering doing an internship. This information is used by the SACTE Department to determine if the relevant internship opportunities that are available would fit with your schedule.

This includes college classes, athletics, clubs, leadership, CTSO competition, or other scheduled school commitments.

33. Personal Responsibilities. Please list any personal responsibilities you will have during the semester you are considering an internship.

This could include a job, volunteering, caring for a family member, or anything that might affect your internship hours.

34. Transportation. How do you plan to get to your internship site/location? If you do not have access to transportation, please call the Career Technical Education Department at 775-327-3945 so we can discuss.

STUDENT EMPLOYMENT INFORMATION

35. Do you currently have a job?

- Yes
- No

36. Will you continue to work during your internship?

- Yes
- No

ELIGIBILITY & SELECTION FOR PARTICIPATING IN AN INTERNSHIP

PLEASE READ BELOW AND CLICK SUBMIT.

To make the determination of eligibility for an internship opportunity, Infinite Campus records will be reviewed to determine if applicants meet the following expectations:

- 2.0 GPA minimum in the last 12 months
- Attendance record of 90% or higher in the last 12 months
- No major behavior incidents on record in the last 12 months:
 - Verified instances of harassment/intimidation/sexual harassment
 - Violence or threats of violence or bodily injury to another
 - Possession of a dangerous weapon
 - Sales/distribution of a controlled substance

Placement in the WCSD Internship Program is dependent upon meeting the minimum qualifications, space, and availability of host agencies. If you are determined to be qualified for an internship and our number of qualified applicants exceeds the number of spots available, you will be placed into a randomized lottery drawing for selection.

Once your application has been submitted, you will receive an email within 2 business days of completion of the application from the SA/CTE office with instructions to complete and upload the final required documents through the Nevada Career Explorer on-line system (accessible by all WCSD students through their Microsoft account login).

These forms must be uploaded to your Nevada Career Explorer (NVCE) account by the application deadline of May 29, 2020 in order to be considered for internship placement:

- 1) Resume
- 2) Cover Letter
- 3) Student/Parent Permission Form

Remember to check your email regularly for notifications and communications regarding internship status.

If you have questions about this application or participating in an internship, please call the Signature Academies & CTE Department at 775-327-3945, email sacte@washoeschools.net, or visit your Career Center.

Thank you for pursuing an internship.

By clicking **SUBMIT** below, you and your parent/guardian acknowledge that you have read and understand the WCSD internship requirements.

Note: If you do not see the confirmation after you click SUBMIT, then your application was NOT received!

INTERNSHIP TRAINING AGREEMENT

INTERNSHIP TRAINING AGREEMENT

Term _____ Year _____ Instructor _____ Cell Phone _____

Student Name _____ Birthdate _____ Email _____

School Name _____ Cell Phone _____

Host Site _____ Supervisor _____ Phone _____

Address _____ Zip _____

The intern candidate, parent/guardian, and employer host understand:

1. The work site training meets the related educational objectives provided by the school program.
2. The training is for the benefit of the student and will not displace regular employees.
3. The employer/host understands that the student worker may require special supervision and/or instruction.
4. The student is not necessarily entitled to a job at the conclusion of the training period.
5. The employer/host, student, and parent/guardian understand that the student may not be entitled to wages or other compensation for the time spent during the internship experience.
6. The Internship Program is an extension of the classroom and laboratory. Accordingly, uncompensated students will provide personal insurance (proof will be submitted to the training work site supervisor) prior to the establishment of the internship.
7. The employer/supervisor assumes responsibility for maintaining a safe and properly supervised worksite.

RESPONSIBILITIES

The EMPLOYER/HOST, recognizing that an agreement is being followed and that close supervision of students is necessary, agrees to:

1. Attend an initial meeting/orientation with the instructor/coordinator to establish communication, expectations, and procedures.
2. Collaborate with the instructor/coordinator and student to prepare and implement a training plan and training agreement.
3. Communicate with the student on logistics, company policies, and exact expectations, duties, and responsibilities of an internship.
4. Provide supervision of the student's work.
5. Give the student progressive and challenging work activities that aid in acquiring competencies necessary to advance in the occupational field.
6. Notify and consult with the instructor/coordinator regarding any difficulties and seek possible intervention strategies for resolution.
7. Periodically evaluate student performance, verify student's work hours, and inform the instructor/coordinator prior to terminating student.
8. Adhere to all Federal and State labor laws, regulations, and other applicable safety regulations.
9. Not displace any regular employee during the internship period.
10. Delegate a variety of assignments to the student and otherwise treat the student without regard to race, color, national origin, sex, or handicap.

