

**LANDER COUNTY SCHOOL DISTRICT
APPLICATION FOR WORK-BASED LEARNING
PROGRAMS/ACTIVITIES**



Submitted by:

Neill Jenson, M.Coun., NCC, LPC (ID)

LCSD Battle Mountain High School Counselor, Career Center Coordinator, and Work-Based Learning
Coordinator

njenson@landernv.net

425 Weaver Avenue,

Battle Mountain, Nevada

89820

DATE APPROVED BY LANDER COUNTY SCHOOL DISTRICT BOARD OF EDUCATION:

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Possible Work-Based Learning Programs/Activities

Lander County School District is proposing to initiate and engage in numerous Work-Based Learning programs/activities. The following Industry Sectors/CTE Pathways to engage in include, but are not limited to:

Skilled and Technical Science

- Paid and unpaid work experience, job shadowing, and internships within the local Mining Industry
- Industry tours with Skilled and Technical Science Industry employers
- Class demonstration/discussions with Skills and Technical Science industry employers
- CTE Work Experience

Health Science and Public Safety

- Health based student job shadowing, internship, work experience, and clinical observations with local health organizations
- Health practitioner class presentations from local health organization (Battle Mountain General Hospital, Lander County EMS, Battle Mountain Physical Therapy,
- Lander County Sherriff's Office police ride along
- Lander County Sherriff's Office dispatching job shadowing
- Lander County Juvenile Probation internship experience and job shadowing
- Paid and unpaid work experience in Health Science and Public Safety
- CTE Work Experience

Education, Hospitality, and Human Service

- Early Childhood Education Internships/Teacher Assistants at with local daycares and LCSD Elementary and secondary educational programs
- Paid and unpaid work experience in Nutrition, Textile Manufacturing and Childcare areas
- Internship experience with the Battle Mountain Chamber of Commerce
- Internship and work experience with the Lander County Recreation Center
- Paid and unpaid work experience/internships with local mental health providers
- Early Childhood and Nutrition class presentations by Education, Hospitality, and Human Service employers
- Internship experience with the Local Native American colony.
- CTE Work Experience

Agriculture Education and Natural resources

- Supervised agriculture experience, in collaboration with the Agriculture program at Battle Mountain High School
- Industry employer tours and internships
- Industry tours in agriculture science and animal science
- Internship and work experience with local grocery markets

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- CTE Work Experience

Business and Marketing Education

- Internships with law firms and business/marketing organizations
- Paid and un-paid work experience with retail, restaurant, and service industry
- CTE Work Experience
- School based business in retail sales and marketing
- Industry tours in retail, restaurant, and service employers

Information Technology

- Internships with corporate IT employers
- Class presentations/simulations with IT employers
- Paid and unpaid work experience with IT organization
- CTE Work Experience

Student Qualifications

Any student, K-12, is qualified to participate in any supervised Work Based Learning activity. Child Labor Laws, age requirements, and prescribed industry training conditions should be met and recorded with the Lander County School District.

Students may have certain grade or age level restrictions, depending on the policy of the vetted employer. Credit received for vetted work-based learning experiences could be used to meet graduation requirements, in accordance with NRS and NAC, as set forth by the Nevada Department of Education and Lander County School District graduation policies. **A maximum of .5 credits per 70 hours worked, with a maximum of 1 credit per academic school year, may be earned towards graduation requirements.**

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Lander County School District

Student Application for Work-Based Learning

In accordance with NRS 389.167 and requirements set by Nevada Department of Education, Work-Based Learning is an educational strategy that offers students the opportunity to connect classroom learning to authentic business/industry experiences. The goal of work-based learning is to assist students to be college and career ready by participating in a qualified and vetted work-based learning experience (i.e. Industry tours, CTE work experience, job shadowing, internships [paid or unpaid], etc.). Work-based learning should be based off a student's career interests. **A maximum of .5 credits per 70 hours worked, with a maximum of 1 credit per academic school year may be earned toward graduation.**

In order to participate in a work-based learning experience, the following Requirements must be met:

1. Documentation filed with the school site verifying hours of employment completed (pay stub, time sheet)
2. Vetted application of program with employer, on file with the WBL coordinator
3. Students must be an active student enrolled in one of the schools within the Lander County School District
4. Signed parental/guardian approval must be given before students can participate in the work-based learning program
5. Defined Career Goal (As stated in this application)
6. Students must be regularly attending school in order to participate

Students are responsible for obtaining your employer and parent/guardian to sign this form. Please return the completed form to the Counseling and Career Center to determine if you are WBL eligible

