

Washoe County School District

Amended Work-Based Learning Plan for School Year 2019-20, Semester 2

Josh Hartzog, Director Career & Technical Education

jhartzog@washoeschools.net

Table of Contents

Work-Based Learning Opportunities.....	3
WCSD Internship Guidelines	3
WCSD Work-Based Learning/Internship Application	4
WCSD Work-Based Learning/Internship Application (Continued)	6
WCSD Work-Based Learning/Internship Application (Continued)	7
WCSD Work-Based Learning/Internship Application (Continued)	8
WCSD Work-Based Learning/Internship Application (Continued)	9
INTERNSHIP TRAINING AGREEMENT	10
SAMPLE SYLLABUS	12
NEVADA EMPLOYER HOST VETTING RUBRIC	14

Work-Based Learning Opportunities

In the 2019-20 school year, Washoe County School District will offer work-based learning programs 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

Complete an **ON-LINE APPLICATION** and submit **REQUIRED DOCUMENTS** electronically.

Email the required documents within 48 hours of completing the on-line application to sacte@washoeschools.net. This includes a resume, cover letter, and SIGNED student commitment/parent permission form. Forms can be found by clicking on [Internship Documents](#).

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.

Internship opportunities are available in a wide variety of career fields and have many benefits. An internship can help you:

- learn about opportunities in a specific field, helping you determine what you are and are *not* interested in;
- help you stand out when applying for college, scholarships, grant awards, and jobs in your career field;
- understand the value of your academic learning in a real-world, problem-solving context.

In order to be considered for an internship, students must meet the following requirements:

- 1) Students must be in **11th or 12th grade** (at the time the internship will take place) and in good standing (attendance, behavior)
- 2) **Complete the on-line application** by the published deadline
- 3) Priority will be given to students with an **unweighted GPA of 3.0 or higher**
- 4) **Preference will be given** to student who -
 - *successfully completed or are concurrently enrolled in an AP/IB class associated with your career area of interest OR*
 - *successfully completed or are concurrently enrolled in a Level III CTE class (completion of Level II or III with B or better)*

- 5) Provide **proof of health insurance** to participate
- 6) Provide **reliable transportation** to and from the class/job site
- 7) Agree to **attend all the class sessions** and **complete all requirements** in order to earn credit
 - *All internships begin the second week of the term and conclude the week prior to finals*
- 8) Have the ability to **work independently** and adhere to a system/schedule of reporting to the assigned teacher
- 9) **Complete internship hours outside the school day.** With school permission, students may be able to complete internship hours during school hours.

There are two types of internship experiences available to students:

Group: These internships span a wide range of career fields and are designed for students to explore different career opportunities across a broader industry. Each class of 12-20 students is facilitated by a teacher with expertise in the career field. Students must attend weekly classes (one day per week, 3 hours) and/or scheduled internship hours (scheduled at 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.

Individual: 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.

Amendment for Semester 2, School Year 2019-20: Following the issuance of Governor Sisolak's COVID-19 Declaration of Emergency Directive 014, signed on April 14th, 2020, WCSD is amending its Work-Based Learning Plan with the following:

- For Semester 2, 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.
- For Quarter 1 of Semester 2, all students in individual and group internships for academic credit will be required to have accrued at least 30 documented hours between time spent at an employer host site and time spent on out-of-class coursework. For Quarter 2, all students will be required to have accrued at least 30 documented hours between time spent on final digital presentations, weekly virtual meetings with an instructor, final project work, and modules completed for the District's Distance Learning course, "Career Planning & Development" (Edgenuity Course #EL4222).

WCSD Work-Based Learning / Internship Application Example

The deadline for Fall 2019 Internship placements has passed. While we will do our best to accommodate requests, current applicants may not be considered for an internship opportunity until the spring semester of the 2018-19 school year. Congratulations on considering an internship! Many opportunities and benefits come from participation, including- * gaining experience in a work environment that interests you * understanding the value of your academic learning in a real-world, problem-solving context * helping you stand out when applying for college, scholarships, grant awards and jobs in your career field! Please make sure to review the WCSD INTERNSHIP GUIDELINES thoroughly. To complete your internship application, you must submit a RESUME, COVER LETTER, student commitment & parent permission FORM to sacte@washoeschools.net. Instructions and documents can be found on the [SACTE webpage](#).