The PARENT/GUARDIAN of the student, realizing the importance of the Internship Program, agrees to:

1. Allow the student to manage his/her own internship. An internship is a contract between the employer and student. The student must accept the responsibility of managing challenge in this forum for him/herself.
2. Encourage the student to effectively carry out the duties and responsibilities assigned to him/her.
3. Reinforce an expectation of appropriate conduct while at work.
4. Assist their son/daughter in providing the resources and transportation necessary for them to participate and complete the internship program.

Employer/Host signature Date

Instructor/Coordinator signature Date

The STUDENT will consider the internship experience as contributing to their career objectives and agree to:

1. Report to work promptly and regularly; notify employer/host and instructor/coordinator immediately if illness or emergency prevents reporting to work. A 'no-call, no-show' to class or work could result in immediate removal from the program.
2. Observe the employer's rules and regulations, as well as demonstrate good employability skills, including cooperative attitude, appropriate dress, and a willingness to learn.
3. Attend all related classroom instruction; provide the instructor/coordinator with all necessary documentation of hours worked; and complete all required forms and assignments.
4. Arrange for transportation to and from the workstation/training site.
5. Be evaluated by instructor/coordinator and job site supervisor.
6. Notify the job site supervisor and instructor/coordinator of any problems in school or on the job which could affect performance.
7. Notify the instructor/coordinator, in advance, of intent to resign and leave *immediately* if dismissed from the job site.

The INSTRUCTOR/COORDINATOR, as the school representative who coordinates the learning program between the employer/supervisor and student, agrees to:

1. Ensure that the necessary workstation/training site activities are relevant to related classroom instruction.
2. Ensure that the employer/supervisor is providing work-experience activities that meet the objectives of the internship program.
3. Periodically visit the workstation/training site, to observe the student, to consult with the employer/supervisor, and to facilitate any communication problems that may occur between the student and employer/supervisor.
4. Demonstrate patience and understanding when disciplining a student and assigning equitable/reasonable consequences should the termination of this agreement occur.

Student signature Date

Parent signature Date

SAMPLE SYLLABUS –INDIVIDUAL

- InternshipClassAssignmentsByWeek Individual Placement
- Spring Semester 2020

WEEK OF	Class Topics	Assignment Title/Due Date
Week 1	Class meeting <ul style="list-style-type: none"> • Course syllabusReview • Review NCE site • Start ES3 in class • Create Journal in NCE • SMART Goal lesson • Review forms to be signed 	
Week 2	NO CLASS MEETING 1/29- you will be doing an orientation meeting with your host.	Due <ul style="list-style-type: none"> • Complete Interest Profiler in Nevada Career Explorer • Bring completed ES3 self-assessment • Bring signed forms to class: WBL Parent Consent, Transportation Permission, Parent Waiver of Liability and Training Agreement • Internship Journal 1: <i>What are you most excited about and most concerned about?</i>
Week 3	No class meeting logging hours on site	Due <ul style="list-style-type: none"> • Complete rough draft of Smart Goals, upload to NCE • Nevada Career Explorer - complete work importance & skills profiler
Week 4	No class meeting logging hours on site	Due <ul style="list-style-type: none"> • Log of Hours uploaded to NCE, even if no hours completed • Internship Journal 2
Week 5	CLASS MEETING logging hours on site	Due <ul style="list-style-type: none"> • Final Draft of SMART goals (bring a hard copy to class) • Log of Hours uploaded to NCE, even if no hours completed • Internship Journal 3
Week 6	No class meeting logging hours on site	Due <ul style="list-style-type: none"> • Rough Draft of the Training Plan uploaded to NCE • Log of Hours uploaded to NCE, even if no hours completed • Internship Journal 4
Week 7	No class meeting logging hours on site	Due <ul style="list-style-type: none"> • Rough draft of the Elevator Speech video uploaded to NCE • Log of Hours uploaded to NCE, even if no hours completed • Internship Journal 5
Week 8	CLASS MEETING logging hours on site	Due <ul style="list-style-type: none"> • Rough Draft of revised Resume and Cover Letter • Final Draft of Training Plan uploaded to NCE • Log of Hours uploaded to NCE, even if no hours completed • Internship Journal 6
Week 9	NO CLASS MEETING-Spring Break- can log hours on site	No assignments due
Week 10	NO CLASS MEETING-Spring Break- can log hours on site	No assignments due

