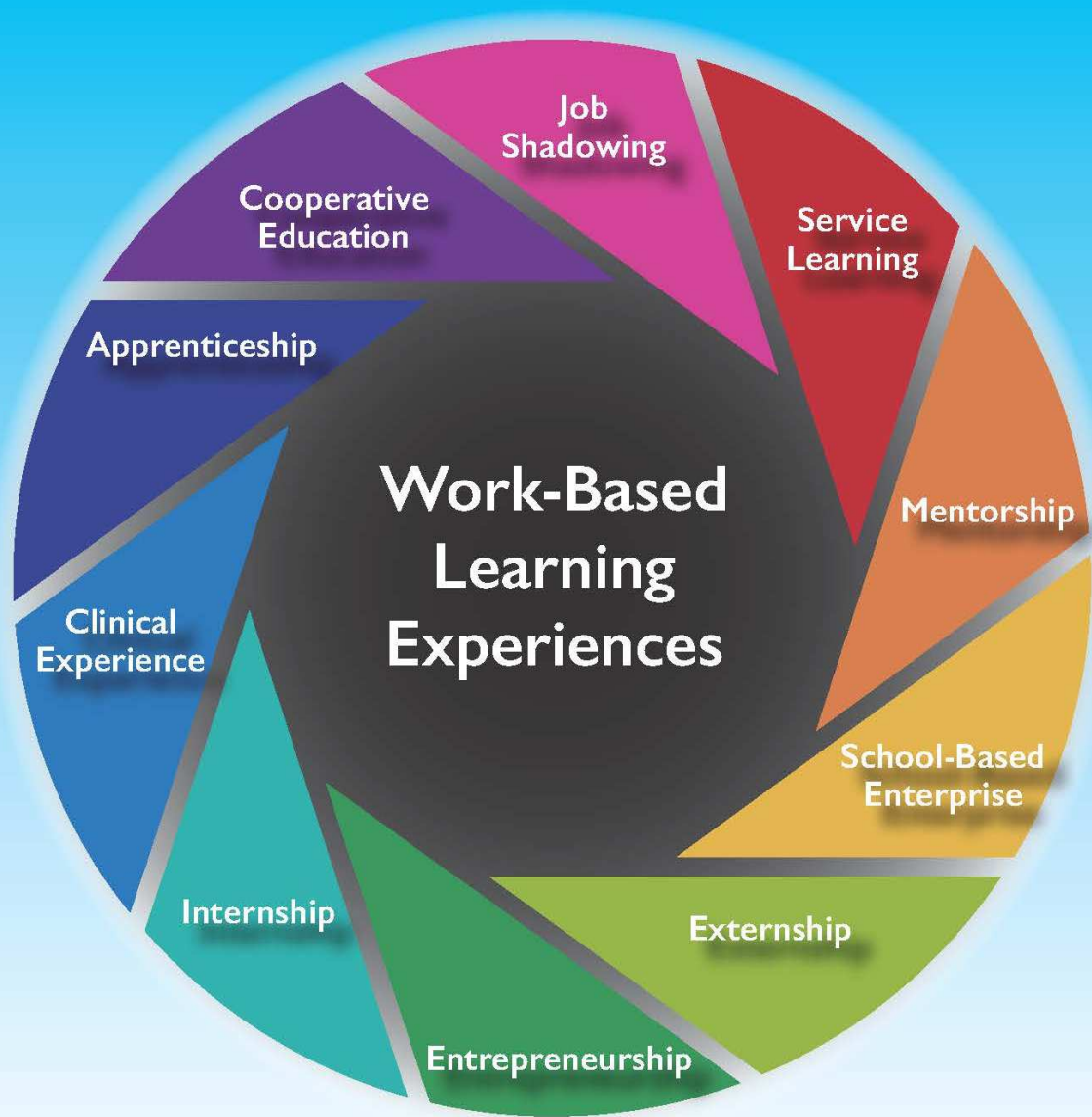


CAREER AND TECHNICAL EDUCATION

Work-Based Learning Guide



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Work-Based Learning Guide

Virginia Department of Education

Office of Career, Technical, and Adult Education

[General Information](#) | 1

[WBL Opportunities in Virginia](#) (chart) | 9

[WBL Workplace Evaluation Checklist](#) | 10

[WBL Student Incident Form](#) | 11

[Job Shadowing](#) | 13

[Job Shadowing Employer Participation Form](#) | 16

[Job Shadowing Training Agreement](#) | 17

[Job Shadowing Observation and Reflection for Students](#) | 19

[Job Shadowing Evaluation for Employers](#) | 21

[Service Learning](#) | 23

[Service Learning Needs Assessment and Initial Research](#) | 27

[Service Learning Project Planning Worksheet](#) | 28

[Service Learning Training Agreement](#) | 30

[Service Learning Time Log](#) | 32

[Service Learning Observation and Reflection Form for Students](#) | 33

[Service Learning Project Partner Evaluation](#) | 35

[Mentorship](#) | 37

[Mentorship Employer Participation Form](#) | 40

[Mentorship Training Agreement](#) | 41

[Mentorship Time Log](#) | 43

[Mentorship Feedback and Reflection for Students](#) | 44

[Mentorship Evaluation for Mentors](#) | 45

[Mentorship Independent Study Project Template](#) | 46

[Externship](#) | 48

[Externship Employer Participation Form](#) | 51

[Externship Training Agreement](#) | 52

[Externship Time Log](#) | 54

[Externship Observation and Reflection for Students](#) | 55

[Externship Evaluation for Employers](#) | 57

[School-Based Enterprise](#) | 59

[School-Based Enterprise Training Agreement](#) | 62

[School-Based Enterprise Time Log](#) | 64

[School-Based Enterprise Observation and Reflection for Students](#) | 65

[Internship](#) | 67

[U.S. Department of Labor: Internship Programs Under the Fair Labor Standards Act](#) | 73

[Internship Employer Participation Form](#) | 75

[Internship Training Plan](#) | 76

[Internship Training Agreement](#) | 80

[Internship Time Log](#) | 82

[Internship Feedback and Reflection for Students](#) | 83

[Entrepreneurship](#) | 85

[Entrepreneurship Business Plan Template](#) | 87

[Entrepreneurship Training Agreement](#) | 88

[Entrepreneurship Time Log](#) | 90

[Entrepreneurship Observation and Reflection for Students](#) | 91

[Clinical Experience](#) | 93

[Clinical Experience Participation Form for Employers](#) | 105

[Clinical Experience Application Form for Students](#) | 106

[Parental Consent Form](#) | 108

[Non-Employee Personnel Health Clearance Form](#) | 109

[Clinical Experience Time Log Sheet](#) | 110

[Clinical Experience Evaluation for Employers](#) |

111 [Clinical Affiliation Agreement](#) | 112

[Cooperative Education](#) | 118

[Cooperative Education Employer Participation Form](#) | 126

[Cooperative Education Training Plan](#) | 127

[Cooperative Education Training Agreement](#) | 131

[Cooperative Education Feedback and Reflection for Students](#) | 133

[Apprenticeship](#) | 135

[Youth Registered Apprenticeship Overview](#) | 138

[Virginia Registered Apprenticeship Program](#) | 139

[Virginia Youth Registered Apprenticeship](#) | 140

[Planning and Partnerships](#) | 144

[Education/Training Agreement](#) | 145

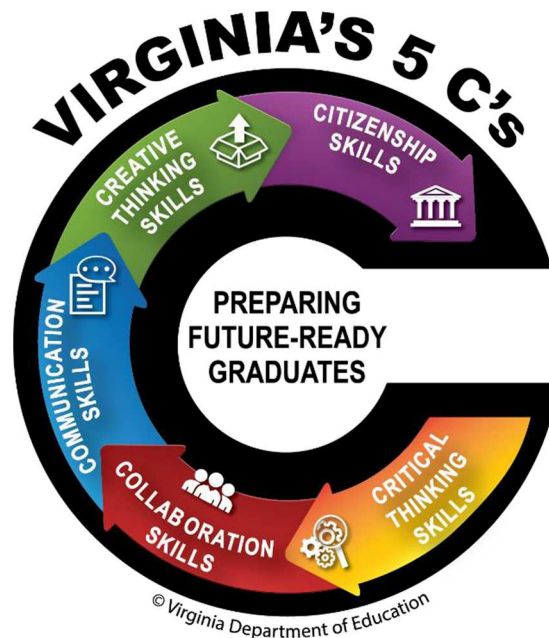
[Youth Registered Apprenticeship Ten Questions](#) | 147

[Registered Apprenticeship Ten Steps](#) | 148

General Information

Work-Based Learning (WBL) is comprised of school-coordinated workplace experiences that are related to students' career goals and/or interests, are integrated with instruction, and are performed in partnership with local businesses and organizations.

WBL experiences reinforce Virginia's 5 C's—critical thinking, collaboration, communication, creative thinking, and citizenship—by allowing students to apply these skills in a real-world business or service-oriented work environment.



Connecting WBL to Virginia's 5 C's

- **Collaboration:** Work with community members, peers, and mentors
- **Communication:** Write and present proposals; make requests and get permissions; publicize and present final project
- **Citizenship:** Understand laws and regulations; seek to improve the community; increase community awareness
- **Creativity:** Publicize/advertise project; solve problems; present findings
- **Critical Thinking:** Develop a project to meet a community need or solve a community problem

The Virginia Department of Education (VDOE) recognizes 11 WBL experiences. Virginia's career and technical education (CTE) programs include the following components:

- **Classroom instruction**—the essential component for students to master the academic and technical competencies, attitudes, and work ethic necessary for career success and lifelong learning

- **Career and technical student organizations (CTSOs)**—organizations that provide experiences that reinforce and strengthen classroom learning and prepare students for individual responsibility, teamwork, and leadership in their chosen career pathways
- **WBL experiences**—opportunities for students to apply and refine knowledge, attitudes, and skills through professionally coordinated and supervised work experience directly related to career goals

The WBL experience component builds on the benefits of the other two components by assisting students with the transition from the classroom to the workplace. Students' knowledge, skills, and attitudes are enhanced by participation in supervised, authentic experiences. WBL experiences are valuable because they help students develop careers beyond their secondary and postsecondary education. Students who participate in WBL experiences are often able to continue to work for their placement companies after high school graduation or even after college graduation. Furthermore, employers are increasingly seeking new hires who have WBL experience and can perform well from day one.

Career Awareness

Career awareness activities prepare students for WBL experiences. These activities are designed to increase student awareness of personal interests and talents along with the education and training needed to pursue a career goal. Through career awareness activities, students gain an initial understanding of work, various industries, and different career pathways.

Some examples of career awareness activities are guest speakers, career days or college and career fairs, field trips and workplace tours, videos or presentations about various professions, and opportunities to conduct informational interviews. Transition visits from elementary to middle school, middle to high school, and from high school to a postsecondary program can also promote career awareness. These activities can begin in elementary school and are an integral part of CTE.

Career awareness activities ideally lead to WBL experiences where students can deepen their knowledge of career pathways and begin applying skills learned in the classroom.

Career Exploration

Career exploration experiences encourage students to develop personal career interests, a better understanding of pathways to a chosen career, and the workplace readiness skills needed to make informed decisions regarding secondary and postsecondary education and training. These experiences are typically of shorter duration. Students may be assigned supplementary work connected with the activity and may be graded on their performance in a way that contributes to the final grade in a CTE class.

Career Preparation

Career preparation experiences deepen student knowledge and develop skills necessary for success in employment and postsecondary education. These experiences are recommended for students who have a clear goal of entering the workforce directly after high school or of enrolling in a closely related postsecondary training program. These experiences are structured primarily to give students extensive practice in applying fundamental technical and practical knowledge and skills in their chosen careers. Career preparation experiences take place over a longer timeframe and involve more responsibilities.

Dual Enrollment

Certain CTE courses are eligible for dual enrollment credit at a postsecondary institution. A WBL experience may be integrated into any CTE course, regardless of dual enrollment status.

Supervised Agricultural Experiences (SAEs)

CTE students enrolled in agricultural education courses participate in supervised agricultural experiences (SAEs). SAEs are classified as foundational or immersion. Immersion SAEs have intensive experiential and WBL experiences that reside within individual pathways of the agriculture industry. Immersion SAEs correspond with Virginia's WBL experiences, as follows:

Selected WBL Experience	Corresponding SAE
Entrepreneurship	Ownership/Entrepreneurship
Internship	Placement/Internship
Mentorship/Internship	Research
School-Based Enterprise	School-Based Enterprise
Service Learning	Service Learning

For more information on SAEs, please refer to the following:

- The Virginia SAE Record Book – Student Edition (<http://cteresource.org/verso/titles/virginia-sae-record-book-student-edition-115>)
- The Agricultural Experience Tracker (<https://www.theaet.org/>)

Federal and State Labor Regulations

All WBL experiences must abide by applicable child labor and workplace safety regulations. WBL coordinators must keep abreast of such regulations to ensure compliance. WBL coordinators must never attempt to interpret the law or confront an employer.