Date: _____

Student's Name: _____

DOB: _____ **Age:** _____ **Phone:** _____

Address: _____

Email: _____

Grade Level (please circle): 9 10 11 12

Counselor's Name: _____ **Phone:** _____

Type of Work-Based Learning you would like to participate in (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Industry tour | <input type="checkbox"/> Pre-Apprenticeship |
| <input type="checkbox"/> CTE Work Experience | <input type="checkbox"/> Internship (Paid or unpaid) |
| <input type="checkbox"/> Education Externship | <input type="checkbox"/> Registered Apprenticeship |
| <input type="checkbox"/> Job Shadowing | |

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Nevada Industry Sector:

- Aerospace and Defense
- Manufacturing & Logistics
- Construction
- Mining and Minerals
- Health Care & Medical Services
- Natural Resources
- Information Technology
- Tourism, Gaming, & Entertainment

Method of Time Verification (circle one)

Pay stub

Time card

Name of Parent/Guardian: _____ **Relationship:** _____

Home Phone: _____ **Work Phone:** _____ **Cell Phone:** _____

Parent/Guardian Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

List all CTE courses you have satisfactorily completed:

Course	School Year

List all CTE courses you will be enrolled in during the time you are participating in Work-Based Learning:

Course	School Year

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What is your current school schedule?

Hour	Class	Teacher	Room
1st:			
2nd:			
3rd:			
4th:			
5th:			
6th:			
Adv.:			

Please explain why you want to enroll in Work Based Learning:

What kind of occupation would you eventually like to train for?

What do you plan to do after graduation/what is your career goal?

List your previous work experience:

What transportation will you have to your work site?

Supervisor to Complete This Section:

Does the student work daily, after school? _____ If yes, how many hours per day? _____

If not daily, please give some indication of the student's normal workweek schedule, not including weekends:

Number of days worked during the school week. _____

Number of hours worked during the school week. _____

Supervisors Name (print): _____

Supervisors Signature: _____ **Date:** _____

School to Complete This Section:

Counselor Credit Check, Current Credits: _____

Would having the student participate in work-based learning help him/her be on track for graduation?

Yes

No

Counselor Signature: _____ **Date:** _____

WBL Coordinator Signature: _____ **Date:** _____

Principal Approval: _____ **Date:** _____

Lander County School District Work-Based Learning Training Agreement

Students Name: _____ **Employer Host:** _____
Birthdate: _____ **Supervisor:** _____
Email: _____ **Job Title:** _____
Phone: _____ **Address:** _____
School Name: _____ **City/Zip:** _____
Phone: _____ **Start Date:** _____

Note: Any WBL experience over 30 hours must have a training agreement

Mark the type of WBL Experience (mark all that apply):

- | | |
|--|--|
| <input type="checkbox"/> CTE Work Experience | <input type="checkbox"/> Pre-apprenticeship |
| <input type="checkbox"/> Internship (paid or unpaid) | <input type="checkbox"/> Registered Apprenticeship |
| <input type="checkbox"/> Job Shadowing | <input type="checkbox"/> Industry Tour |

Proposed schedule:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start							
End							

Total hours per day: _____ **Total WBL hours per week:** _____ **Starting wage (if applicable):** _____

Hours Required for HS Credit: _____ **Dates of Training Period (From):** _____ **(To):** _____

Work Address: _____ **Work Phone:** _____

Supervisor Email:

Career Objective:

Job Description/Duties:

Criteria for Approval:

1. The Worksite/training site meets the related education objectives provided by the school program
2. The training is for the benefit of the student, and the student will not displace regular employees
3. The employer/supervisor understands that the student may require special supervision and/or instruction
4. The student is not necessarily entitled to a job at the conclusion of the training period

RESPONSIBILITIES**The employer host recognizes that a training agreement is being followed, and close supervision of students is necessary, and agrees to:**

1. Provide close supervision of the student in a work experience that meets the objectives of the student-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, and all other applicable regulations
5. Consult with the WBL Coordinator, teacher and/or site facilitator to discuss any challenges the student is encountering
6. Accept and assign jobs to the student and otherwise treat the student without regard to race, ethnicity, color, national origin, sexual orientation, including gender identify and expression, sex, or handicap.
7. Provide a company orientation and safety training (if applicable) appropriate to the job
8. Assist in the student's job-performance evaluation
9. Provide time for consultation with the teacher/WBL coordinator concerning the student to especially discuss any difficulties the student is encountering.

The student understands this training is for course credit, is a training experience contributing to their future career objectives, agrees to follow 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
5. Demonstrate honesty, punctuality, courtesy, and cooperative attitude, proper grooming, appropriate dress, and a willingness to learn during the training period
6. Consult with the teacher/WBL coordinator concerning situation arising at the workstation.
7. Student(s) may be supervised at the work site by an EHS profession or by a work-site service provider.

The parent/guardian, realizing the importance of work-based learning, agrees to:

1. Encourage their child to carry out the requirements of the training program 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
4. Provide the resources necessary to participate in the cooperative educational program

The WBL coordinator or site facilitator/teacher or record representing the school or district, who coordinates the training program between the employer/supervisor and student, 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
5. Make periodic visits to the worksite/training site to observe the student, to consult with the employer or supervisor, and to assist with student training programs
6. Ensure that the work/training site activities are relevant to related classroom instruction
7. Evaluate the work performance of the student with the employer/supervisor

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.