Week 11	CLASS MEETING	<p>Due</p> <ul style="list-style-type: none"> • Final draft of Elevator Speech video uploaded to NCE • Mentor will assess student performance employability skills this week (1,2,4,5,8,11,17,20) • Log of Hours uploaded to NCE, even if no hours completed • Bring signed copy of logs to class
Week 12	No class meeting logging hours on site	<p>Due</p> <ul style="list-style-type: none"> • Final draft of Resume and Cover Letter uploaded to NCE • Log of Hours uploaded to NCE, even if no hours completed • Internship Journal 7
Week 13	No class meeting logging hours on site	<p>Due</p> <ul style="list-style-type: none"> • Complete Interview Questions • Log of Hours uploaded to NCE, even if no hours completed • Internship Journal 8-<i>What's important?</i>
Week 14	No class meeting logging hours on site	<p>Due</p> <ul style="list-style-type: none"> • Log of Hours uploaded to NCE, even if no hours completed • Internship Journal 9
Week 15	No class meeting logging hours on site	<p>Due</p> <ul style="list-style-type: none"> • Log of Hours uploaded to NCE, even if no hours completed • Internship Journal 10
Week 16	CLASS MEETING	<p>Due</p> <ul style="list-style-type: none"> • Upload rough draft of the Thank You Letter to NCE (bring a copy to class) • Log of Hours uploaded to NCE, even if no hours complete • Internship Journal 12: Review and reflect progress on SMART Goals
Week 17	No class meeting logging hours on site	<p>Due</p> <ul style="list-style-type: none"> • Upload the presentation rough draft to NCE • Log of Hours uploaded to NCE, even if no hours complete • Internship Journal 13-<i>How did the internship meet your expectations and what would make the experience better?</i>
Week 18	CLASS MEETING Final presentations 6:00-8:00 pm	<ul style="list-style-type: none"> • Bring signed copy of final thank you letters to class • Bring completed Self-Assessment to class • Bring signed copy of logs to class
Total Hours	Class Meetings-12 hours Hours logged on site - 40 hours	8 Hours

SAMPLE SYLLABUS - GROUP

- Internship Class Assignments by Week
- Group Placement at Renown
- Spring Semester 2020

- Meeting Times 3:30-5:30pm at Renown unless otherwise noted

WEEK OF	Class Topics
Week 1	Class Meeting <ul style="list-style-type: none"> • Course syllabus Review • Review NCE site • Start ES3 in class • Create Journal in NCE • SMART Goal lesson • Review forms to be signed
Week 2	Class Meeting Orientation to Renown – Sierra 101- Renown
Week 3	Class Meeting Imaging – Sierra 101-Renown
Week 4	Class Meeting Woman’s Health-Sierra 103-Renown
Week 5	Class Meeting Therapies– Rehab Classroom (1495 Mill Street)
Week 6	Class Meeting Emergency Medicine– Sierra 102- Renown
Week 7	Class Meeting Surgical Services– Sierra 101-Renown
Week 8	Class Meeting Respiratory- Sierra 105-Renown
Week 9	NO CLASS MEETING -Spring Break
Week 10	NO CLASS MEETING -Spring Break
Week 11	Class Meeting Sim Lab– Sierra 102-Renown
Week 12	Class Meeting Nursing (ICU) – Sierra 102-Renown

