

## **WORK-BASED EXPERIENCE**

It is the policy of the technology center to provide structured and meaningful Work-Based Experience (WBE) for students. The board recognizes the value of providing students with WBE in addition to the traditional training received in the classroom, laboratory, and/or shop setting. Students will participate in on-campus or on-site occupationally related activities, conjoined with business/industry personnel, when students demonstrate the appropriate level of readiness.

### General Guidelines

The following options are approved for WBE in all programs:

1. **Clinical.** In most cases, a group of students assigned to worksites with the instructor being available on-site.
2. **Cooperative Education.** A paid part-time work experience in which the student is released from school for part of the day.
3. **Enterprise.** A small business operated within the program that replicates a business in the larger community.
4. **Expert in Residence.** An industry expert regularly visits the school to work with students and instructors and hosts them at the worksite (also by online visits).
5. **Internship.** An on-the-job training experience that is highly selective and intensive. May require a commitment to additional training beyond high school or subsequent employment at the worksite, which may include mentoring or online experience, and service learning.
6. **Integrated Project.** A special project integrating studies/experiences from two (2) or more program areas of the technology center, exploring career directions and connections.
7. **Job Shadowing.** A student “shadows” an employee at a worksite to learn about a particular skill, occupation, or industry.

Each student may be given the opportunity to participate in one or more WBEs, with the specific assignments chosen by the instructor and mutually agreed upon by sponsor company and student. In programs that include a WBE as a curriculum unit with a required length, one or more of the seven WBE options may be used (or combined) to satisfy the requirement. WBE activities may be paid or unpaid. The WBE must be directly related to the program competencies for which the student has been trained. The student, instructor, and sponsor company will mutually agree upon the hours of participation of on-site WBE activities. The student must be at least 16 years of age and provide transportation if performing as the only technology center participant in an on-site WBE activity at a sponsor company. Students driving personal vehicles must have a valid driver’s license and liability insurance. Drivers transporting students are required to have written permission of ALL parent/guardians of minor-age passengers. Minor-age drivers must have parent/guardian authorization to transport students. WBE

activities may be assigned at any point during the program, with the essential criteria being as follows: (1) the WBE must be appropriate for the student's level of development and competence; and (2) schedules and training plan will be mutually agreeable between student, sponsor company, and the technology center. A student performing as the only technology center participant in an on-site option extending beyond two (2) weeks must have maintained a 90% program attendance. A student performing as the only technology center participant in an on-site option extending beyond two (2) weeks must maintain a minimum grade of "C" prior to participation. A Memorandum of Understanding must be on file signed by student and parent/guardian of minor age student. A WBE Agreement must be on file signed by a representative of the sponsor company.

### Procedures

The instructor and program supervisor will determine the WBE option(s) that are appropriate with the approval of campus director. The instructor will verify that WBE Agreements, student/parent/guardian Memorandum of Understanding, and all information forms are on file. The instructor will verify that the sponsor company has been toured by technology center personnel and determined appropriate. The campus director or designee will be notified of the name of student(s) participating in a WBE option, the location, date, and time.

### Appraisal

An appraisal will be completed by the student(s) participating in the WBE at the end of the activity or every two (2) weeks for extended options. An appraisal will be completed by a representative of the sponsor company at the end of the activity or every two (2) for extended options. An appraisal will be completed by the instructor at the end of the activity or every two (2) weeks for extended options. The appraisals may be hand-delivered, emailed, faxed, or conveyed electronically to the instructor. It is the responsibility of the student to ensure the sequence of the above steps is completed. The ratings will be recorded in the instructor's grade book under the appropriate objective and identified as a WBE. The grade will be recorded on the scope and sequence grade sheet under the appropriate course code and identified as a WBE.