



WORK-BASED LEARNING APPLICATION

Contact Information:

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**Approved by the Nye County School District Board of
Trustees on February 27, 2019**



Nye County School District Work-Based Learning Application

Background

The Nye County School Board of Trustees submits this packet to the Nevada Department of Education as the official application to establish a Work-Based Learning (WBL) Program in accordance with NRS 389.167.

The WBL Program in the Nye County School District is described as an educational strategy that offers all students the opportunity to connect classroom learning to business/industry experiences. A continuum of experiences will be provided to students through their school experience in partnerships with employers, community and governmental organizations. The WBL program will be implemented in accordance with NRS 389.167 and the Nevada Department of Education Work-Based Learning Guide for Secondary Education.

Career Clusters (Fields, Trades and Occupations)

The Nye County School District Work-Based Learning program will offer authentic connections to business and industry aligned to Career and Technical Education (CTE) pathways and any other fields related to our district's curriculum. The work-based learning program will incorporate four components: academic alignment, employer engagement, connection to employment/occupation/ career choice, and preparation or pursuit of industry-recognized credentials as applicable.

The Nye County School District CTE pathways for the 2018/2019 school year are in the following career fields:

1. Agriculture and Natural Resources
2. Education, Hospitality & Human Services
3. Information & Media Technology
4. Skilled & Technical Sciences
5. Health, Science & Public Safety



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Student Qualifications for Participation

All students will be given the opportunity to participate in the continuum of Work-Based Learning Experiences. Students participating in Clinical Experiences, CTE Work Experience, Internships, Supervised Agricultural Experiences, School Based Enterprises, Simulated Workplace, Pre-apprenticeship and Registered Apprenticeship must adhere to the program standards. The standards include applying for the program, meeting attendance expectations, credit attainment expectations for minimum graduation standards and an overall GPA of 2.0. Compliance will be evaluated throughout the participation in the program.

WBL Student Application – See attachment A

WBL Student Learning Plan – See attachment B

WBL Student Evaluation – See attachment C

WBL Host Site Compliance (Vetting) - See attachment D



Work-Based Learning (WBL) Student Application

Attachment A

Select the work-based learning experience that you are applying for:

- Internship
 Job Shadow
 Career Mentoring
 Pre-apprenticeship
 Apprenticeship
 Work Experience includes CTE Work Experience, Clinical Experiences, Supervised Agricultural Experiences (SAE)

Specify the type of Work Experience _____

Student Information

First Name:	Middle Initial:	Last Name:
Driver License: <input type="checkbox"/> Yes <input type="checkbox"/> No	Grade:	Date of Birth:
Contact Number:	Email:	
Area of Study/Interest:	School:	Counselor:

List street/ mailing address if not current in Infinite Campus:

Parent or Guardian Information

Name:	Relationship to Student:
Email:	Contact Number:
Street Address (if different than students):	

Student Agreement

As a student participating in a Nye County School District Work-Based Learning educational strategy, I agree to the following terms:

- | | |
|---|---|
| 1) To commit to the terms of the WBL; | 2) To complete tasks assigned by my host site supervisor and complete all WBL projects; |
| 3) To maintain excellent attendance and punctuality at the host site, and to call my work site supervisor if I am going to be late or absent; | 4) To keep my own WBL portfolio to include career interest inventory results, agreements, timesheets, projects and an updated resume; |
| 5) To dress professionally while at the host site; | 6) To adhere to the host site operational procedures. |

Signature and Acknowledgment of Application (REQUIRED for all students):

Student Signature:	Date:
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Signature and Acknowledgement of Parent/Guardian (Required for all students under 18 years of age)

I, the parent/guardian of the student named above, agree to allow my son/daughter to participate in the Nye County School District Work-Based Learning Program. I understand that my son/daughter may receive training and work-based learning experiences outside of the school building. This consent is valid from the summer before the student enters 10th grade until the student graduates from high school.

By checking this box, I consent to allow my son/daughter to participate in interviews, be quoted, photographed and recorded (as applicable in movies or videos) for the WBL program. I grant the WBL program the right to edit, use and re-use said products for non-profit purposes, include use in print, on the internet, and all other form of media. I hereby release the Nye County School District from all claims, demands, and liabilities whatsoever in connection with the above.

Parent/Guardian Signature:	Date:
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Placement Information

Host Site Name:		
Contact/Supervisor Name:	Email Address:	Contact Number:
Student Title:	Start Date	End Date:
District WBL Coordinator/ Authorized Representative:		Date:

For internal use: This form will be included in the student WBL electronic file.

Notice of Non-Discrimination: The Nye County School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Title IX and 504 Coordinator, 484 S. West St., Pahrump, NV 8908, (775) 727-7743.



WBL Program Student Learning Plan

Student Name:	WBL Coordinator:
Placement Date:	WBL Experience Type:
Hours and Days:	
Host Site Name:	Phone Number:
Address:	Email:

The purpose of this student learning plan is to develop and document learning objectives that are specific to a WBL experience. In cooperation with the guidance counselor and teacher of record, the student will develop learning objectives based on academic enrichment or career development potential through the WBL experience.

Students Goals and Learning Objectives

What is your career and technical program of study or elective course of focus?

What are your post-secondary plans (identify below)?

College:

Certification (OSHA, CPR, etc.):

Technical School:

Unsure, list your interests:

Academic and Employability Knowledge and Skills

Mark all of the skills that you are proficient in:

PERSONAL QUALITIES AND PEOPLE SKILLS

- Reliable
 Honest
 Take Initiative
 Work Ethic
 Teamwork
 Appropriate Work Behavior

PROFESSIONAL KNOWLEDGE AND SKILLS

- Safe Use of Internet
 Communicate Effectively
 Resolving Problems
 Safety Skills
 Customer Service
 Computer Applications
 Reading and Writing Math
 Other _____

TECHNICAL SKILLS

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

What safety trainings have you had related to this industry?