Week 13	Class Meeting Pharmacy – Sierra 103-Renown	Due <ul style="list-style-type: none"> • Complete Interview Questions • Internship Journal 8-<i>What's important?</i>
Week 13	Class Meeting Food Service – Sierra 102-Renown	Due <ul style="list-style-type: none"> • Skills that Pay the Bills: Communication • Internship Journal 9
Week 14	Class Meeting Patient Transport- Sierra 102-Renown	Due <ul style="list-style-type: none"> • Skills That Pay the Bills: Networking • Internship Journal 10
Week 15	Class Meeting Children's-Sierra 102-Renown	Due <ul style="list-style-type: none"> • Upload rough draft of the Thank You Letter • Internship Journal 12: Review and reflect progress on SMART Goals
Week 16	Class Meeting Mock Interviews - Sierra 103-Renown	Due <ul style="list-style-type: none"> • Upload the presentation rough draft • Internship Journal 13-<i>How did the internship meet your expectations and what would make the experience better?</i>
Week 17	Class Meeting <ul style="list-style-type: none"> • Final presentations given at Renown 6:00-8:00 pm 	<ul style="list-style-type: none"> • Bring signed copy of final thank you letters to class • Bring completed Self-Assessment to class
Total Hours	32	28

Weekly Class Structure:

3:30-4:00pm Introduction to the evening and meet with professionals in the field of discussion

4:00-5:15pm Tour respective area

5:15-5:30pm Wrap up back in Renown classroom

NEVADA EMPLOYER HOST VETTING RUBRIC

All data on necessary vetting of employer hosts will be housed with the WCSD SACTE Department.

Date:

Contact Information

- 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 -Manufacturing and Logistics
- Other

Type(s) of job(s)available:

Are there any requirements to participation?(ID, CPR, background check, etc.): Yes No

If YES, please name:

VETTING CRITERIA

All criteria must be in place to approve an employer host

Yes	No	Criteria
		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 whistle blower policies are in place
		Facility is accessible to students
		Employer host agrees to follow a training plan and agreement (if applicable)
		Employer host will designate a supervisor for the student
		Employer host agrees to evaluate the student and program
		If a paid experience, student will be compensated and covered under worker compensation like other employees in the same job

STUDENT LEARNING PLAN [SAMPLE]

Student Name:

Placement Date:

Placement Site:

WBL Coordinator/Site Facilitator:

GOALS AND LEARNING OBJECTIVES

Consider your interests, skills, past experiences, and future career and education goals to answer the questions below.

1. What is your career and technical program of study or elective course focus?
2. What are your plans after high school? If college, specify area of study.
3. Describe your career goals:
4. What do you hope to gain from this work-based learning experience?

ACADEMIC AND EMPLOYABILITY KNOWLEDGE AND SKILLS

Mark all of the skills that you are proficient in:

Personal Qualities and People Skills:

- | | | |
|--|--|--|
| <input type="checkbox"/> Reliable and honest | <input type="checkbox"/> Take initiative | <input type="checkbox"/> Work ethic |
| <input type="checkbox"/> Teamwork | <input type="checkbox"/> Appropriate work behavior | <input type="checkbox"/> Conflict resolution |
| <input type="checkbox"/> Work well with others | | |

Professional Knowledge and Skills:

- | | | |
|---|--|---|
| <input type="checkbox"/> Safe use of Internet | <input type="checkbox"/> Communicate effectively | <input type="checkbox"/> Resolving problems |
| <input type="checkbox"/> Safety skills | <input type="checkbox"/> Math | <input type="checkbox"/> Customer service |
| <input type="checkbox"/> Reading and writing | <input type="checkbox"/> Computer applications | |

TECHNICAL SKILLS

What course have you taken, or are currently enrolled in, that is relevant to this placement?

List any industry certifications you have earned or prepared for (including CPR, Serve Safe, etc.):

What safety trainings have you had related to this industry?

