

Alcoa City Schools Work-based Learning Application

Work-based Learning Requirements:

- The experience must align to the student's elective focus or CTE program of study.
- The WBL course must be the third or fourth course in the student's elective focus or program of study.
- The student must be at least 16 years of age.
- The student must maintain an attendance rate of 90% in school and in the WBL experience unless otherwise agreed upon prior to the start of the WBL experience and deemed acceptable to the workplace mentor and WBL Coordinator. The student's signed WBL Training Agreement must stipulate any exceptions to this policy.
- The student must be on track to graduate.
- Recommendation form completed from current/former program of study teacher or elective focus teacher.
- The student must complete the Personalized Learning Plan (Part A) along with required agreement forms prior to beginning the experience.
- The student must complete the Personalized Learning Plan (Part B) during the experience.
- The student must complete a portfolio by the end of the experience.
- The student must have a willing, work--site mentor throughout the experience.
- For paid, off-site placements, it is the student's responsibility to find an appropriate WBL placement before the semester begins. This placement must align with the elective focus/program of study and be approved by the WBL teacher/coordinator.
- The student's disciplinary action record will be examined prior to placement in any work-based learning experience in order to support a safe work environment and demonstrate work-readiness attitudes and skills to the employer/supervisor.

Work--based Learning Intent to Participate Submission and Review Process:

1. Talk to your counselor or Mrs. Gornto if you have questions about the above requirements. This conversation should take place during the semester prior to the student's work--based learning placement.
2. Complete the Work-based Learning application, obtaining school counselor signature and teacher recommendation.
3. Obtain a recommendation from your elective focus/program of study teacher.
4. Submit your completed referral form to Mrs. Gornto
5. The WBL teacher/coordinator will make sure the placement is acceptable before approval is granted and will confer with school counselor to ensure possible scheduling.



TENNESSEE DEPARTMENT OF

EDUCATION

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Work-Based Learning Personalized Learning Plan

Student Name:


Placement Date:

Placement Site:

WBL Coordinator: Mrs. Gornto

Up-to-date copies of the Safety Training Log and the Work-Based Learning Agreement must be kept on file both at the work site and at the school for all WBL placements as required by Tennessee Child Labor Law and consistent with the Department of Education's WBL Policy Guide.

This packet is required for students earning credit through the *Work-Based Learning: Career Practicum* course or other practicum courses for credit. It is recommended that students use this packet for all credit-bearing WBL experiences to ensure compliance with the State Board of Education's WBL Framework, with federal and state child labor laws, and with the Department of Education's WBL Policy Guide:

 EXAMPLE

Personalized Learning Plan Part A: Long-term Goals and Learning Objectives

PLANNING FOR WORK-BASED LEARNING

Consider your past experiences, interests, and future career and education goals to answer the questions below.

What is your area of elective focus in high school? My elective focus is marketing.

What are your plans for after high school? I am going to Volunteer State community college to continue my softball career, then I am transferring to Austin Peay State University to get my Bachelor's degree.

Describe your future career goals: Right now I am thinking radiology. I know for a fact that I am going to work in the medical field but not 100% sure on where in the field I'll end up.

What kind(s) of education or training might you need after you graduate from high school? I will graduate college with a bachelor's degree.

What placement or capstone work-based learning experience do you hope to get? I hope this teaches me to manage school, working, and also still be able to play a sport.

ONCE YOU HAVE IDENTIFIED A POSSIBLE PLACEMENT

How is this work-based learning experience aligned with your career goals? I get to help people on this job. My career is in the medical field where all I want to do is help people. Get them back to being healthy. Right now I am just getting food to people that need it but when I get into my career I will be helping people get back to their lives.

What do you want to learn through this experience that will help you progress toward your long-term goal? I want to help people all I can and while I am at it spread Jesus to all I can. I am wanting to go into the medical field. Doing this job just reminds me how much I want to help people in every way I can.

What special projects or activities will help you practice important skills? I have learned how to do paperwork and how important it is to be careful and accurate.

WORK--BASED LEARNING TEACHER RECOMMENDATION FORM

The below student has given your name as a reference on an application for participation in a work-based learning during the next term/school year.

In what classes or activities have you observed this student? Also, please list the two prior elective focus courses that allow this student to be eligible for work--based learning.

Please rate this student on the following characteristics:

Student Name: _____	Excellent	Good	Average	Needs Improvement
Relating to Others				
Attendance/Tardiness				
Punctuality				
Cooperation				
Personal Appearance				
Expression of Ideas				
Industriousness				
Reliability				
Integrity				
Scholarship (Ability)				
Initiative				
Qualities of Leadership				

Special talents or strengths of this student:

Areas in which this student may need special assistance:

Concerns regarding this student's placement?

Comments:

Teacher Signature: _____ Date: _____

The teacher should submit this completed form directly to the school counselor.