

SBE High School Policy 2.103:

5. WORK-BASED LEARNING FRAMEWORK

Students will have access to a system of structured work-based learning (WBL) experiences that allows them to apply classroom theories to practical problems and to explore career options. ~~at the work site. Work-based learning experiences may include, but are not limited to, service learning, studios, laboratories, school-based enterprises, internships including clinical experiences, cooperative education, youth apprenticeship, and registered apprenticeship.~~ The following Work-Based Learning Framework will govern all WBL experiences. The State Department of Education will provide local boards of education with a Work-Based Learning Policy Guide and Work-Based Learning Implementation Guide consistent with this framework to address training requirements, program expectations, and legal requirements.

Policy Implications:

(a) **Structure of the Program.** Structured WBL experiences may be paid or unpaid, may occur in public, private, or non-profit organizations or on-site at the school; they may occur during or outside of school hours and may result in the attainment of academic credit when WBL course standards are met. In all instances, all federal and state labor laws shall be observed.

(b) **Coordination of the Program.** A Work-Based Learning Coordinator, in conjunction with a team of supervising teachers as outlined by the Work-Based Learning Policy Guide and the Work-Based Learning Implementation Guide, will be responsible for (a) the recruitment of appropriate work sites, (b) coordination of ongoing communications with workplace mentors, (c) facilitation of instruction that meets the WBL Framework requirements and WBL course standards where applicable, and (d) all required documentation related to student work, safety training, and job placements as outlined by the Work-Based Learning Policy Guide and the Work-Based Implementation Guide.

(c) **Supervision of Students.** A designated workplace mentor will supervise each student. Regular monitoring will be provided by a dedicated supervising teacher or the WBL Coordinator to ensure WBL Framework requirements are met as outlined in the Work-Based Learning Policy Guide and the Work-Based Learning Implementation Guide.

(d) **Development of Personalized Learning Plans.** A personalized learning plan will be created for each student and will address applicable employability skills, including, but not limited to, (a) the application of academic and technical knowledge and skills, (b) career knowledge and navigation skills, (c) 21st Century learning and innovation skills, and (d) personal and social skills. The personalized learning plan will also include safety trainings appropriate to the WBL experience as covered by the supervising teacher, the workplace mentor, or both, and as outlined in the Work-Based Learning Policy Guide and the Work-Based Learning Implementation Guide.

(e) **Student Assessment Using Multiple Measures.** Students must exhibit work readiness knowledge, attitudes, and skills as determined by the supervising teacher and workplace mentor and consistent with the Work-Based Learning Policy Guide and the Work-Based Learning Implementation Guide before beginning a WBL experience. During the experience, students will practice the employability skills identified in their personalized learning plan. Students will demonstrate their knowledge and skill attainment through the development of artifacts and/or portfolios that may include, but are not limited to: work products, evaluations, original research, reflections, and presentations as outlined in the Work-Based Learning Policy Guide and Work-Based Learning Implementation Guide.

(f) Evaluation of Program Quality. Local boards of education will adopt a process for evaluation and assessment to ensure WBL experiences are of high quality for the student. Recommended evaluation tools are provided in the Work-Based Learning Implementation Guide.

~~a. Structured work-based learning experiences may be paid or unpaid, may occur in public, private, or non-profit organizations and may result in the attainment of academic credit.~~

~~b. Training plans will ensure that student skill development is supervised and evaluated collaboratively by appropriate school and work site personnel. The training plan will provide clear expectations for the student both at the school and the workplace.~~

~~c. Teachers and work site mentors (workers who supervise the students during the work based learning experience) will collaboratively develop school experiences such as projects, journal writing, oral presentations, and demonstrations that explore industry themes and occupational issues to reinforce work based learning.~~

~~d. To document learning on the work site students will demonstrate their skills, develop portfolios, produce products, participate in exhibitions, and make presentations.~~

~~e. Students must exhibit work readiness attitudes and skills before they enter the workplace. Students must understand how to ask questions, how to stay safe on the job, how to resolve conflicts, and how to get help regarding career decisions and planning.~~

~~f. Students will be provided with job specific safety training at the work site. All federal and state labor laws will be observed (both state and federal labor laws are covered in the Legal Issues Guide for Work-Based Learning prepared by the State Department of Labor).~~

~~g. School and work site staff will attend formal orientation sessions and review the Work Based Learning Guide. Teachers will participate in internships and job shadowing at the workplace. Employers will participate in similar activities at the school site.~~

~~h. A school site coordinator, in conjunction with a team of teachers, will recruit work site supervisors; arrange, schedule and oversee student work and job placements; and coordinate communication between partners at school and work.~~

~~i. A mentor at the work site will supervise each student. Firms employing groups of students will also identify a work site coordinator to supervise the work site mentors. Additionally, each student will have a school based mentor.~~

~~j. Schools will develop a process for evaluation and assessment to ensure work experiences are of high quality. Recommended templates are provided in the Work-Based Learning Guide.~~