If any procedure is questioned, WBL coordinators should call the state or federal labor office for assistance. Contact numbers for state and federal labor offices are available on the following websites:

- U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division (www.dol.gov/whd/)
- Virginia Department of Labor and Industry (VDOLI), Labor and Employment Law (www.doli.virginia.gov/)

Coordination of WBL Experiences

School divisions should provide coordination of all WBL experiences. WBL coordinators will be employees designated to this task by the school or school division administrators. Coordinators of lengthy career-preparation WBL experiences should have a minimum goal of one coordination visit to the workplace per month and no fewer than one visit per grading period. The visits should include conferences involving the student, the WBL coordinator, and a workplace representative to discuss the training plan (if applicable) and to evaluate student performance and progress.

WBL Coordinator Qualifications

A WBL coordinator should be professionally competent, be knowledgeable about careers and job-experience placements, and/or have business/industry experience. In addition, WBL coordinators should have an understanding of technical, career, transition, and college opportunities. At this time, WBL coordinators do not need to be licensed or endorsed by the VDOE (unless specified within a WBL experience).

Careful selection of the WBL coordinator is vitally important and is key to an effective WBL program. The individual selected must be well qualified and must clearly understand the roles and responsibilities. The WBL coordinator must be able to work collaboratively, motivate others, and develop relationships with business and industry.

The successful WBL coordinator should be knowledgeable and enthusiastic in

- guiding and selecting students
- enlisting and coordinating with WBL partners
- administering WBL experiences
- maintaining good public relations
- representing the school effectively in the community
- carrying out school policies
- representing the total education program
- gaining the confidence of the business and school communities
- assisting students in adjusting to the work environment and making personal adjustments
- motivating students and employers.

Promoting the WBL Program

Many strategies can be used to promote WBL experiences to all stakeholders—school personnel, students, parents, and the business community. The WBL coordinator should share information essential to school personnel, including counselors, faculty, and administrators.

Suggested activities to promote the WBL program include the following:

- Meet with middle and high school counselors to explain CTE course offerings and discuss career opportunities in the field. This activity should be carried out each year.
- Invite school counselors to departmental meetings. The WBL coordinator should work with school counselors at both the middle and high school levels to recruit students. Colleagues must thoroughly understand programs that incorporate WBL so they can refer prospective students to the WBL coordinator.
- Prepare a WBL brochure. The brochure should explain WBL and its benefits for the school, students, employers, and community.
- Present WBL at a faculty meeting. Explain to the faculty the available WBL experiences.
- Prepare an annual performance report. This report, containing performance indicators about the success of WBL experiences and goals for continuous improvement, may be distributed to the faculty and administrators before the end of the school year.
- Show the career cluster Career Success Stars videos located on the VDOE website.

Recruitment of qualified and interested students is a primary responsibility of the WBL coordinator. The following activities can help recruit students.

- Identify programs of study that use WBL and explain the benefits to students. Enlist the help of current WBL students to talk about their successful experiences.
- Distribute student-interest surveys to middle and high school English classes. Obtain a list of the students who have indicated an interest in entering a CTE program. Talk individually with students interested in exploring the various WBL experiences to determine whether WBL would offer what they need for career preparation and to answer their questions.
- Assist students participating in WBL in preparing exhibits, presentations, or publications illustrating aspects of WBL experiences and encouraging students to apply.
- Invite interested middle school students to visit classes that incorporate WBL.
- Coordinate career awareness activities for students (e.g., career day).
- Recruit students participating in WBL and graduates as guest speakers in CTE classes and at appreciation luncheons/banquets, assembly programs, and CTSO meetings. Presentations may include information on WBL placements, entry-level employment opportunities, job qualifications, and industry credentials earned in high school.
- Make a sustained effort to help all students participating in WBL succeed in the classroom and at their workplace. Students who are successful are the best advertisements for promoting WBL experiences. Also, share student successes with school counselors.

Parents/guardians must give consent for students to participate in WBL experiences. Moreover, parents can foster the development of a professional student attitude. Increase parental awareness and involvement with the following activities.

- Send a letter to parents, explaining the WBL experience and asking for their support or permission for their son or daughter to be enrolled in a WBL experience.
- Send a student-prepared WBL newsletter to parents.
- Hold an open house for parents. Encourage them to ask questions about WBL. Solicit their support.
- Make presentations about WBL experiences at parent-organization meetings. Hold personal conferences with parents of students who have expressed an interest in CTE programs that incorporate WBL.
- Involve parents as resource speakers and WBL employers.

Business and industry personnel serve a vital role as partners in WBL. This collaboration maximizes the opportunities and benefits of participation in WBL. The following activities for publicizing WBL to the business community may be effective.

- Display various promotional materials for WBL in visible locations at local businesses. This is especially effective during CTE Month.
- Make presentations to civic organizations such as the local chamber of commerce. Consider joining community and professional organizations and attending meetings.

Personal contact with community leaders and business representatives will lead to individual discussions with potential employers.

- Use the local news media—newspapers, radio, television, and Internet—to distribute news releases and gain publicity about WBL.
- Form an alumni group of former students to help promote WBL. Many alumni are in the local business community and may become employers of students participating in WBL.
- Conduct employer appreciation functions, such as an open house, breakfast, luncheon, or banquet.
- Invite employers to tour CTE programs at the school.

In addition to targeting the specific audiences previously outlined, some activities will address a combination of different audiences.

- Establish or maintain opportunities for postsecondary credit with local colleges and universities offering articulated or dual credit for secondary courses and programs using WBL. This enhances program validity, generates student and parent interest, and broadens awareness.
- Maintain WBL booths at local and state fairs, festivals, and exhibitions. These venues allow for promoting to a diverse cross-section of the population.

Training Agreement

Accompanying each WBL experience is a training agreement, a written statement of commitment made by the student, parent/guardian, WBL coordinator, and employer. It contains mutually agreed-upon expectations for all parties involved, spells out each party's role, and addresses considerations such as employment terms, schedule, duration of work, compensation, and termination. It is the most important tool providing protection to the WBL coordinator and school officials against accusations of negligence and liability claims. It is important that each student placed in a WBL workplace have a completed training agreement on file. A training agreement must be used for the corresponding WBL experience.

Sample training agreements are provided in this guide. They may be modified as appropriate by each program area or school division, but they must include the Virginia Department of Labor and Industry (VDOLI) requirements found on the provided templates.

Training Plan

Training plans are required for cooperative education and internship experiences, while apprenticeships and clinical experiences have corresponding documents governed by regulations in their respective areas. Refer to apprenticeship and clinicals sections for more information.

A training plan is a document identifying the classroom instruction and workplace training that will contribute to the employability and ongoing development of a student (see 8VAC20-120-20).

The WBL coordinator, employer, and student must jointly prepare the training plan. The coordinator should discuss with the student the purpose of the training plan and how it is to be used. The student should be aware that some of the tasks will be learned in the workplace while others will be learned in the classroom. The student should be informed that the training plan

will be used to measure job performance and should understand that an evaluation will take place each grading period and will be followed by conferences involving the student, the coordinator, and the employer.

The coordinator should schedule a conference with the employer to explain the use of the training plan as soon as the student is placed in a training position. At this time, those tasks that are to be learned in the workplace should be identified and indicated on the plan.

During each conference, the coordinator discusses the student's progress with the employer. Using the training plan as an evaluation tool the employer evaluates the student's performance and progress in the workplace and completes the training plan with the coordinator. The employer's evaluation is discussed with the student and is used to make modifications in the student's training and to assist in determining the specific instruction to be provided in the classroom.

The training plan development process is continuous. It begins with identifying a realistic career objective and the training needs for each student and continues throughout the entire WBL experience with revising the plan according to the changing needs of the employer.

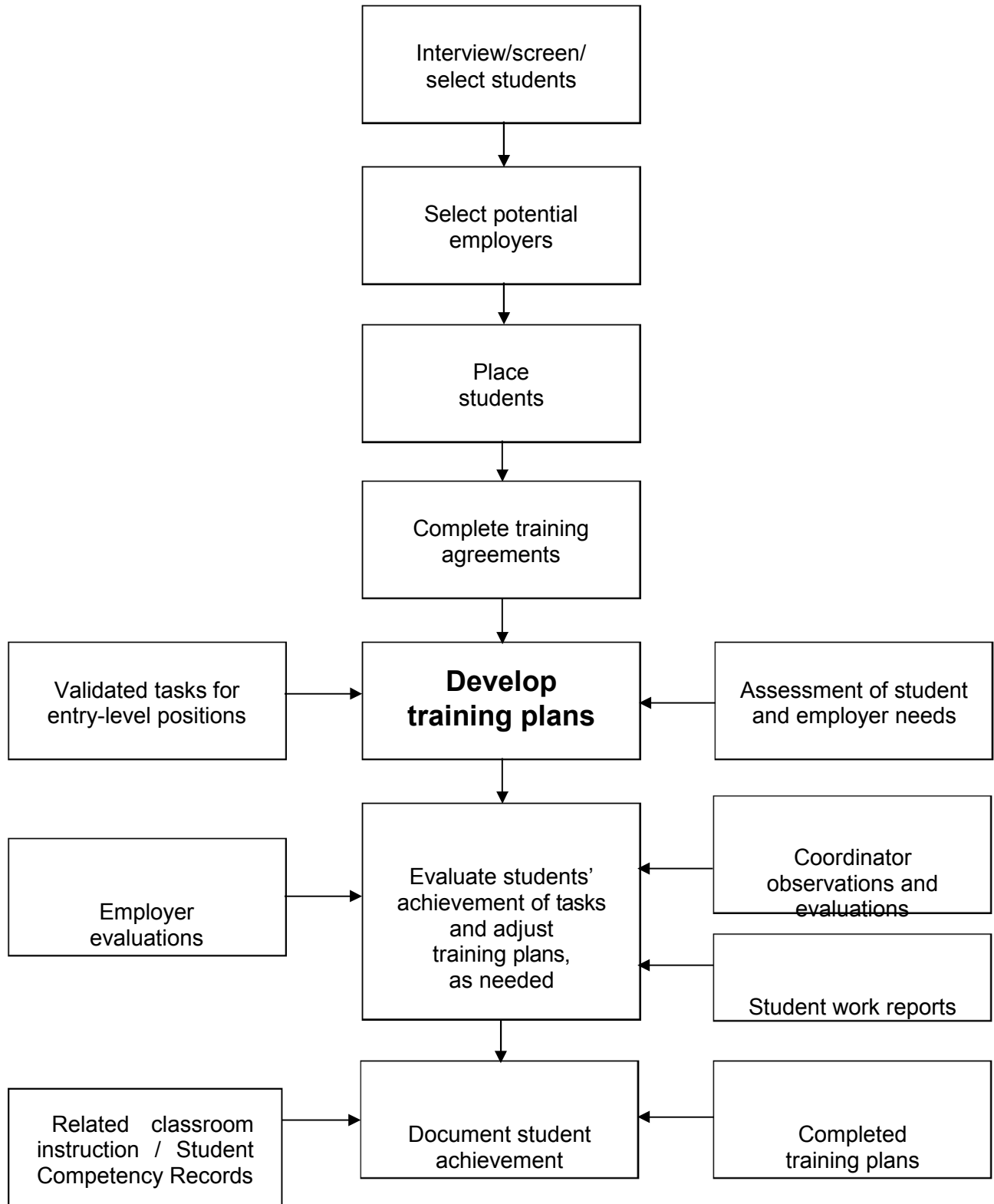
The training plan should contain items in three categories:

1. Workplace readiness skills
2. Specific duties and tasks performed on the job
3. Related classroom instruction to ensure strong correlation with workplace training

The plan serves as a record of the student's progress throughout the experience and provides documentation for evaluation. It should include development of the technical skills required by the occupation as well as enhancement of workplace readiness skills.

Forms may be modified as appropriate for each WBL experience or by each program area or school division, but they must include the VDOLI requirements found on the provided template.

Role of the Training Plan in WBL
 Procedure followed by the WBL Coordinator



Work-Based Learning Opportunities

Work-Based Learning (WBL) is comprised of experiences related to students' career interests, based on instructional preparation, and undertaken in partnership with local businesses or organizations. WBL enables students to apply classroom instruction in a real-world work environment. There are 11 WBL methods of instruction practiced in Virginia.