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

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

STANDARDS AND PERFORMANCE INDICATORS

Student Name:	WBL Coordinator:
Technical Standards: List the standards and indicators to be addressed in WBL	
Employability Skills Standards: List the standards and indicators to be addressed in WBL	
Student Agreement	
As a student participating in a Nye County School District Work-Based Learning educational strategy, I agree to the learning plan and to:	
<ol style="list-style-type: none"> 1. Be in regular attendance both in school and on the job; 2. Conform to the rules and regulations of the host site representative; 3. Demonstrate appropriate work behaviors including punctuality and willingness to learn; and 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. 	
<i>Signature and Acknowledgment of Application (REQUIRED for all students):</i>	
Student Signature:	Date:
Parent/Guardian (Required for all students under 18 years of age)	
I, the parent/guardian of the student named above, agree to allow my son/daughter to participate in the Nye County School District Work-Based Learning Program. By signing this agreement, I acknowledge receipt of the learning plan.	
Parent/Guardian Signature:	Date:
Host Site Representative	
I, the host site representative, understand my responsibilities with the learning objectives and agree with the requirements of the Nye County School District Work-Based Learning Program, as follows:	
<ol style="list-style-type: none"> 1. Provide close supervision of the student in a work experience that meets the objectives of the 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 similar to other positions; 4. Adhere to all federal and state Child Labor laws and regulations; 5. Consult with the WBL Coordinator, teacher, and/or site facilitator to discuss any challenges the student is encountering; 6. Assign jobs to the student and otherwise treat the student without regard to race, color, gender, national origin, or handicap; and 7. Provide a company orientation and safety training appropriate to the job. 	
Host Site Representative:	Date:
Work-Based Learning Coordinator	
The WBL coordinator or site facilitator/teacher of record representing the school or district, agrees to:	
<ol style="list-style-type: none"> 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; and 4. Facilitate the evaluation of the student in relation to the student learning plan goals. 	
District WBL Coordinator/Authorized Representative:	Date:
Guidance Counselor:	Date:
Teacher of Record:	Date:



Attachment C

WBL Program Student Evaluation

Student Name:		WBL Coordinator:	
Placement Date:		Evaluation Date:	
Host site Name:		Phone and Email:	
Address:			
<p style="color: blue; font-weight: bold;">All performance standards may not apply to each student, therefore, if a category cannot be rated OBJECTIVELY, please select NOT APPLICABLE (N/A). <u>This form is to be completed by the student and host-site supervisor by rating the student performance in the areas listed, using the rating scale below.</u></p> <p style="text-align: center;"> 1 – Exceeds Expectations 2- Meets Expectations NI- Needs Improvement N/A Not Applicable </p>			
Mid-point evaluation: _____		Final Evaluation: _____	
EMPLOYABILITY SKILLS FOR WORKFORCE READINESS	Student Rating	Supervisor Rating	Comments
Professionalism/Work Ethic			
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 and 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 policies and procedures and maintains confidentiality of host site information			
Knowledge and Skills			
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			
Demonstrates mathematic skills by using mathematical reasoning to accomplish tasks			
Oral/Written Communication			
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			

Attachment C (continued)

Student Name:		WBL			
EMPLOYABILITY SKILLS FOR WORKFORCE READINESS			Student Rating	Supervisor Rating	Comments
Quality and Quantity of Work					
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					
Critical Thinking/Problem Solving					
Demonstrates critical-thinking and problem-solving skills by analyzing and resolving problems that arise in completing assigned tasks					
Information Technology Application					
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					
Customer Service					
Demonstrates customer service skills by identifying and addressing the needs of all customers and providing helpful, courteous, and knowledgeable service					
Teamwork/Collaboration					
Builds collaborative relationships with colleagues and customers with diverse backgrounds and viewpoints					
Demonstrates teamwork skills by working in team structure and managing conflict					
Other Occupational Skills					
Job Title and Description					

WBL Program Compliance Form for Host Sites (Employers/Partners)

Attachment D

Host Name: _____

WBL Coordinator: _____

Site Contact: _____

Phone Number: _____

Email: _____

Address: _____

Select the work-based learning experience offered at your site:

- Industry Tour Job Shadow Career Mentoring Internship (paid or unpaid)
- Pre-apprenticeship Apprenticeship Educator Externship
- Paid Work Experience (CTE Work Experience, Clinical Experiences, Supervised Agricultural Experiences)

Specify the Industry Sector:

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

List type(s) of jobs/placements available: _____

Requirements for Student Participation

- Identification Card Driver License Back Ground Check
- OSHA Certification CPR Certification
- Immunizations: _____

List any other requirements: _____ **(WBL Participation Criteria per NRS 389)**

Environment is culturally diverse and appropriate for students? Yes___ No___

Environment appears safe and safety appears to be a priority supported by documented policies and by operational practice? Yes___ No___

Sexual harassment and whistle blower policies are in place? Yes___ No___

Facility is accessible to students? Yes___ No___

Host agrees to follow a training plan and agreement (as applicable)? Yes___ No___

Host will designate a primary and secondary supervisor for the student? Yes___ No___

If a paid experience, student will be compensated and covered under worker compensation as a regular employee? Yes___ No___

Does the host site employ more than one person? (list the average # of employees) Yes___ No___

Is the host site a home-based business? (not permitted per NRS 389.167) Yes___ No___

As an authorized representative of the Nye County School District, I affirm that I have visited the host site and that the Host Supervisor, and/or Representative, has agreed to the student placement and learning plan.

District WBL Coordinator /Authorized Representative Signature

Date