List the skills and experiences you have related to this placement, including specific equipment you have used:

STANDARDS AND PERFORMANCE INDICATORS

Technical Standards: List any related CTE content standards and indicators to be addressed in this internship:

Workplace Readiness Standards: List any related Workplace Readiness Standards and indicators to be addressed in this internship:

EVALUATION

Students will be evaluated on:

- Adherence to workplace policies and regulations measured by:
 - Attendance and punctuality for both on-site experience and group or individual meetings/classes
 - Appropriate and clear communication
 - Input from employer host regarding the student's ability and willingness to follow worksite policies and regulations
- Willingness and ability to learn new skills measured by:
 - Completion of coursework assignments and projects, related to an internship worksite and/or to general Workplace Readiness Skills
- Technical skill ability/performance of job duties measured by:
 - Completion of coursework assignments and projects
 - Input from employer host (where applicable) regarding the student's ability to perform jobs and duties as assigned

WCSD WORK-BASED LEARNING DISTANCE EDUCATION PLAN / SAMPLE LETTER

In the event WCSD or state deems it necessary to transition to Distance Learning, the following is the WCSD Work-Based Learning Plan:

- All WCSD students currently enrolled in individual and group internships for academic credit will be required to have accrued a total of 60 hours of overall coursework to be eligible for earning a .5 elective credit upon successfully meeting course requirements.
- The basic expectation is that students accrue at least 32 hours of on-site experience for a group internship experience, and 40 hours of on-site experience for an individual internship. In the event that students are not able to physically access an employer host site, the SACTE Department will collaborate with employer hosts to provide students with exposure to work sites and activities virtually as feasible. In the event that the SACTE Department and an employer host are not able to provide enough hours of experience either on-site or virtually, the SACTE Department will explore if the student can be transitioned over to a Career Planning and Development Course using the District's online learning platform Edgenuity. This course would effectively replace the student's internship while maintaining their ability to accrue a .5 elective credit. If the student so chooses, they may drop the internship course altogether if they are within the window to withdraw from a course with no impact to their GPA (typically 11 weeks into a semester). If a student chooses to drop an internship after the withdrawal window has passed, they will receive an F on their transcript.

SAMPLE LETTER TO STUDENTS & FAMILIES IN THE EVENT OF DISTANCE LEARNING

RE: Internship – Virtual Option

Dear Students and Parent/Guardians,

The WCSD Signature Academies and Career Technical Education (SACTE) Office would like to thank you for being enrolled in a group or individual internship. We hope you are well and safe, and we understand the challenges ahead as learning supports are provided virtually. This is why the SACTE Department is implementing a creative solution to finish out your internship course.

Due to the District's mandate to move to Distance Learning, the internship staff are equally aware of the challenges with getting the 60-hour internship requirements for a .5 elective credit. In response to that challenge, we have developed an option that will allow internship students to complete their internships virtually.

If a student opts to not complete the full 60-hour internship at this time, this request must be submitted in writing by _____ to the internship teacher and work-based learning (WBL) coordinator - kksmith@washoeschools.net. Once received, the coordinator and student's counselor will review the request to ensure dropping the .5 credit will not withhold graduation and determine if .25 credit can be awarded based on completion of coursework to this point.

Internship students will be enrolled in a Career Planning and Development Course on the district's

distance education platform, Edgenuity. This virtual platform will allow students to receive valuable Work-Based Learning instruction and acquire remaining internship hours.

The course offering is as follows:

- Career Planning and Development: Exploring Careers, Entering the Workforce, Succeeding in the Workplace, Developing Professional Skills

The internship teacher will individually communicate with every student and clarify differentiated details (i.e. remaining course hours based on previously logged hours, final project requirements, etc.). Sign in/access to the Edgenuity platform is very simple and easy. Please go to: <https://auth.edgenuity.com/Login/Login/Student>

Internship student sign in:

- From any device with Internet access, open a Google Chrome browser, type in “learn.edgenuity.com” and click on the green “Students Access student courses.” Sign in with your WCSD username and password. Username (your student ID) @washoeschools.org and your password (your student ID). For example, 123456@washoeschools.org and password would be 123456.

Edgenuity access can be completed from any Internet device, including cell phone, tablet, or a personal computer. If you do have access to the course through a connected device, please contact Mrs. Bett Korinek via e-mail (ekorinek@washoeschools.net) to discuss alternative options for achieving needed hours and work. If you have technical questions, please access the Help Center tab on the Edgenuity website.

We are here to support you and your family.

Sincerely,

Kathie Smith
Work-Based Learning Coordinator

Bett Korinek
Work-Based Learning Facilitator