1. First Name
2. Last Name
3. Two types of internships are available through the District (there are also opportunities at your school, see your counselor for more information). Which type of internship experience are you most interested in?

All internships receive .5 credits per semester, are reflected on student schedules, and final grades figured into overall GPA. Students must document up to 60 hours in order to receive credit.

Individual - placements are arranged to meet your interests; students work independently and must attend 3 seminars during semester; complete required time logs, weekly journals and required final project presentation

Group - organized by topic & facilitated by a teacher for 12-14 students; students may work with multiple employers and must attend scheduled classes (number varies); students will engage in collaborative skill-building with peers; complete required time logs, reflection and capstone project

4. Birthdate

5. What high school do you attend?

6. Grade in 2019-20

Note: You must be in 11th or 12th grade to be eligible for an internships placement.

11th

12th

7. Name of your school counselor:

8. Student Street Address

9. City

Reno

Sparks

Other _____

10. Zip Code

11. Parent/Guardian Name

12. Parent/Guardian email address

13. Parent/Guardian phone number (best contact number)

14. Student email address

15. Student cell phone number

16. Can we use text message to communicate with you?

Yes

No

WCSD Work-Based Learning/Internship Application (Continued)

17. Student Driver's License - please enter your license number.

If you do not have a driver's license, leave this blank.

18. If you have participated in an internship or job shadow before, please tell us WHERE and WHEN you participated:

19. Please indicate which semester you would like to participate in an internship:

Fall Semester

Spring Semester

Both

20. 1st AREA OF INTEREST: Please enter your first career AREA of INTEREST. This is a broad category, not a specific job or type of job. You'll enter the specific jobs you are interested in for the next question.

21. 1st AREA OF INTEREST: List the TYPE OF JOB you are interested in that is connected with your first AREA of INTEREST. Here are some examples:

**If you chose Arts, Audio Visual & Communication, for specific job you might list PHOTOGRAPHER, NEWS ANCHOR, JOURNALIST, or GRAPHIC DESIGNER. *If you chose Government & Public Administration, for specific job you might list LAWYER, JUDGE, or MUNICIPAL PLANNER.*

22. 2nd AREA OF INTEREST: Please enter your second career AREA of INTEREST. This is a broad category, not a specific job or type of job. You'll enter the specific jobs you are interested in for the next question.

23. 2nd AREA OF INTEREST: List the TYPE OF JOB you are interested in that is connected with your second AREA of INTEREST. Here are some examples:

**If you chose Arts, Audio Visual & Communication, for specific job you might list PHOTOGRAPHER, NEWS ANCHOR, JOURNALIST, or GRAPHIC DESIGNER. *If you chose Government & Public Administration, for specific job you might list LAWYER, JUDGE, or MUNICIPAL PLANNER.*

24. 3rd AREA OF INTEREST: Please enter your third career AREA of INTEREST. This is a broad category, not a specific job or type of job. You'll enter the specific jobs you are interested in for the next question.

WCSD Work-Based Learning/Internship Application (Continued)

25. 3rd AREA OF INTEREST: List the TYPE OF JOB you are interested in that is connected with your third AREA of INTEREST. Here are some examples:

**If you chose Arts, Audio Visual & Communication, for specific job you might list PHOTOGRAPHER, NEWS ANCHOR, JOURNALIST, or GRAPHIC DESIGNER. *If you chose Government & Public Administration, for specific job you might list LAWYER, JUDGE, or MUNICIPAL PLANNER.*

26. In some cases, WCSD offers group internship classes because individual internship opportunities are difficult to find or students need additional training before entering a job site. In other cases, an organization has an opportunity to connect a group of students to a variety of opportunities in an industry. Please indicate the group internship opportunities you would be interested in.

Public Relations (UNR Journalism)

Health & Wellness (American Heart Assoc, Rethink Your Drink)

Physical Therapy, Sports Medicine (MORE Orthopedics)

Medical & Allied Health Professionals (Renown, St. Mary's)

Culinary, Baking & Hospitality (variety of restaurants)

27. What is your OVERALL UNWEIGHTED GPA for high school?

Note: A minimum overall GPA of 3.0 is required to participate in an internship.