WBL promotes the following:

- Career Awareness
- Career Exploration
- Career Preparation

WBL Experience	Training agreement	Training plan	Suggested Grade levels	Related CTE instruction	Minimum duration	Paid option	Credit option
Job Shadowing	✓		6-12	✓	Varies by type		
Service Learning	✓		6-12	✓	Varies by type		
Mentorship	✓		6-12	✓	Course duration or 140 hours for .5 credit option		✓
Externship	✓		6-12	✓	40 hours		
School-Based Enterprise	✓		6-12	✓	Course duration	✓	
Internship	✓	✓	11-12	✓	Course duration or 280 hours for 1 credit option	✓	✓
Entrepreneurship	✓		11-12	✓	Varies by type	✓	
Clinical Experience	✓		11-12	✓	Varies by type		
Cooperative Education	✓	✓	11-12	✓	280 hours	✓	✓
Youth Registered Apprenticeship	✓		11-12	✓	280 hours for 1 credit option	✓	✓
Registered Apprenticeship	✓		11-12	✓	144 hrs. RTI per 2,000 hrs. OJT	✓	

Work-Based Learning Workplace Evaluation Checklist *

Name of Company/Organization: _____

Address: _____

Contact name: _____ Email: _____ Phone: _____

Experience(s) available: _____

Date and time of visit: _____

Is student screening required? If yes, please explain: _____	YES	NO
Is the atmosphere of the workplace conducive to the WBL experience being considered?	YES	NO
Do the facilities and equipment meet federal and state safety standards and are they representative of current industry standards?	YES	NO
Is the employer willing to engage in a training agreement, develop a training plan, and provide feedback as necessary in support of the WBL experience?	YES	NO
Does the workplace offer opportunities for a range of student work experiences?	YES	NO
Does the workplace comply with ADA accessibility standards?	YES	NO
Is the workplace offering student experiences that will be paid?	YES	NO
If so, are all federal and state wage requirements met?	YES	NO
Has the workplace been verified on the Virginia State Police Sex Offender Registry? (Attach site search documentation.)	YES	NO

The information above is correct and complete to the best of my knowledge.

WBL coordinator signature: _____ Date: _____

** To be completed for each workplace on an annual basis.*

Work-Based Learning Student Incident Form

In addition to completing this form, teachers and WBL coordinators should follow all school division policies and procedures regarding safety and reporting and handling student incidents.

Student Name: _____

School: _____ Administrator: _____

Course: _____ Instructor: _____

Workplace: _____ Employer: _____

Type of incident:

___ Student WBL experience or employment termination

___ Student injury at workplace

___ Other (please specify): _____

Date of incident: _____ Date of contact (between school official and employer): _____

Incident summary: _____

Witness(es) name(s) and job title(s): _____

Action taken: _____

WBL coordinator signature: _____ Date: _____

Employer signature: _____ Date: _____

School administrator signature: _____ Date: _____

Student signature: _____ Date: _____

Parent/guardian signature: _____ Date: _____

Job Shadowing

Job Shadowing

Job shadowing places students in workplaces to interact with and observe one or more employees. Based on a student's interest in a specific career and/or organization, a job shadowing experience can help the student learn more about the nature of the job and the work environment as well as the education and training required to succeed.

Job shadowing experiences are sometimes the first opportunities for students to observe the workplace and to interact with employees for more in-depth exposure to both careers and workplaces. Student job shadowing may be in person, virtual, a one-on-one interaction, or a group experience. Students may participate in several job shadowing opportunities, enabling them to compare careers and workplaces of interest.

Job Shadowing at a Glance

Suggested Grade Levels	6-12
Duration	Duration will vary according to the type of experience.
Pay	None
Credit	None (within class credit)
Related Classroom Instruction	Yes
WBL Coordinator Qualifications	The WBL coordinator need not be certified in the career field but should have knowledge of career pathways to effectively implement the job shadowing experience.
Student Eligibility	While there are no specific prerequisites to a job shadowing experience, students who have already participated in some career awareness activities would benefit most from job shadowing. As with other WBL activities, the content and expectations should reflect each student's need for additional information about specific careers.

While each job shadowing experience should be tailored to the specific employee and student, a sample agenda for a job shadowing experience would include time for

- introductions and welcome
- overview of industry and organization
- workplace tour
- individual or small group shadowing time
- wrap-up and reflection.

Establishing a Job Shadowing Program

Successful job shadowing experiences require collaboration, communication, and preparation by several stakeholders. The planning process involves preparing students for the experience, helping host employers communicate effectively with students, and providing positive experiences for students and the host organization. Consider the following:

1. Convene the stakeholders (e.g., employers, members of professional associations such as chambers of commerce, school administrators, teachers, school counselors, career advisors, and WBL coordinators).
2. Cultivate relationships with employers.
3. Assess students' career interests and eligibility to identify potential participants.
4. Determine the scope and structure of the job shadowing program, including location and timeframe and policies that will govern student selection and supervision.
5. Develop a job shadowing training agreement.
6. Establish criteria for selection of students and the selection of employer hosts.
7. Ensure legal requirements are met, including identifying all safety requirements in the workplace.
8. Hold a host employer orientation meeting.
9. Promote the job shadowing program to area employers, parents/guardians, school administrators, students, and advisory groups.

Roles and Timeline for Job Shadowing Implementation

WBL Coordinator	Student	Employer
Before the Job Shadowing Experience		
<ul style="list-style-type: none"> • Review career assessment results. • Identify interested and qualified students. • Cultivate community partnerships to help secure contacts for students. • Use the workplace evaluation checklist to screen potential employers. • Assist students in identifying career interests. • Orient student to expectations, including safety requirements (e.g., personal protective equipment). • Confirm logistics, including transportation for students, parent/guardian permission, and emergency contact information. • Encourage students to share information regarding supports and accommodations needed 	<ul style="list-style-type: none"> • Research the industry and workplace prior to the experience. • Identify job shadowing opportunities of interest. • Submit required forms. • Prepare questions to ask while participating in the job shadowing experience. 	<ul style="list-style-type: none"> • Communicate expectations and confirm logistics with WBL coordinator. • Communicate with staff about student visit(s).

WBL Coordinator	Student	Employer
Before the Job Shadowing Experience		
<p>to be successful in the workplace so that the employer may be aware of student needs (e.g., health issues or dietary restrictions).</p> <ul style="list-style-type: none"> Finalize each student's training agreement with the student, parent/guardian, and employer. 		
During the Job Shadowing Experience		
<ul style="list-style-type: none"> Communicate with host employer and student. 	<ul style="list-style-type: none"> Comply with all workplace rules and exercise workplace readiness skills. Ask appropriate questions and engage with the employer. Record observations of career and workplace. 	<ul style="list-style-type: none"> Provide insights into various aspects of the industry for the student. Communicate with the student and WBL coordinator.
After the Job Shadowing Experience		
<ul style="list-style-type: none"> Gather feedback from the student and employer. Collect required assignments and/or forms from the student and the employer. 	<ul style="list-style-type: none"> Complete feedback and reflection assignments. 	<ul style="list-style-type: none"> Complete feedback and evaluation forms.

Forms:

- Job Shadowing Employer Participation Form
- Job Shadowing Training Agreement (required)
- Job Shadowing Observation and Reflection for Students
- Job Shadowing Evaluation for Employers

Job Shadowing Employer Participation Form

Job shadowing enables students to work one-on-one with employees to gain a better understanding of industries, workplaces, and careers.

Though job shadowing experiences vary, a typical agenda might include the following:

- Introductions/welcome/overview of industry and organization
- Workplace tour
- Individual shadowing, including an informational interview
- Wrap-up/reflections meeting

WBL Coordinator:	Due Date:
WBL Coordinator Email:	WBL Coordinator Phone:

Once this form has been submitted, the WBL coordinator will confirm receipt, send you more information about the job shadowing program, student candidates, and work with you to plan an outstanding job shadowing experience.

Company/organization:	
Industry/business type:	
Address:	Number of students you can host:
Preferred date and time for job shadowing:	
Location to which student(s) should report:	Lunch provided? Y or N
Dress code (be specific):	
Department(s) to be shadowed and number of students per department:	
Safety precautions, security procedures, or equipment required for participation in the experience:	
Main contact name:	
Phone:	Email:
Signature:	

For more information or questions, please contact the WBL coordinator listed above.

Job Shadowing Training Agreement

Student name: _____

School name: _____

Job shadowing employer: _____

Location and date(s) of job shadowing: _____

NOTE: In the event of inclement weather and school delays or closings, the student should not report to the job shadowing workplace. The experience will be re-scheduled if possible.

STUDENT agrees to:

1. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, and appropriate dress while at the workplace.
2. *Conform to the rules and regulations, including all safety requirements and acceptable use policies of the workplace.**
3. Adhere to all screenings and background checks and obey laws.
4. Demonstrate a willingness to learn by paying close attention to the employer, asking questions about the career and the business, and participating in activities provided.
5. Recognize that there is potential exposure to sensitive information regarding clients, customers, students, or other parties while participating in the job shadowing experience. Students should refrain from sharing any and all sensitive information regarding personnel, customers, clients, or other stakeholders.
6. Consult the school WBL coordinator about any difficulties arising at the workplace or related to the job shadowing experience.
7. Make up any school work missed due to participation in the job shadowing program.
8. Complete all required assignments during and after the job shadowing experience.

EMPLOYER agrees to:

1. Designate an employee that the student can shadow during a timeframe designated and agreed upon by the employer, WBL coordinator, and student.
2. Give the student an orientation to the facility, relevant staff, and any pertinent safety guidelines at the beginning of the job shadowing experience.
3. Assist the student in exploring the career, including providing information on daily and long-term job responsibilities, knowledge and skills required, education and training needed, expected salary range, job outlook, and personal characteristics needed in the career.
4. Notify the WBL coordinator of any difficulties that arise during the job shadowing experience.
5. Inform the WBL coordinator if a registered sex offender is employed or hired during the student's WBL experience. Recognize that a student cannot be in contact with a registered offender, and therefore this could impact the school's ability to continue partnership with the company through part of a school-based program.
6. Complete any required feedback forms.

PARENT/GUARDIAN agrees to:

1. *Support the WBL experience and encourage competent student participation.**
2. *Be responsible for the transportation and safety of the student while traveling to and from the workplace (if applicable).**
3. Cooperate with all rules and policies of the school and workplace.

4. Notify the WBL coordinator of any special student needs or concerns that might affect the experience.
5. Ensure student complies with any employer requirements regarding safety and personal protective equipment (PPE) at the workplace, as necessary (e.g., steel-toed shoe requirement; jewelry prohibited).

WBL COORDINATOR agrees to:

1. *Ensure that related instruction is provided to help prepare the student for the job shadowing experience.**
2. Cooperate with the job shadowing employer and the student to coordinate the details of the job shadowing, ensure the experience is organized, and that it relates to student career interests.
3. Document and address any workplace incidents or injuries via the student incident form.
4. Seek feedback from the student and the employer after the job shadowing experience.

This form must be returned prior to the WBL experience date. Students who do not return the form signed will not be permitted to participate in the job shadowing experience.

Please sign and date:

Student: _____

Parent/Guardian: _____

WBL Coordinator: _____

Employer: _____

[INSERT SCHOOL DIVISION NONDISCRIMINATION STATEMENT HERE]

**These items meet the requirements of the Work Training Student-Learner Agreement of the Virginia Department of Labor.*

Job Shadowing Observation and Reflection for Students

Background Information	
Student Name:	Date Submitted:
Name of Organization:	Job Shadowing Date(s):
Host Employer Name:	Host Employer Title:
In which industry does the host organization operate? Describe the organization (e.g., size, number of employees, products or services).	
Workplace Observations	
Describe the workplace in a few sentences.	
Describe the host's workspace.	
How are people dressed? How are people dressed for different jobs?	
What careers are available in this organization?	
What knowledge, skills, and abilities do people in this workplace possess?	
What did I observe that was not expected?	

Job Shadowing Reflections

What would I need to get a job in this field (e.g., education/training/background experience)?

What would I need to advance in this career?

What is the future outlook for this career?

How did this experience help shape my future career plans?

Am I still interested in this career? Why or why not?

What new questions about this workplace or career have emerged as a result of this experience?

Job Shadowing Evaluation for Employers

Thank you for taking the time to host a student. Your support of this program provides students with opportunities to make better decisions about their future careers. Your feedback is valuable to ensuring high-quality job shadowing experiences in the future. Please complete this form and return it to the WBL coordinator at your earliest convenience.

Evaluator Name:	Phone Number:
Title:	Email:
Organization:	
Student Name:	Date of Job Shadowing:

Please evaluate the student in the following areas.	Exceeded Expectations	Met Expectations	Failed to Meet Expectations	Not Applicable
PUNCTUALITY				
Reported at appropriate time				
Departed at appropriate time				
PROFESSIONAL APPEARANCE				
Clothing				
Grooming				
PROFESSIONAL CONDUCT				
Observed professional behavior of employees				
Behaved professionally at workplace				
COMMUNICATION				
Related well to host and others				
Asked appropriate questions				
Demonstrated interest				
OVERALL EVALUATION				
Benefit to student				
Job shadowing host experience				

Would you be willing to host another student in the future? YES NO

Service Learning

Service Learning

Service learning goes beyond students participating in community service. Service learning experiences enable students to learn and apply academic, social, and personal skills to improve the community, continue individual growth, and develop a lifelong ethic of service.

Service Learning vs. Community Service

Service Learning	Community Service
<ul style="list-style-type: none"> • Students identify an interest and a community need. • Students develop and complete a service project addressing the community need. • Students complete structured activities before, during, and after the experience. • Students reflect and self-assess. 	<ul style="list-style-type: none"> • The community need may already be established. • Students participate in voluntary assignments and activities to serve organizations and/or individuals within the community. • Community service may or may not align with school-based instruction.