Student: _____ **Date:** _____

Parent/Guardian: _____ **Date:** _____

Endorsed Teacher/Counselor: _____ **Date:** _____

WBL Coordinator: _____ **Date:** _____

Principal: _____ **Date:** _____

Employer Host Supervisor: _____ **Date:** _____

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Lander County School District Work-Based Learning Student Participation Evaluation

Student's Name _____ Date _____

WBL Site/Business _____ Phone _____

Address _____ City _____ State _____ Zip _____

WBL Area _____ Supervisor _____

Directions: Supervisor should rate the student in the competency skill areas using the following scale:

4 = Excellent 3 = Average 2 = Below Average 1 = Not Acceptable

General Evaluation

<u>Employability Skills for Workplace Readiness</u>	<u>Supervisor Rating</u> (please use 1-4 scale)	<u>Comments</u>
Punctuality		
Dresses appropriately for the host site environment		
Demonstrates the use of professional language, manners, appearance, and dress		
Manages times well by completing tasks on schedule, is willing to take direction, and is able to learn from mistakes		
Maintains focus on tasks despite internal and/or external distractions		
Adapts approach in response to new conditions or others' actions		
Adheres to the confidentiality, policies, and procedures of the host site		
Demonstrates working level of skills/knowledge in area of expertise		
Applies professional and technical expertise to best meet the host site needs		
Demonstrates the ability to learn new tasks and retains training well		

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<u>Employability Skills for Workplace Readiness</u>	<u>Supervisor Rating</u> (please use 1-4 scale)	<u>Comments</u>
performs work by following specified procedures & directions		
Efficiently completes tasks accurately and thoroughly and work is dependable, reliable and prompt		
Demonstrates the ability to act on his/her own and responsible to accomplish needed work		
Demonstrates mathematic skills by using mathematical reasoning to accomplish tasks Demonstrates effective speaking and listening skills by communicating effectively with customers and employees and by following directions		
Demonstrates effective reading and writing skills by reading and interpreting workplace documents and writing clearly		
Demonstrates critical-thinking and problem-solving skills by analyzing and resolving problems that arise in completing assigned tasks		
Demonstrates proficiency with job-specific technologies by selecting and safely using technological resources to accomplish work responsibilities in a productive manner		
Demonstrates proficiency with information technology by using computers, file management techniques, and software/programs effectively		
Demonstrates proper Internet use and security by using the Internet appropriately for work		
Demonstrates proficiency with telecommunications by selecting and using appropriate devices, services, and applications		
Demonstrates customer service skills by identifying and addressing the needs of all customers and providing helpful, courteous, and knowledgeable service		
Builds collaborative relationships with colleagues and customers with diverse backgrounds and viewpoints		
Demonstrates teamwork skills by working in team structure and managing conflict		

Overall Comments:

Supervisor's Signature: _____ **Date:** _____

Student's Signature: _____ **Date:** _____

WBL Coordinator Signature: _____ **Date:** _____

Work-Based Learning Vetting Rubric

Company Name _____ Date _____

Company Contact Name _____ Phone _____

Address _____ City _____ State _____ Zip _____

Address: _____ Email _____

Type of Work-Based Learning you would like to participate in (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Industry tour | <input type="checkbox"/> Pre-Apprenticeship |
| <input type="checkbox"/> CTE Work Experience | <input type="checkbox"/> Internship (Paid or unpaid) |
| <input type="checkbox"/> Education Externship | <input type="checkbox"/> Registered Apprenticeship |
| <input type="checkbox"/> Job Shadowing | |

Nevada Industry Sector:

- | | |
|---|---|
| <input type="checkbox"/> Aerospace and Defense | <input type="checkbox"/> Manufacturing & Logistics |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Mining and Minerals |
| <input type="checkbox"/> Health Care & Medical Services | <input type="checkbox"/> Natural Resources |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Tourism, Gaming, & Entertainment |

Type(s) of job(s) available:

Are there any requirements for participation (ID, CPR, background check, etc.)?

- Yes No

Criteria

All criteria must be in place to approve an employer host, per NRS 389.167

- | | |
|--|---|
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Site is not a home based business and has more than one employee |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Environment is culturally diverse and appropriate for students |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Environment appears safe and safety appears to be a priority with policies in place and practiced |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Sexual harassment and whistle blower policies are in place |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Facility is accessible to students |
| <input type="checkbox"/> Yes <input type="checkbox"/> No | Employer host agrees to follow a training plan and agreement (if applicable) |

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- 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

Company's Designee Signature: _____ **Date:** _____

WBL Coordinator Signature: _____ **Date:** _____