28. What is your UNWEIGHTED GPA for the LAST FULL TERM that you completed?

29. CTE PROGRAM OF STUDY Are you currently enrolled in a Signature Academy or CTE Program of Study?

Some examples of programs of study are: Video Production, Computer Science, PLTW Engineering, Business Management, Metalworking, etc.

YES

NO

30. Enter your CTE PROGRAM OF STUDY:

WCSD Work-Based Learning/Internship Application (Continued)

31. CTE PROGRAM OF STUDY

What is the highest level of the program you have completed?

Level 1

Level 2

Level 3

Advanced Studies

32. CTE PROGRAM OF STUDY What grade did you earn in the highest level CTE course you completed in your program of study?

33. What Honors, AP, IB or dual credit course have you successfully completed or will you be enrolled in during the internship that is associated with your career areas of interest?

34. TEACHER RECOMMENDATION #1: Provide the name of a CORE ACADEMIC teacher (math, English, science or history) that can provide a recommendation. Include his/her NAME, SUBJECT, EMAIL ADDRESS and WHEN you had the teacher.

35. TEACHER RECOMMENDATION #2: Please provide the name of a CTE teacher (if you are a CTE student, this is required) -OR- an ENCORE teacher (art, music, ROTC, language, etc.) who can provide a second recommendation. Include his/her NAME, SUBJECT, EMAIL ADDRESS and WHEN you had the teacher.

36. WHY AN INTERNSHIP? Please share three specific and succinct reasons you are interested in participating in an internship (be brief):

37. EXTRACURRICULAR SCHOOL ACTIVITIES Please list any extracurricular school activities (ex. athletics, clubs, leadership, CTSO) that you are or will be involved in during the school year:

38. RESPONSIBILITY CONFLICTS: Do you anticipate any conflicts that might affect your internship hours. For example, caring for younger siblings, part-time job, sports, activities, etc.

NO

YES

39. RESPONSIBILITY CONFLICTS: If you answered yes to conflicts, please explain:

40. JOB INFORMATION: Do you currently have a job?

YES

NO

WCSD Work-Based Learning/Internship Application (Continued)

41. JOB INFORMATION Please tell us WHERE you work, WHAT YOU DO (job title or responsibilities), number of HOURS PER WEEK, and DAYS of the week that you typically work.

42. TRAVEL TO INTERNSHIP How will you get to your internship site/location?

43. TRAVEL TO INTERNSHIP What is your backup plan to get to your internship site?

44. EXPERIENCE Describe any experience or coursework you have had in the field(s) you wish to intern. (This should include work experience, volunteering, courses taken, etc.)

45. INTERNSHIP AVAILABILITY - MONDAY What are the hours you are available to participate in an internship? Please complete each day separately so that we can best match you with an employer.

46. INTERNSHIP AVAILABILITY – TUESDAY

47. INTERNSHIP AVAILABILITY – WEDNESDAY

48. INTERNSHIP AVAILABILITY – THURSDAY

49. INTERNSHIP AVAILABILITY – FRIDAY

50. INTERNSHIP AVAILABILITY - WEEKENDS (Saturday & Sunday)

THANK YOU FOR YOUR INTEREST IN AN INTERNSHIP!

Once all supplemental documents have been received (Resume, Cover Letter, Student/Parent Form), your application will be processed and evaluated for citizenship, attendance, and references. You and your counselor will be contacted to communicate whether you have been accepted into an internship program. Please check your email regularly for notifications regarding internship status. If you need further information about WCSD Internships or have other questions, please enter them below. Responses to your questions/concerns will be emailed (please allow up to 10 days for a response).

Note: Application and all required supplemental documents must be received by the deadline date to be considered and processed.

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.

Employer/Host Signature Date

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.