The National Youth Leadership Council (NYLC) established eight standards for service learning: *

1. **Meaningful Service:** Service learning actively engages participants in meaningful and personally relevant service activities.
2. **Link to Curriculum:** Service learning is intentionally used as an instructional strategy to meet learning goals and/or content standards.
3. **Reflection:** Service learning incorporates multiple challenging reflection activities that are ongoing and that prompt deep thinking and analysis about oneself and one's relationship to society.
4. **Diversity:** Service learning promotes understanding of diversity and mutual respect among all participants.
5. **Youth Voice:** Service learning provides youth with a strong voice in planning, implementing, and evaluating service learning experiences with guidance from adults.
6. **Partnerships:** Service learning partnerships are collaborative, mutually beneficial, and address community needs.
7. **Progress Monitoring:** Service learning engages participants in an ongoing process to assess the quality of implementation and progress toward meeting specified goals and uses results for improvement and sustainability.
8. **Duration and Intensity:** Service learning has sufficient duration and intensity to address community needs and meet specified outcomes.

*From the NYLC website: <https://nylc.org/standards/>

Service Learning at a Glance

Suggested Grade Levels	6-12
Duration	<p>Duration will vary according to the type of experience.</p> <p><i>Service learning projects may be held during the summer, after school, during the school year, or in the desired format to meet student and community needs.</i></p>

Pay	None
Credit	None (within course credit)
Related Classroom Instruction	Yes
WBL Coordinator Qualifications	The coordinator need not be certified in the career field but should have knowledge of career pathways to effectively implement the service learning experience.
Student Eligibility	<p>There are no specific prerequisites for a service learning experience. Consider the following prior to placement:</p> <ul style="list-style-type: none"> • Successful completion of career inventory and exploration activities • Relevant work experience (e.g., job shadow, part-time job) • Recommendation from classroom teacher or school counselor • Minimum attendance and/or grade point average • Completion of application and interview process • Completion of required forms • Ability to fulfill the time demands of the project

Establishing a Service Learning Program

To create a service learning program, the WBL coordinator and/or students can conduct initial research to determine community needs, including conducting surveys, consulting community agency representatives, and coordinating with local media. Once key public issues have been identified and analyzed, expectations for program scope and rigor must be set. Expectations for the program and for the students must be based on student abilities and areas of interest as well as community needs and the school's goals and vision. Because all WBL experiences depend on cultivating community relationships, consider collaborating with people in existing programs that may complement the new service learning program. Service learning may take place in conjunction with CTSO experiences.

Once high-level decisions about the program have been made, standards, expectations, and responsibilities must be drafted for all stakeholders. WBL coordinators must develop training materials and provide a service learning training agreement to be signed by the WBL coordinator, the student, the parent/guardian, and the project contact.

Effective service learning programs provide closure as well as time for reflection, so that students may think critically about the service learning experiences. Additionally, consider celebrating student service through certificates, assemblies, or media coverage. Elicit feedback to improve the program and to ensure the continual involvement of students and community members.

Roles and Timeline for Service Learning Implementation

WBL Coordinator	Student	Project Partner (if applicable)
Before the Service Learning Project		
<ul style="list-style-type: none"> • Review career assessment results. • Identify interested and qualified students. • Cultivate community partnerships to help secure contacts for students. • Use the workplace evaluation checklist to screen potential employers. • Orient student to expectations, including safety requirements (e.g., personal protective equipment). • Work with students to develop a project framework. • Confirm logistics, including transportation for students, parent/guardian permission, and emergency contact information. • Encourage students to share information regarding supports and accommodations needed to be successful in the workplace so that any community partners may be aware of student needs (e.g., health issues or dietary restrictions). • Finalize each student’s training agreement with the student, parent/guardian, and employer. 	<p>Planning and Implementation</p> <ul style="list-style-type: none"> • Identify an area of interest. • Define a community need. • Establish community contacts. • Get a pre-approval of the project. <p>Research</p> <ul style="list-style-type: none"> • Conduct academic research. • Identify experts in the field. • Become familiar with relevant local, state, and federal ordinances, codes, and laws. • Organize findings and data. • Review research with WBL coordinator (and project partner, if applicable). <p>Proposal Development</p> <ul style="list-style-type: none"> • Define the project (who, what, when, where, how). • Follow written standards and expectations. • Define project resources. • Create a project timeline. • Receive approval from project partner, if applicable. <p>Approval and Permission</p> <ul style="list-style-type: none"> • Present proposal for approval. • Edit as needed. • Obtain permissions or permits. 	<ul style="list-style-type: none"> • Communicate expectations and confirm logistics with WBL coordinator. • Communicate with staff about student visit(s).

WBL Coordinator	Student	Project Partner (if applicable)
During the Service Learning Project		
<ul style="list-style-type: none"> • Support students in working toward project learning objectives. • Provide supervision. • Structure learning activities to complement the service learning experience (e.g., discussions, reading, writing, reflection, presentation). • Evaluate student progress. • Keep track of service learning hours. • Maintain ongoing communication with student and project partner. 	<ul style="list-style-type: none"> • Provide updates to WBL coordinator. • Comply with all workplace rules and exercise workplace readiness skills. • Document WBL hours. 	<ul style="list-style-type: none"> • May provide supervision for students. • May evaluate student progress. • May coordinate and communicate with WBL coordinator.
After the Service Learning Project		
<ul style="list-style-type: none"> • Collect documentation and submit reports as required. 	<ul style="list-style-type: none"> • Complete feedback and reflection assignments. 	<ul style="list-style-type: none"> • Complete feedback and evaluation forms.

Forms:

- Service Learning Needs Assessment and Initial Research
- Service Learning Project Planning Worksheet
- Service Learning Training Agreement (required)
- Service Learning Time Log
- Service Learning Observation and Reflection Form for Students
- Service Learning Project Partner Evaluation

Service Learning Needs Assessment and Initial Research

Name of Student: _____

Course: _____ Instructor: _____

Provide a written description of the project. Include a clear description of how the project will address a community need. Be sure to define project partners, resource needs, and a project timeline.

What is the area of interest? _____

What is the community need? _____

What research can inform you about the proposed community need? _____

How can the need be filled? _____

Who can help? _____

What resources are necessary to complete the project? _____

Are there special considerations related to this project? _____

Service Learning Project Planning Worksheet

Project title: _____

What are the objectives for the project?

Where and when will work on the project take place?

Who will be the primary contact person for the project? _____

Who are the project planning team members?

In addition to the team members above, what students are involved in the project?

What supervision will be in place during the project?

What commitments are community partners making to the project, if applicable?

Who can provide resources to this project?

What funding could you pursue for this project, if necessary?

What transportation arrangements need to be made?

What other resources will you seek, if any?

Project Tasks and Timelines

Task	Materials Needed	Deadline

Service Learning Training Agreement

Student Name: _____

School Name: _____

Location and Dates of Service Learning: _____

Description of Service Learning Project: _____

Project Contact(s): _____

STUDENT agrees to:

1. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, and appropriate dress while at the workplace.
2. *Conform to the rules and regulations, including all safety requirements and acceptable use policies, applicable to the project.**
3. Adhere to all screenings and background checks and obey laws.
4. Recognize that there is potential exposure to sensitive information regarding clients, customers, students, or other parties while participating in the service learning experience. Students should refrain from sharing any and all sensitive information regarding personnel, customers, clients, or other stakeholders.
5. Consult the WBL coordinator about any difficulties arising during the project.
6. Make up school work missed due to participation in the service learning project.
7. Complete required assignments related to the service learning project.

PROJECT CONTACT (if applicable) agrees to:

1. Coordinate with the student for the agreed-upon number of hours each week for the entire service learning experience.
2. Provide information about safety requirements at the project site as necessary.
3. Consult the WBL coordinator about any difficulties arising in conjunction with the project.
4. Provide time for consultation with the WBL coordinator concerning the student, as needed.
5. Inform the WBL coordinator if a registered sex offender is employed or hired during the student's WBL experience. Recognize that a student cannot be in contact with a registered offender, and therefore this could impact the school's ability to continue partnership with the company through part of a school-based program.
6. Complete a feedback and reflection form after the service learning experience is complete.

PARENT/GUARDIAN agrees to:

1. Support the WBL experience and encourage competent student participation.
2. *Be responsible for the transportation and safety of the student while traveling to and from the project site (if applicable).**
3. *Cooperate with all rules and policies applicable to the project.**
4. Notify the WBL coordinator of any special student needs or concerns that might affect the experience.
5. Ensure the student complies with requirements regarding safety and personal protective equipment (PPE) at the workplace as necessary (e.g. steel-toed shoe equipment, jewelry prohibited).

WBL COORDINATOR agrees to:

1. *Ensure the necessary related classroom instruction is provided to prepare the student for the service learning experience.**
2. Consult with the project contact as needed.
3. Evaluate the student's progress and performance throughout the project.
4. Document and address any workplace incidents or injuries via the student incident form.
5. Seek feedback from the student and the project contact (if applicable) upon completion of the project.

This form must be returned prior to beginning the service learning project. Students who do not return the form signed will not be permitted to participate.

Please sign and date:

Student: _____

Parent/Guardian: _____

WBL Coordinator: _____

Project Contact: _____

[INSERT SCHOOL DIVISION NONDISCRIMINATION STATEMENT HERE]

**These items meet the requirements of the Work Training Student-Learner Agreement of the Virginia Department of Labor.*

Service Learning Time Log

Name of Student: _____

Name of Organization: _____

Description (Name) of Project: _____

Course: _____ Instructor: _____

DATE	START TIME	END TIME	ACTIVITY

Student Signature: _____

Date Submitted: _____

Project Contact Signature: _____

Date: _____

Service Learning Observation and Reflection for Students

Project Information	
Student Name:	Name of Project:
CTE Course Title:	Dates of Project:
Project Observations	
What knowledge, skills, and abilities were required for this project?	
What questions did I have for project contacts, teachers, or experts related to the project?	
What challenges were presented by this project?	
What did I observe that was not expected?	
How does participation in this project make me feel?	

Project Reflections

What skills did I use and develop throughout this project?

What did this project teach me about myself, my community, and others?

Was the project objective fulfilled? Explain.

If I could repeat this project, what would I do differently, and what would remain the same? Explain.

What new questions about this community need have emerged as a result of this experience?

Student Signature: _____ Date Submitted: _____

Service Learning Project Partner Evaluation

Basic Information

Name of Project Partner:

Signature:

Student Evaluation

Student Name:

How effectively did the student communicate and coordinate throughout the project?

How well did the student exhibit professionalism and courtesy?

What did the student do well? How might the student improve?

Project Evaluation

Name and dates of project:

What need in the community did the project aim to address? How effectively was this goal communicated?

To what extent were the project goals met?

How did the project benefit the community? What are the results?

Mentorship

Mentorship

Mentorship is a WBL experience that consists of a long-term relationship focused on supporting the growth and development of students as they learn about a particular industry and workplace. The student is paired with a community professional who has a recognized record of achievement and first-hand experience in the occupational field or career cluster of the student's choice. The mentor becomes a source of guidance, motivation, wisdom, teaching, role modeling, and support. The knowledge, advice, and resources shared depend on the format and goals of the mentoring relationship. Mentor support can provide a wide range of personal and professional benefits, which ultimately lead to improved performance in the workplace. Mentorship requires student preparation, including career exploration, prior to the experience.

Mentors are encouraged to provide the student with as much hands-on experience as possible and to provide a broad view of the business/industry as well as routine tasks and challenging opportunities. A mentorship may be completed on a one-on-one, small group, or virtual basis.

Mentorship at a Glance

Suggested Grade Levels	6-12
Duration	Duration of mentorship is aligned with the duration of the associated CTE course.
Pay	None
Credit	Students may earn .5 credit toward graduation for mentorships of at least a 140-hour duration.
Related Classroom Instruction	Yes
WBL Coordinator Qualifications	The coordinator need not be certified in the career field but should have knowledge of career pathways to effectively implement the mentorship.
Student Eligibility	There are no specific prerequisites for a mentorship experience. Consider the following prior to placement: <ul style="list-style-type: none"> • Successful completion of career inventory and exploration activities • Relevant work experience (e.g., job shadow, part-time job) • Recommendation from classroom teacher or school counselor • Minimum attendance and/or grade point average • Ability to fulfill the time demands of the mentorship

Establishing a Mentorship Program

Successful mentorships require collaboration, communication, and preparation by many school and community stakeholders. The following recommendations should be considered when developing a mentorship model for the school division:

1. Convene the stakeholders (e.g., employers, members of professional associations such as chambers of commerce, school administrators, teachers, school counselors, career advisors, and WBL coordinators.).
2. Cultivate relationships with mentors.
3. Determine the scope and structure of the mentorship program, including location and timeframe and policies that will govern student selection and supervision.
4. Establish criteria for selection of students and the selection of mentors.
5. Ensure legal requirements are met, including safety requirements in the workplace.
6. Assess students' career interests and eligibility to identify potential mentees.
7. Develop a mentorship training agreement.
8. Ensure that adequate supervision is provided throughout the mentorship through workplace visits, evaluations, and regular communication.
9. Give recognition to participants, with emphasis on the mentors and the students.
10. Promote the mentorship program to area employers, parents/guardians, school administrators, students, and advisory groups.

Required Hours

Credit for mentorship experiences during a 36-week school year should be based upon the student's successful completion of the course and continuous mentoring throughout the school year. To receive a half credit toward graduation for the mentorship, students should complete a minimum of 140 hours for the school year (35 hours per quarter). In addition, 140-hour mentorships may culminate in the completion of an independent study project. Mentorships of fewer than 140 hours may be completed, but student will not receive credit beyond the credit earned for the related CTE course.

Roles and Timeline for Mentorship Implementation

WBL Coordinator	Student	Employer/Mentor
Before the Mentorship Experience		
<ul style="list-style-type: none"> • Review career assessment results. • Identify interested and qualified students. • Cultivate community partnerships to help secure contacts for students. • Use the workplace evaluation checklist to screen potential employers. • Orient student to expectations, including safety requirements (e.g., personal protective equipment). • Confirm logistics, including transportation for students, parent/guardian permission, and emergency contact information. • Encourage students to share information regarding supports and accommodations needed to be successful in the workplace so that 	<ul style="list-style-type: none"> • Research the industry and workplace prior to the mentorship. • Identify mentorship opportunities of interest. • Submit required forms. • Participate in any required orientation activities. • Prepare questions to ask while participating in the mentorship experience. 	<ul style="list-style-type: none"> • Communicate expectations and coordinate logistics with WBL coordinator. • Communicate with staff about student visit(s).

WBL Coordinator	Student	Employer/Mentor
Before the Mentorship Experience		
<p>the employer may be aware of student needs (e.g., health issues or dietary restrictions).</p> <ul style="list-style-type: none"> Finalize each student's mentorship training agreement with the student, parent/guardian, and mentor. 		
During the Mentorship Experience		
<ul style="list-style-type: none"> Communicate with mentors. Track student hours. Evaluate student progress. Conduct progress conferences. 	<ul style="list-style-type: none"> Participate in progress conferences. Reflect on the connection between what is learned at school and at the workplace. Comply with all workplace rules and exercise workplace readiness skills. Record observations of the career and workplace. Document WBL hours. 	<ul style="list-style-type: none"> Coordinate and communicate with WBL coordinator. Evaluate student-mentee progress. Participate in progress conferences.
After the Mentorship Experience		
<ul style="list-style-type: none"> Collect documentation and submit reports as required. 	<ul style="list-style-type: none"> Complete feedback and reflection assignments. 	<ul style="list-style-type: none"> Complete feedback and evaluation forms.

Forms:

- Mentorship Employer Participation Form
- Mentorship Training Agreement (required)
- Mentorship Time Log
- Mentorship Feedback and Reflection for Students
- Mentorship Evaluation for Mentors
- Mentorship Independent Study Project Template

Mentorship Employer Participation Form

Mentorships allow students to gain a better understanding of industries, workplaces, and careers. Mentorships help students learn about career opportunities and make better-informed decisions about the education and training required to attain their career goals. Mentorships are aligned with the duration of a related course (with a minimum duration of one semester).

WBL Coordinator:	Due Date:
WBL Coordinator Email:	WBL Coordinator Phone:

Once this form has been submitted, the WBL coordinator will confirm receipt, send you more information about the mentorship program, student candidates, and work with you to plan an outstanding mentorship experience.

Company/organization:	
Industry/business Type:	
Address:	Number of Mentorships Available:
Location to which student(s) should report:	
Dress Code (be specific):	
Department(s) where student(s) will be working:	
Safety precautions, security procedures, or equipment required for participation:	
Main Contact Name:	
Phone:	Email:
Signature:	

For more information or questions, please contact the WBL coordinator listed above.

Mentorship Training Agreement

Student Name: _____

School Name: _____

Mentor Name: _____

Location and Date(s) of Mentorship: _____

NOTE: In the event of inclement weather and school delays or closings, student should not report to the mentorship. Time will be rescheduled if possible.

STUDENT agrees to:

1. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, and appropriate dress while at the workplace.
2. *Conform to the rules and regulations, including all safety requirements and acceptable use policies, of the workplace.**
3. Adhere to all screenings and background checks and obey laws.
4. Demonstrate a willingness to learn by paying close attention to the employer, asking questions about the career and the business, and participating in all activities provided.
5. Recognize that there is potential exposure to sensitive information regarding clients, customers, students, or other parties while participating in the mentorship experience. Students should refrain from sharing any and all sensitive information regarding personnel, customers, clients, or other stakeholders.
6. Consult the WBL coordinator about any difficulties related to the mentorship program.
7. Make up any school work missed due to participation in the mentorship program.
8. Complete required assignments during and after the mentorship experience.

EMPLOYER agrees to:

1. Designate an employee to serve as a student mentor during a timeframe designated and agreed upon by the mentor, WBL coordinator, and student.
2. Give the student an orientation to the facility, relevant staff, and any safety guidelines at the beginning of the mentorship experience.
3. Assist the student in exploring the career, including daily and long-term job responsibilities, knowledge and skills required, education and training needed for this or related careers, expected salary range, job outlook, personal characteristics needed in the career.
4. Notify the WBL coordinator of any difficulties that arise during the mentorship experience.
5. Inform the WBL coordinator if a registered sex offender is employed or hired during the student's WBL experience. Recognize that a student cannot be in contact with a registered offender, and therefore this could impact the school's ability to continue partnership with the company through part of a school-based program.
6. Complete any required feedback forms.

PARENT/GUARDIAN agrees to:

1. Support the WBL experience and encourage competent student participation.
2. *Be responsible for the transportation and safety of the student while traveling to and from the workplace (if applicable).**
3. Cooperate with all rules and policies of the school and workplace.
4. Notify the WBL coordinator of any special student needs or concerns that might affect the experience.
5. Ensure student complies with any employer requirements regarding safety and personal protective equipment (PPE) at the workplace as necessary (e.g., steel-toed shoe requirement; jewelry prohibited).

WBL COORDINATOR agrees to:

1. *Ensure related instruction is provided to help prepare the student for the mentorship experience.**
2. Cooperate with the mentor and the student to coordinate the details for the mentorship, ensure the experience is organized, and that it relates to student career interests.
3. Evaluate the student's progress and performance throughout the project.
4. Document and address any workplace incidents or injuries via the student incident form.
5. Seek feedback from the student and mentor after the mentorship experience.

This form must be returned prior to the WBL experience date. Students who do not return the form signed will not be permitted to participate in the mentorship.

Please sign and date:

Student: _____

Parent/Guardian: _____

WBL Coordinator: _____

Employer: _____

[INSERT SCHOOL DIVISION NONDISCRIMINATION STATEMENT HERE]

**These items meet the requirements of the Work Training Student-Learner Agreement of the Virginia Department of Labor.*

Mentorship Feedback and Reflection for Students

Student Name: _____ Date Submitted: _____

CTE Course Title: _____ Dates of Mentorship: _____

Rate the following from 1-5, with one indicating strong agreement and five indicating strong disagreement:	1	2	3	4	5
The mentorship experience met my expectations.					
My mentor provided valuable information and experiences.					
The mentorship provided opportunities to engage in a range of job tasks.					
My mentor was supportive and available to answer questions or concerns.					
I developed my communication, interpersonal, and professional skills.					
I identified or refined my career goals.					
I gained insight into the future stages of my career.					
I developed professional relationships and learned how to network.					
The mentorship placement was appropriate to my career goals.					
I would recommend the mentorship experience to others.					

How did the mentorship experience help shape my future career plans?

What steps would I need to take to enter and develop in this career?

What insights did I gain from the mentorship experience about the workplace and the career?

What new questions about this workplace or career have emerged as a result of this experience?

Mentorship Evaluation for Mentors

Thank you for taking the time to host a student. Your support of this program provides students with opportunities to make better decisions about their future careers. Your feedback is valuable to ensuring high-quality mentorship experiences in the future. Please complete this form and return it to the WBL coordinator at your earliest convenience.

Mentor Name:	Phone Number:
Title:	Email:
Organization:	
Student Name:	Dates of Mentorship:

Please evaluate the student in the following areas.	Exceeded Expectations	Met Expectations	Failed to Meet Expectations	Not Applicable
PUNCTUALITY				
Reported at appropriate time				
Departed at appropriate time				
PROFESSIONAL APPEARANCE				
Clothing				
Grooming				
PROFESSIONAL CONDUCT				
Observed professional behavior of employees				
Behaved professionally at workplace				
COMMUNICATION				
Related well to host and others				
Asked appropriate questions				
Demonstrated interest				
OVERALL EVALUATION				
Benefit to student				
Mentor experience				

Would you be willing to host another student in the future? YES NO

Mentorship Independent Study Project Template

School divisions may have students complete an independent study project for mentorships of at least 140 hours (0.5 extra credit toward graduation). Note that the project is not a report of what the mentor does; it is research in the mentor's profession.

Preparing for Independent Study Project

- The student should keep a journal of all meetings with the mentor and a record of all work, research, and activities related to the mentorship, including those undertaken outside of the class. The dates and information should be accurately recorded.
- Journals should be typewritten.
- Each journal entry should include two elements:
 - A description of the meeting or activity
 - A reflection (i.e., insights, relation to student's goal)
- Journals and time log should be submitted together.
- Journals may be assessed using the suggested rubric below.

Criteria	Excellent (5 points)	Good (3 points)	Poor (1 point)
Organization of ideas	Descriptions were written clearly and precisely.	Descriptions were written with some clarity.	Descriptions were unclear and imprecise.
Evaluation and analysis	Journal reflection demonstrates insight into the activities through analysis and self-evaluation.	Journal reflection shows some insight and some analysis and self-evaluation.	Journal reflection has no connection to the activities and does not include analysis or self-evaluation.
Use of language	There are no errors in grammar or spelling. Journal format (font/size) is appropriate.	There are minor errors in grammar or spelling. Journal format is appropriate.	There are numerous grammar and spelling errors. The journal is not in the appropriate format.

Components

- The student should include his/her learning objectives, a description of activities undertaken, and how those activities help achieve the objectives.
- The student should be able to describe the advantages and disadvantages of the career explored, including how it affects one's lifestyle and the personal satisfaction that can be derived from such a career.
- The student should be able to describe personal characteristics, habits, and attitudes that are desirable for success in the field.
- The student should be able to evaluate him/herself in terms of suitability for the field chosen.

Presentation

- The student may end the mentorship with an oral presentation of the results of his/her independent study project.
- The presentation can be assessed using a teacher-created rubric.

Externship

Externship

An externship is a short WBL experience, of a minimum duration of 40 hours, where the student is paired with a working professional to observe and get a preview of the day-to-day activities needed for a career. Based on students' interests in specific careers and/or organizations, externship experiences can help students learn more about the nature of various jobs and work environments as well as education and training required to succeed. Think of an externship as an extended job shadowing experience, designed so students may ask questions, observe, and get a feel for a workplace. While the work accomplished in the context of an externship will be important, there is not work delegated and projects assigned such as those found in a longer-term form of WBL, such as an internship.

Externship at a Glance

Suggested Grade Levels	6-12
Duration	Minimum of 40 hours <i>Externships may be held during the summer, after school, during the school year, or in the desired format to meet student and employer needs.</i>
Pay	None
Credit	Within course credit
Related Classroom Instruction	Yes
WBL Coordinator Qualifications	The WBL coordinator need not be certified in the career field but should have knowledge of career pathways to effectively implement the externship experience.
Student Eligibility	While there are no specific prerequisites to an externship experience, students who have already participated in career awareness activities would benefit most from externships. As with other WBL activities, the content and expectations should reflect each student's need for additional information about specific careers.

Establishing an Externship Program

Successful externship experiences require collaboration, communication, and preparation by several stakeholders. The planning process involves preparing students for the experience and helping host employers communicate effectively with students. Consider the following:

1. Convene the stakeholders (e.g., employers, members of professional associations such as chambers of commerce, school administrators, teachers, school counselors, career advisors, and WBL coordinators).
2. Cultivate relationships with employers.
3. Determine the scope and structure of the externship program, including location and timeframe and policies that will govern student selection and supervision.

4. Establish criteria for selection of students and employer hosts.
5. Ensure legal requirements are met, including identifying all workplace safety requirements.
6. Assess students' career interests and eligibility to identify potential participants.
7. Develop an externship training agreement.
8. Ensure that adequate supervision is provided throughout the externship through workplace visits, evaluations, and regular communication.
9. Give recognition to participating stakeholders, with emphasis on the host employer and the student.
10. Promote the externship program to area business and industry partners (employers), parents/guardians, school administrators, students, and advisory groups.

Roles and Timeline for Externship Implementation

WBL Coordinator	Student	Employer
Before the Externship Experience		
<ul style="list-style-type: none"> • Review career assessment results. • Identify interested and qualified students. • Cultivate community partnerships to help secure contacts for students. • Use the workplace evaluation checklist to screen potential employers. • Orient student to expectations, including safety requirements (e.g., personal protective equipment). • Confirm logistics, including transportation for students, parent/guardian permission, and emergency contact information. • Encourage students to share information regarding supports and accommodations needed to be successful in the workplace so that the employer may be aware of student needs (e.g., health 	<ul style="list-style-type: none"> • Research the industry and workplace prior to the externship. • Identify externship opportunities of interest. • Submit required forms. • Participate in any orientation activities required by the employer. • Prepare questions to ask while participating in the externship experience. 	<ul style="list-style-type: none"> • Communicate expectations and confirm logistics with WBL coordinator. • Communicate with staff about student visits.