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

1. Report to work promptly and regularly; notify employer/host and instructor/coordinator immediately if illness or emergency prevents reporting to work.
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 work station/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 *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 work station/training site activities are relevant to related classroom instruction.
2. Ensure that the employer/supervisor is providing work-experience activities that meets the objectives of the internship program.
3. Periodically visit the work station/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
Instructor/Coordinator signature	Date
Parent/Guardian signature	Date

SAMPLE SYLLABUS

FALL Internship Class Template

Class Name:

Sponsor:

Instructor:

Location:

Class Schedule: Monday, 3:30 - 5:30 pm

WEEK OF	Classroom Topic	Career Connection	Location	Hours	Homework	Hours
1/21/2019	Syllabus, expectations, ES3 Self-Assessment	Orientation (parent required) - medical clearance, background check, blood draw, proof of shots	Renown	3	Nevada Career Explorer - set up account; complete quick assess; interest profiler	2
1/28/2019	SMART Goal Setting; Excel lesson (for journaling)	Hospital Tour	Renown	3	Complete Smart Goals - review with parents;	1
2/4/2019	SMART Goals turned in; Resume Writing (1)	"Meet-n-Greet Career Fair set up w/ all departments Parents invited for 30-45 minutes (refreshments)"	Renown	3	Nevada Career Explorer - complete work importance & skills profiler; Complete Draft 1 Resume	2
2/11/2019		Attend scheduled appointment with mentor	Individual Locations	3	Complete Draft Resume & upload; Skills that Pay the Bills: Professionalism	1
2/18/2019		Complete shadow hours with mentor	Individual Locations	5	Journal; Skills that Pay the Bills: Enthusiasm & Attitude	1
2/25/2019	Resume Feedback sent to students	Complete shadow hours with mentor	Individual Locations	5	Journal; Skills that Pay the Bills: Teamwork	1
3/2/2019		"Complete shadow hours with mentor *Mentor will assess student performance on 6 employability skills this week (#1, #2, #4, #5, #11, #20)"	Individual Locations	5	Journal; Complete Draft Resume #2 & upload	1
3/11/2019	"*FINAL RESUME DUE* Discuss experiences; ES3 Review (Skills that Pay); Compare employer feedback to self-assessment; mock scenarios to practice evaluation feedback to employer; create script conversation for mentor about personal feedback on assessment...to include identifying what they are going to work on Sample/Lesson on Cover Letter writing"			3	Turn in personal feedback conversation script; Cover letter draft #1; Skills that Pay the Bills: Communication	2

WEEK OF	Classroom Topic	Career Connection	Location	Hours	Homework	Hours
3/18/2019		Complete shadow hours with mentor		5	Journal re: Feedback Convo; Skills that Pay the Bills: Problem Solving & Critical Thinking	1
3/25/2019	Cover letter feedback sent to students	Complete shadow hours with mentor		5	Nevada Career Explorer - find health related career pathways; Complete Cover Letter	1
4/8/2019		"Complete shadow hours with mentor *Mentor will assess student performance on next 6 employability skills this week (#7, #8, #9, #10, #11, #17)"		5	Journal; Complete Interview responses	1
4/15/2019	"*FINAL COVER LETTER DUE* Discuss experiences; ES3 Review (Skills that Pay); Compare employer feedback to self-assessment; create script conversation for mentor about personal feedback on assessment...to include identifying what they are going to work on Final Exam Preparation; Interview questions"			3	Create Presentation outline for Final Presentation	1
4/22/2019		Complete shadow hours with mentor		5	Journal;	1
4/29/2019	Final presentation feedback sent to students	Complete shadow hours with mentor		5	Journal; Complete Final Presentation	1
5/6/2019		"Complete shadow hours with mentor *Mentor final assessment of student performance, all skills, this week"		5	Journal; Skills that Pay the Bills: Networking	1
5/13/2019	"*FINAL PRESENTATION DUE* Mock Interviews (#14)"	"Career Advising Program survey"		3	Complete Thank You Letter; Complete SMART Goals; Nevada Career Explorer possible fields of study	1
5/20/2019	Student Presentations (career fair style)	Celebration & Recognition (parents invited)		3	Thank you letter written & uploaded	1
				69		21

NEVADA EMPLOYER HOST VETTING RUBRIC

WCSD has hired a third party provider, JOIN, to do the vetting. JOIN will submit the documentation to WCSD SACTE office. The SACTE office is working with Headed2: Nevada Career Connect to create a database that can track dates and outcomes of vetting. The data will be kept with WCSD.

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 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, please name:

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