WBL Coordinator	Student	Employer
Before the Externship Experience		
issues or dietary restrictions). <ul style="list-style-type: none"> Finalize each student's externship training agreement with the student, parent/guardian, and host employer. 		
During the Externship Experience		
<ul style="list-style-type: none"> Communicate with employer and student. Track student hours. Conduct progress conferences. 	<ul style="list-style-type: none"> Participate in progress conferences. Reflect on the connection between what is learned at school and at the workplace. Comply with all workplace rules and exercise workplace readiness skills. Record observations of career and workplace. Document WBL hours. 	<ul style="list-style-type: none"> Evaluate student extern progress. Participate in progress conferences. Coordinate and communicate with WBL coordinator. Provide insights into various aspects of the industry for the student.
After the Externship Experience		
<ul style="list-style-type: none"> Collect documentation and submit required reports. 	<ul style="list-style-type: none"> Complete feedback and reflection assignments. 	<ul style="list-style-type: none"> Complete feedback and evaluation forms.

Forms:

- Externship Employer Participation Form
- Externship Training Agreement (required)
- Externship Time Log
- Externship Observation and Reflection for Students
- Externship Evaluation for Employers

Externship Employer Participation Form

Externships help students learn more about a career, work environment, and the education and training required to succeed. Externship experiences are, at a minimum, 40 hours in duration; the extern shadows a professional to preview the day-to-day work involved in a given career.

WBL Coordinator:	Due Date:
WBL Coordinator Email:	WBL Coordinator Phone:

Once this form has been submitted, the WBL coordinator will confirm receipt, send you more information about the externship program, student candidates, and work with you to plan an outstanding externship experience.

Company/organization:	
Industry/business type:	
Address:	Number of externships available:
Location to which student(s) should report:	
Dress code (be specific):	
Department(s) where student(s) will be visiting:	
Safety precautions, security procedures, or equipment required for participation:	
Main contact name:	
Phone:	Email:
Signature:	

For more information or questions, please contact the WBL coordinator listed above.

Externship Training Agreement

Student Name: _____

School Name: _____

Employer: _____

Location and Dates of Externship: _____

NOTE: In the event of inclement weather and school delays or closings, the student *should not* report to the externship workplace.

STUDENT agrees to:

1. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, and appropriate dress while at the workplace.
2. *Conform to the rules and regulations, including all safety requirements and acceptable use policies, of the workplace.**
3. Adhere to all screenings and background checks and obey laws.
4. Demonstrate a willingness to learn by paying close attention to the employer, asking questions about the career and the business, and participating in activities provided.
5. Recognize that there is potential exposure to sensitive information regarding clients, customers, students, or other parties while participating in the externship experience. Students should refrain from sharing any and all sensitive information regarding personnel, customers, clients, or other stakeholders.
6. Consult the WBL coordinator about any difficulties arising at the workplace or related to the experience.
7. Make up any school work missed due to participation in the externship experience.
8. Complete all required assignments during and after the externship experience.

EMPLOYER agrees to:

1. Designate an employee that the student can follow during a timeframe designated and agreed upon by the employer, WBL coordinator, and student.
2. Give the student an orientation to the facility, relevant staff, and any pertinent safety guidelines at the beginning of the externship experience.
3. Assist the student in exploring the career, including daily and long-term job responsibilities, knowledge and skills required, education and training needed, expected salary range, job outlook, and personal characteristics needed in the career.
4. Notify the WBL coordinator of any difficulties that arise during the externship experience.
5. Inform the WBL coordinator if a registered sex offender is employed or hired during the student's WBL experience. Recognize that a student cannot be in contact with a registered offender, and therefore this could impact the school's ability to continue partnership with the company through part of a school-based program.
6. Complete any required feedback forms.

PARENT/GUARDIAN agrees to:

1. Support the WBL experience and encourage competent student participation.
2. *Be responsible for the transportation and safety of student while traveling to and from the workplace (if applicable).**
3. Cooperate with all rules and policies of the school and workplace.

4. Notify the WBL coordinator of any special student needs or concerns that might affect the experience.
5. Ensure the student complies with any employer requirements regarding safety and personal protective equipment (PPE) at the workplace as necessary (e.g., steel-toed shoe requirement; jewelry prohibited).

WBL COORDINATOR agrees to:

1. *Ensure that related instruction to help prepare the student for the externship experience.**
2. Cooperate with the externship employer and the student to coordinate the details of the externship, ensure the experience is organized, and that it relates to student career interests.
3. Evaluate the student's progress and performance throughout the project.
4. Document and address any workplace incidents or injuries via the student incident form.
5. Seek feedback from the student and the employer after the externship experience.

This form must be returned prior to the WBL experience date. Students who do not return the form signed will not be permitted to participate.

Please sign and date:

Student: _____

Parent/Guardian: _____

WBL Coordinator: _____

Employer: _____

[INSERT SCHOOL DIVISION NONDISCRIMINATION STATEMENT HERE]

**These items meet the requirements of the Work Training Student-Learner Agreement of the Virginia Department of Labor.*

Externship Time Log

Name of Student: _____

Name of Host Employer: _____

Name of Externship Supervisor and Job Title: _____

Course: _____ Instructor: _____

DATE	START TIME	END TIME	ACTIVITY

Student Signature: _____

Date Submitted: _____

Employer Signature: _____

Date: _____

Externship Observation and Reflection for Students

Background Information	
Student Name:	Date Submitted:
Name of Organization:	Externship Dates:
Host Employer Name:	Host Employer Title:
In which industry does the host organization operate? Describe the organization (e.g., size, number of employees, products or services).	
Workplace Observations	
Describe the workplace in a few sentences.	
Describe the host's workspace.	
How are people dressed? How are people dressed for different jobs?	
What careers are available in this organization?	
What knowledge, skills, and abilities do people in this workplace possess?	
What did I observe that was not expected?	

Externship Reflections

What would I need to get a job in this field (e.g., education/training/background experience)?

What would I need to advance in this career?

What is the future outlook for this career?

How did this experience help shape my future career plans?

Am I still interested in this career? Why or why not?

What new questions about this workplace or career have emerged as a result of this experience?

Externship Evaluation for Employers

Thank you for taking the time to host a student. Your support of this program provides students with opportunities to make better decisions about their future careers. Your feedback is valuable to ensuring high-quality externship experiences in the future. Please complete this form and return it to the WBL coordinator at your earliest convenience.

Evaluator Name:	Phone Number:
Title:	Email:
Organization:	
Student Name:	Dates of Externship:

Please evaluate the student in the following areas.	Exceeded Expectations	Met Expectations	Failed to Meet Expectations	Not Applicable
PUNCTUALITY				
Reported at appropriate time				
Departed at appropriate time				
PROFESSIONAL APPEARANCE				
Clothing				
Grooming				
PROFESSIONAL CONDUCT				
Observed professional behavior of employees				
Behaved professionally at workplace				
COMMUNICATION				
Related well to host and others				
Asked appropriate questions				
Demonstrated interest				
OVERALL EVALUATION				
Benefit to student				
Externship host experience				

Would you be willing to host another student in the future? YES NO

School-Based Enterprises

School-Based Enterprises

A school-based enterprise is an ongoing, student-managed, entrepreneurial operation within the school setting. It provides goods or services that meet the needs of the school’s target markets (i.e., students, teachers, administrators, parents/guardians, community members, community organizations/businesses). School-based enterprises replicate the workplace to provide career insights and relevant experiences for the student. School-based enterprises are cooperative, with management decisions made by students. The WBL coordinator’s role involves the integration of technical content and skills.

Accepted forms of school-based enterprise include, but are not limited to,

- culinary café or catering services
- agriculture greenhouse plant sales
- childcare programs
- retail store
- credit union
- automotive services
- carpentry services.

School-based enterprises provide a great benefit to the school, the community, and related program areas, and strengthen the relationships among stakeholders. Goods and services that are needed by the stakeholders are sometimes provided at a reduced cost. They provide a venue for reinforcing classroom instruction and allow students to have in-depth, real-world experience and build management and leadership skills at a level not typical in other WBL experiences.

School-Based Enterprises at a Glance

Suggested Grade Levels	6-12
Duration	Aligned with course duration
Pay	School-based enterprises may be paid or unpaid. Paid experiences must be conducted in compliance with federal and state labor laws. (See U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division [www.dol.gov/whd/] and the Virginia Department of Labor and Industry, Labor and Employment Law [www.doli.virginia.gov/].)
Credit	None (within course credit)
Related Classroom Instruction	Yes
WBL Coordinator Qualifications	The WBL coordinator need not be certified in the career field but should have knowledge of career pathways to effectively implement the school-based enterprise experience.

Student Eligibility	While there are no specific prerequisites to a school-based enterprise experience, students who have already participated in some career awareness activities would benefit most from participating in a school-based enterprise. As with other WBL activities, the content and expectations should reflect each student's need for additional information about specific careers.
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Establishing a School-Based Enterprise

To create a school-based enterprise, the WBL coordinator, teacher, and/or students can conduct initial research to determine school-based needs and target markets, including conducting surveys and consulting groups within the school. Once needs have been identified and analyzed, expectations for program scope must be set. Expectations for the program and for the students must be based on student abilities and areas of interest as well as school-based needs. Because all WBL experiences depend on cultivating community relationships, consider collaborating with people in existing programs that may complement the new school-based enterprise program.

Once high-level decisions about the program have been made, standards, expectations, and responsibilities must be drafted for all stakeholders. These should include

- hours of operation
- goods and services to be provided
- prices of goods and services
- secure storage for merchandise and cash.

Effective WBL programs provide closure as well as time for reflection, so that students may think critically about the experiences. Additionally, consider celebrating involvement in the school-based enterprise through certificates, assemblies, or media coverage. Elicit feedback to improve the program and to ensure the continual involvement of students and the school community.

Day-to-day tasks will be performed by student-employees, but the school-based enterprise should be overseen by a teacher to ensure that it complies with the school accounting system and all federal, state, and local regulations. The teacher should also take care to ensure that the following tasks are performed regularly:

- Taking inventory of merchandise, including ensuring that items are sold well before expiration date
- Preparing profit and loss statements

Roles and Timeline for School-Based Enterprise Implementation

School-Based Enterprise Supervisor	Student
Before the School-Based Enterprise Experience	
<ul style="list-style-type: none"> • Review career assessment results. • Identify interested and qualified students. • Orient student to expectations, including safety requirements (e.g., personal protective equipment). • Finalize each student’s school-based training agreement with appropriate parties. 	<ul style="list-style-type: none"> • Express interest and complete any necessary application procedures for the school-based enterprise. • Submit required forms. • Participate in applicable orientation activities.
During the School-Based Enterprise Experience	
<ul style="list-style-type: none"> • Support students in working toward related learning objectives, structuring learning activities to complement the school-based enterprise. • Maintain ongoing communication with all school-based enterprise stakeholders. 	<ul style="list-style-type: none"> • Comply with all school-based enterprise rules and exercise workplace readiness skills. • Maintain communication with others within the school-based enterprise. • Record observations of school-based enterprise. • Document WBL hours.
After the School-Based Enterprise Experience	
<ul style="list-style-type: none"> • Collect documentation and submit reports, as required. 	<ul style="list-style-type: none"> • Complete feedback and reflection assignments.

Forms:

- School-Based Enterprise Training Agreement (required)
- School-Based Enterprise Time Log
- School-Based Enterprise Observation and Reflection for Students

School-Based Enterprise Training Agreement

Student Name: _____

School Name: _____

Employer: _____

Location and Dates of School-Based Enterprise: _____

STUDENT agrees to:

1. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, and appropriate dress while at the workplace.
2. *Conform to the rules and regulations, including all safety requirements and acceptable use policies, of the workplace.**
3. Adhere to all screenings and background checks and obey laws.
4. Demonstrate a willingness to learn by paying close attention, asking questions, and participating in activities provided.
5. Recognize that there is potential exposure to sensitive information regarding clients, customers, students, or other parties while participating in the school-based enterprise experience. Students should refrain from sharing any and all sensitive information regarding personnel, customers, clients, or other stakeholders.
6. Consult the WBL coordinator about any difficulties related to the school-based enterprise.
7. Make up missed work resulting from participation in the school-based enterprise.
8. Complete all required assignments.

SCHOOL-BASED ENTERPRISE SUPERVISOR (if applicable) agrees to:

1. Give the student an orientation to the facility, relevant staff, and any pertinent safety guidelines at the beginning of the school-based experience.
2. Assist the student in exploring daily and long-term job responsibilities, knowledge and skills required, education and training needed, and personal characteristics needed to be successful in school-based enterprise experience.
3. Notify the WBL coordinator of any difficulties that arise during the school-based enterprise experience.

PARENT/GUARDIAN agrees to:

1. Support the WBL experience and encourage competent student participation.
2. *Be responsible for the transportation and safety of the student while traveling to and from the workplace (if applicable).**
3. Cooperate with all rules and policies of the school and workplace.
4. Notify the WBL coordinator of any special student needs or concerns that might affect the experience.
5. Ensure the student complies with any employer requirements regarding safety and personal protective equipment (PPE) at the workplace as necessary (e.g., steel-toed shoe requirement; jewelry prohibited).

WBL COORDINATOR agrees to:

1. *Ensure that related classroom instruction is provided to prepare the student for the WBL experience.**
2. Cooperate with the school-based enterprise supervisor and the student to coordinate the details of the experience, ensure the experience is organized, and that it relates to student career interests.
3. Evaluate the student's progress and performance throughout the project.
4. Document and address any workplace incidents or injuries via the student incident form.
5. Seek feedback from the student and the school-based enterprise supervisor after the experience.

This form must be returned prior to the WBL experience date. Students who do not return the form signed will not be permitted to participate.

Please sign and date:

Student: _____

Parent/Guardian: _____

WBL Coordinator: _____

School-Based Enterprise Supervisor (if applicable) _____

[INSERT SCHOOL DIVISION NONDISCRIMINATION STATEMENT HERE]

**These items meet the requirements of the Work Training Student-Learner Agreement of the Virginia Department of Labor.*

School-Based Enterprise Time Log

Name of Student: _____ Job Title: _____

Class: _____ Instructor: _____

DATE	START TIME	END TIME	ACTIVITY

Student Signature: _____ Date Submitted: _____

SBE Supervisor Signature: _____ Date: _____

School-Based Enterprise Observation and Reflection for Students

Background Information	
Student Name:	Date Submitted:
Name of School-Based Enterprise:	Job Title:
CTE Course Title:	Dates of Work:
Observations and Reflections	
What knowledge, skills, and abilities were required in my role? Did I feel equipped for my role through my CTE training?	
What challenges did I encounter? Were these expected or unexpected? How did I respond to them?	
What new skills or knowledge did I gain from working in the school-based enterprise?	
What part of my job was easy for me? What did I do well while working in the school-based enterprise?	
What part of my job did I find difficult? What skills or knowledge can I strengthen?	
What did this experience teach me about my desired career?	
In what ways might this school-based enterprise be improved to better meet the needs of the school community?	

Internship

Internship

Internship is a WBL experience that places the student in a real workplace environment to develop and practice career-related knowledge and skills for a specific career field related to the student’s career interests, abilities, and goals. Internships may be paid or unpaid. It is connected to classroom learning and accompanied by structured reflection activities. Students participating in internships are guided by a formal, written training plan that defines specific academic and workplace skills to be mastered.

Internships at a Glance

Suggested Grade Levels	11-12
Duration	Students should work an average of 70 hours per quarter to achieve a minimum of 280 hours for the school year to earn a credit toward graduation. Internships of shorter duration do not earn a credit outside of that already earned for the related CTE class.
Pay	Internship experiences may be paid or unpaid.
Credit	Students may earn one credit toward graduation for internships of at least a 280-hour duration.
Related Classroom Instruction	Yes
Regulations	<p><u>Paid</u> internship experiences must be conducted in compliance with federal and state labor laws.</p> <p>Federal legislation provides for determination as to whether interns must be paid by the minimum wage and overtime under the Fair Labor Standards Act (FLSA) for the services that they provide to private sector “for-profit” employers. Educators must meet the “Test for Unpaid Interns” (seven criteria) if they are placing students in unpaid internships. Otherwise, the students must follow the FLSA for paid internships. (www.dol.gov/whd/regs/compliance/whdfs71.htm)</p>
WBL Coordinator Qualifications	<p>In general, the WBL coordinator need not be certified in the career field but must have knowledge of career pathways to effectively implement the internship.</p> <p>Please note, however, that internships in occupations related to Agriculture Education, Family and Consumer Sciences, Health and Medical Sciences, Technology Education, and Trade and Industrial Education may have specific requirements for WBL coordinators. Please contact the appropriate VDOE program specialist for details.</p>
Student Eligibility	The student must be enrolled or planning to enroll in a CTE program. There are no state-mandated student eligibility requirements for internships. Consider the following prior to placement:

	<ul style="list-style-type: none"> • Successful completion of career inventory and exploration activities • Relevant work experience (e.g., job shadow, part-time job) • Recommendation from classroom teacher or counselor • Minimum attendance and/or grade point average • Completion of application and interview process with host employer • Completion of student registration and parent/guardian permission • Ability to fulfill the time demands of the internship
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Establishing an Internship Program

Successful internships require collaboration, communication, and preparation by many school and community stakeholders. The following recommendations should be considered when developing an internship model for the school division:

1. Convene the stakeholders needed to assist with implementing internships (e.g., employers, members of professional associations such as chambers of commerce, school administrators, teachers, counselors, career advisors, and WBL coordinators).
2. Determine the scope and structure of the internship program, including policies that will govern student selection and intern supervision.
3. Assess students' career interests and eligibility to identify potential interns and target potential employers.
4. Cultivate relationships with employers to host internships and work with them to structure internships that will benefit students, employers, and workplace supervisors.
5. Facilitate employers' interviews of student candidates for internships and allow the employers to make the final selections.
6. Prepare students for their internships through student and parent/guardian orientation and the development of training agreements and plans.
7. Develop an internship training agreement.
8. Ensure that adequate supervision is provided during the internships. Examples include workplace visits, employer evaluations, or regular communication with employers and students.
9. Ensure legal requirements are met, including identifying all safety requirements in the work environment.
10. Provide for structured student reflection, both individual and group, before, during, and after internship experiences.
11. Give recognition to participating stakeholders, with emphasis on the host employers and students.
12. Promote the internship program to area business and industry partners (employers) parents/guardians, school administrators, students, and advisory groups.

Training Agreement

A training agreement shall be developed and followed for each student. It is a written statement of commitment to a WBL experience made by the student, parent/guardian, WBL coordinator, school administrator, and employer. It is a required formal document that contains mutually agreed-upon expectations for all parties involved that spells out each party's role as well as other considerations, such as employment terms, schedule, duration of work, compensation (if applicable), and termination. It is the most important tool providing protection to the WBL coordinator and school officials against accusations of negligence and liability claims. It establishes a basis of understanding as to what is expected from everyone involved. It is

important that each student placed in a WBL workplace have on file a completed training agreement.

If the WBL coordinator supervises interns from other classes within a CTE program area, the students' classroom teacher(s) should also be involved in and sign the training agreement. All signatories should retain a copy of the agreement.

Obtaining the employer's signature provides an excellent opportunity for a visit to the employer to build relationships. The best practice is for the WBL coordinator to have these documents signed in his/her presence.

A sample training agreement is provided in this section. It may be modified as appropriate by each program area or school division but must include the VDOLI requirements noted.

Training Plan

Internship experiences follow training plans. A training plan is a formal document identifying the classroom instruction and workplace training that will contribute to the employability and ongoing development of a student (see 8VAC20-120-20). The WBL coordinator, employer, and student must jointly prepare the training plan. The plan, which provides documentation for evaluation, should include development of the technical skills required by the occupation as well as enhancement of workplace readiness skills.

The training plan should contain items in three categories:

1. Workplace readiness skills
2. Specific duties and tasks performed on the job
3. Related classroom instruction (by including this component, the student is applying all competencies learned in the classroom to his/her WBL experience).

Forms may be modified as appropriate for each WBL experience or by each program area or school division, but they must include the Virginia Department of Labor and Industry (VDOLI) requirements found on the VDOE state-mandated training plan template.

Student Supervision

Adherence to the guidelines outlined below ensures the integrity of the internship experience:

- Students must be currently enrolled in state-approved courses within CTE program areas.
- WBL coordinators must meet with the students' CTE classroom teachers before each workplace visit and, if there is a need, after each visit.
- Meetings between WBL coordinators and the students' CTE classroom teachers must be documented on the training plans.
- CTE classroom teachers' involvement in the development of the training agreements and training plans must be certified by signatures on both documents.
- Training agreement and training plan forms must be modified to account for the meetings with and involvement of other program classroom teachers, if applicable.

Required Hours

Credit for internship experiences during a 36-week school year should be based upon the student's successful completion of the course and continuous, satisfactory employment throughout the school year. To receive a credit toward graduation for the internship, students should achieve a minimum of 280 hours for the school year (70 hours per quarter). Many

students will exceed 280 hours. Internships of fewer than 280 hours may be completed, but student will not receive credit beyond the credit earned for the related CTE course.

Student Schedules

Internship experiences of 280 hours or more must be continuous throughout the school year even if the classroom instruction is a block class in a single semester. The students must be placed by the WBL coordinator in jobs related to their career goals and adequate supervision must be provided, including workplace visits, employer evaluations, or regular communication with employers and students throughout the year. Students must adhere to the regulations and guidelines.

School Records

Participating schools must maintain the following records for each internship student:

- Training agreement
- Training plan
- Course competency record
- Local wage and hour information
- Documentation of all out-of-school coordination activities, including dates of workplace visits

The retention and disposition schedule for internship records is as follows:

- Enrollment—retain one year, then destroy.
- Evaluation—retain three years, then destroy.
- Program—review annually; destroy records that have no administrative value.
- Work experience forms (including training agreements, training plans, course competency records, local wage and hour information, and documentation of workplace visits)—retain five years after student graduates, then destroy.
- Record of employment—retain five years after completion of experience, then destroy.
- Employment evaluations—retain five years from year in which evaluation is completed, then destroy.

Roles and Timeline for Internship Implementation

WBL Coordinator	Student	Employer
Before the Internship Experience		
<ul style="list-style-type: none"> • Review career assessment results. • Identify interested and qualified students. • Cultivate community partnerships to help secure contacts for students. • Use the workplace evaluation checklist to screen potential employers. • Counsel students regarding job-placement and interview techniques. 	<ul style="list-style-type: none"> • Research the industry and workplace prior to the internship. • Identify internship opportunities of interest. • Develop a résumé. • Complete an internship application and participate in an interview. • Conduct interview follow up (e.g., send a thank-you note, make a follow-up 	<ul style="list-style-type: none"> • Communicate expectations and confirm logistics with WBL coordinator. • Create job description. • Interview and select the intern. • Work with WBL coordinator and student on training plan with specific goals and benchmarks.

WBL Coordinator	Student	Employer
Before the Internship Experience		
<ul style="list-style-type: none"> • Orient student to expectations, including safety requirements (e.g., personal protective equipment). • Confirm logistics, including transportation for students, parent/guardian permission, and emergency contact information. • Encourage students to share information regarding supports and accommodations needed to be successful in the workplace so that the employer may be aware of student needs (e.g., health issues or dietary restrictions). • Finalize each student internship training agreement and training plan with the student, parent/guardian, and employer. 	<ul style="list-style-type: none"> • phone call to check status of application). • Upon acceptance of an internship offer, complete any required federal and state tax forms. • Participate in orientation activities required by the employer. 	<ul style="list-style-type: none"> • Orient intern to the workplace and position.
During the Internship		
<ul style="list-style-type: none"> • Track interns' hours. • Evaluate student progress. • Conduct progress conferences. • Maintain communication with employer. • Comply with applicable local, state, and federal laws. 	<ul style="list-style-type: none"> • Participate in progress conferences. • Maintain expected hours of work and school attendance. • Reflect on the connection between what is learned at school and at the workplace. • Comply with all workplace rules and exercise workplace readiness skills. • Record observations of career and workplace. • Document WBL hours. 	<ul style="list-style-type: none"> • Participate in progress conferences. • Supervise and assist student in working toward learning objectives. • Document and assess student performance. • Coordinate and communicate with WBL coordinator. • Comply with applicable local, state, and federal laws.
After the Internship Experience		
<ul style="list-style-type: none"> • Evaluate the student. • Collect documentation and submit reports as required. 	<ul style="list-style-type: none"> • Complete feedback and reflection assignments. 	<ul style="list-style-type: none"> • Complete feedback and evaluation forms.

WBL Coordinator	Student	Employer
Before the Internship Experience		
	<ul style="list-style-type: none"> Update résumé based on new skills and experiences gained. 	

Forms:

- U.S. Department of Labor: Internship Programs Under the Fair Labor Standards Act
- Internship Employer Participation Form
- Internship Training Plan (required only for internships of 280 hours or longer)
- Internship Training Agreement (required)
- Internship Time Log
- Internship Feedback and Reflection for Students

Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns and students working for “for-profit” employers are entitled to minimum wages and overtime pay under the Fair Labor Standards Act (FLSA).¹

Background

The FLSA requires “for-profit” employers to pay employees for their work. Interns and students, however, may not be “employees” under the FLSA—in which case the FLSA does not require compensation for their work.

The Test for Unpaid Interns and Students

Courts have used the “primary beneficiary test” to determine whether an intern or student is, in fact, an employee under the FLSA.² In short, this test allows courts to examine the “economic reality” of the intern- employer relationship to determine which party is the “primary beneficiary” of the relationship. Courts have identified the following seven factors as part of the test:

1. The extent to which the intern and the employer clearly understand that there is no expectation of compensation. Any promise of compensation, express or implied, suggests that the intern is an employee—and vice versa.
2. The extent to which the internship provides training that would be similar to that which would be given in an educational environment, including the clinical and other hands-on training provided by educational institutions.
3. The extent to which the internship is tied to the intern’s formal education program by integrated coursework or the receipt of academic credit.
4. The extent to which the internship accommodates the intern’s academic commitments by corresponding to the academic calendar.
5. The extent to which the internship’s duration is limited to the period in which the internship provides the intern with beneficial learning.
6. The extent to which the intern’s work complements, rather than displaces, the work of paid employees while providing significant educational benefits to the intern.
7. The extent to which the intern and the employer understand that the internship is conducted without entitlement to a paid job at the conclusion of the internship.

¹ The FLSA exempts certain people who volunteer to perform services for a state or local government agency or who volunteer for humanitarian purposes for non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation, for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships for public sector and non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible.

² E.g., *Benjamin v. B & H Educ., Inc.*, --- F.3d ---, 2017 WL 6460087, at *4-5 (9th Cir. Dec. 19, 2017); *Glatt v. Fox Searchlight Pictures, Inc.*, 811 F.3d 528, 536-37 (2d Cir. 2016); *Schumann v. Collier Anesthesia, P.A.*, 803 F.3d 1199, 1211-12 (11th Cir. 2015); see also *Walling v. Portland Terminal Co.*, 330 U.S. 148, 152-53 (1947); *Solis v. Laurelbrook Sanitarium & Sch., Inc.*, 642 F.3d 518, 529 (6th Cir. 2011).

Courts have described the “primary beneficiary test” as a flexible test, and no single factor is determinative. Accordingly, whether an intern or student is an employee under the FLSA necessarily depends on the unique circumstances of each case.

If analysis of these circumstances reveals that an intern or student is actually an employee, then he or she is entitled to both minimum wage and overtime pay under the FLSA. On the other hand, if the analysis confirms that the intern or student is not an employee, then he or she is not entitled to either minimum wage or overtime pay under the FLSA.

Where to Obtain Additional Information

This publication is for general information and is not a regulation. For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

U.S. Department of Labor

Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
[Contact Us](#)

Internship Employer Participation Form

Internships are opportunities for students to work in and learn about an industry, employer, and career while building essential workplace and career skills. Students may earn one (1) credit toward graduation for internship experiences of at least a 280-hour duration. Internships can be paid or unpaid.

WBL Coordinator:	Due Date:
WBL Coordinator Email:	WBL Coordinator Phone:

Once this form has been submitted, the WBL coordinator will confirm receipt, send you more information about the internship program, student candidates, the required training plan and training agreement, and work with you to plan an outstanding internship experience.

Company/organization:		
Industry/business type:		
Address:	Number of internships available:	Internship status (i.e., paid or unpaid):
Preferred start date:		
Location to which student(s) should report:		
Dress code (be specific):		
Department(s) where student(s) will be working:		
Safety precautions, security procedures, or equipment required for internship:		
Main contact name:		
Phone:	Email:	
Signature:		

For more information or questions, please contact the WBL coordinator listed above.

Internship Training Plan

Purpose

The purpose of the training plan is to assist the student in making a successful transition from student to intern. The training plan serves as a guide between the school and the employer to provide training for students that will enable them to meet an identified career objective. The training plan is not a contract and can be modified according to the needs of the student and/or the employer.

Procedure

The Work-Based Learning (WBL) coordinator assumes primary responsibility for the development of an individualized training plan for the student. The WBL coordinator identifies learning experiences that must be provided for the student either in the classroom or on the job. The employer (the student's immediate supervisor) is then asked to assist the WBL coordinator by

- identifying tasks for which training can be provided at the workplace using the training plan
- adding tasks to the training plan that are unique to the workplace
- supervising the student's training for specific job tasks
- assessing the student's strengths and weaknesses in completing tasks at the workplace.

The WBL coordinator visits the workplace periodically to discuss the student's progress. Advice from the employer is used to make modifications in the student's internship experience and to determine specific classroom instruction that can be provided to support student growth.

Orientation Checklist for Employers*

1. Introduce students to all persons with whom they will have contact.
2. Show students the locations of offices, equipment, and supplies they will use.
3. Explain the duties of the students' first assignments.
4. Inform students as to who will be responsible for their work assignments and supervision.
5. Inform coworkers of their relationship to students and solicit their cooperation.
6. Inform students of arrival time, quitting time, check-in procedures and checkout procedures.
7. Inform students of lunch times, office procedures, and regulations.
8. Inform students of facilities available, such as restrooms, lunchroom, telephone, coat rack, etc.
9. Inform students of time-recording procedures, pay schedule, payroll deductions, and computation of wages. **
10. Inform students about dress code expectations.
11. Inform students about any information that is to be kept confidential.
12. Familiarize students with employee benefits. **
13. Inform students of clauses in a union agreement, if any, that pertain to students in internships. **
14. Inform students of career opportunities with the employer.

*These activities may be covered in orientation materials provided by the employer.

** Only applicable to paid internships.

**Internship
Training Plan Evaluation Summary Sheet**

Visit #1

Date: _____

Additional Comments: _____

Employer Signature

Student Signature

Visit #2

Date: _____

Additional Comments: _____

Employer Signature

Student Signature

Visit #3

Date: _____

Additional Comments: _____

Employer Signature

Student Signature

Visit #4

Date: _____

Additional Comments: _____

Employer Signature

Student Signature

**Internship
Training Plan Evaluation Summary Sheet**

Visit #5

Date: _____

Additional Comments: _____

Employer Signature

Student Signature

Visit #6

Date: _____

Additional Comments: _____

Employer Signature

Student Signature

Visit #7

Date: _____

Additional Comments: _____

Employer Signature

Student Signature

Visit #8

Date: _____

Additional Comments: _____

Employer Signature

Student Signature

Internship Training Agreement

Student Name	Program
School	School Division
Employer	Address
Job Title	Employer Supervisor
Age of Student	Internship Paid or Unpaid?

PURPOSE: The purpose of this agreement is to provide a way of recording the terms of the student's employment and to outline the responsibilities of all parties involved with that employment to comply with federal and state labor law requirements.

STUDENT agrees to:

1. Attend school and work regularly. The student will notify the school and employer by a designated time regarding an absence. When a student is absent, he/she is *not* permitted to work that day unless advance permission has been given by the WBL coordinator.
2. Perform workplace responsibilities efficiently.
3. Show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
4. *Conform to the rules and regulations, including all safety requirements and acceptable use policies, of the workplace.**
5. Adhere to all screenings and background checks and obey laws.
6. Furnish the WBL coordinator with necessary information about the internship program and to complete promptly all necessary reports.
7. Consult the WBL coordinator about any difficulties related to the internship.
8. Participate in the career and technical student organization (CTSO) and other school activities required in connection with the internship.

EMPLOYER agrees to:

1. Provide students the opportunity to work a minimum of 280 hours per experience. If school performance becomes unsatisfactory, a maximum level of hours will be established. (Employers are encouraged to allow students to leave work at a reasonable time on school nights.)
2. *Provide organized and progressive occupational experiences as outlined in the training plan and to expose students to as many aspects of the operation as possible.**
3. *Assist students in completing job-related projects and to provide available instructional materials and occupational guidance.**
4. *Adhere to federal and state regulations regarding labor laws, safety regulations, tax credits, and other applicable legislation.**
5. *Provide work experiences that shall be intermittent and for short periods of time and be under the direct supervision of a qualified and experienced person.**
6. *Ensure that the work of the student learner in the occupations declared particularly hazardous shall be incidental to the training.**
7. *Correlate the safety instruction given by the school with the on-the-job training.**
8. *Adhere to nondiscrimination on the basis of race, color, national origin, sex, disability or age.**
9. Consult the WBL coordinator as soon as possible regarding work-related problems.

10. Employ students throughout the school year, provided job and school performance is satisfactory.

11. Deny students the privilege of working on days they are absent from school unless the WBL coordinator has given advance permission.
12. Provide time for consultation with the WBL coordinator to evaluate students' on-the-job performance.
13. Inform the WBL coordinator if a registered sex offender is employed or hired during the student's WBL experience. Recognize that a student cannot be in contact with a registered offender, and therefore this could impact the school's ability to continue partnership with the company through part of a school-based program.

PARENT/GUARDIAN agrees to:

1. Support the internship and encourage competent participation of students.
2. *Assume responsibility for the safety of students from the time they leave school until they report to the job and from the time they leave the job until they arrive at home.**
3. Be responsible for the transportation of the student to and from the workplace.
4. Cooperate with all rules and policies of the school and workplace.
5. Be aware that students are not allowed to report to the workplace on days they are absent from school unless they receive permission from the WBL coordinator.

WBL COORDINATOR agrees to:

1. *Provide related classroom instruction, including safety procedures.**
2. *Assume responsibility for initiating and developing individual training plans and ensuring that each plan is followed until it is mutually agreed to modify it.**
3. *Cooperate with employers in developing appropriate training activities related to students' career interests.**
4. *Make periodic visits to training stations to observe students, to consult with employers, and to assist students with any problems.**
5. Assist in evaluation of students.
6. Provide employers with current information concerning students' progress in school.
7. Document and address any workplace incidents or injuries via the student incident form.

Student _____
(Date)

Parent/Guardian _____
(Date)

Employer _____
(Date)

**WBL
Coordinator** _____
(Date)

**School
Administrator** _____
(Date)

**These items meet the requirements of the Work-Training Student Learner Agreement, Virginia Department of Labor and Industry*

Internship Time Log

Name of Student: _____

Name of Host Employer: _____

Name of Internship Supervisor and Job Title: _____

Course: _____ Instructor: _____

DATE	START TIME	END TIME	ACTIVITY

Student Signature: _____

Date Submitted: _____

Employer Signature: _____

Date: _____

Internship Feedback and Reflection for Students

Student Name: _____ Date Submitted: _____

CTE Course Title: _____ Dates of Internship: _____

Rate the following from 1-5, with one indicating strong agreement and five indicating strong disagreement:	1	2	3	4	5
The internship met my expectations.					
My supervisor provided valuable information and experiences.					
The internship provided opportunities to engage in a range of job tasks.					
My supervisor was supportive and available to answer questions or concerns.					
I developed my communication, interpersonal, and professional skills.					
I identified or refined my career goals.					
I gained insight into the future stages of my career.					
I developed professional relationships and learned how to network.					
The internship placement was appropriate to my career goals.					
I would recommend the internship experience to others.					

How did the internship experience help shape my future career plans?

What steps would I need to take to enter and develop in this career?

What insights did I gain from the internship experience about the workplace and the career?

What new questions about this workplace or career have emerged as a result of this experience?

Entrepreneurship

Entrepreneurship

During an entrepreneurship WBL experience, the student plans, implements, operates, and assumes financial risks in a business that produces goods or delivers services. The entrepreneurship student owns the business assets and keeps financial records to determine return on investments. An entrepreneurship experience provides students the opportunity to develop the skills necessary to become established in their own business or to gain employment.

Entrepreneurship at a Glance

Suggested Grade Levels	11-12
Duration	Varies according to type
Pay	Yes These experiences must be conducted in compliance with federal and state labor laws. (See U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division www.dol.gov/whd/ and the Virginia Department of Labor and Industry, Labor and Employment Law www.doli.virginia.gov/ .)
Credit	None (within course credit)
Related Classroom Instruction	Yes
WBL Coordinator Qualifications	The WBL coordinator need not be certified in the career field but should have knowledge of career pathways to effectively implement the entrepreneurship experience.
Student Eligibility	Students who operate their own businesses must comply with all local, state, and federal regulations, including acquiring all necessary licenses and permits. While there are no specific prerequisites to an entrepreneurship experience, students who have already participated in some career awareness activities and have a genuine interest in owning their own business would benefit most from entrepreneurship. As with other WBL activities, the content and expectations should reflect each student's need for additional information about specific careers.

Establishing an Entrepreneurship Program

Unlike other WBL experiences, the entrepreneurship experience is student-driven and managed. The WBL coordinator acts as a point of contact for the purposes of guidance and accountability as related to WBL. Effective WBL programs provide time for reflection and planning of next steps, so that students may think critically about the experiences. Additionally, consider celebrating involvement in the entrepreneurship through certificates, assemblies, or media coverage.

Roles and Timeline for Entrepreneurship Implementation

WBL Coordinator	Student
Before the Entrepreneurship Experience	
<ul style="list-style-type: none"> • Review career assessment results. • Identify interested and qualified students. • Finalize each student's entrepreneurship training agreement with appropriate parties. 	<ul style="list-style-type: none"> • Submit required forms.
During the Entrepreneurship Experience	
<ul style="list-style-type: none"> • Provide supervision to the student as needed. • Keep track of student hours and progress. • Conduct progress conferences and evaluate student progress. • Support student in working toward related learning objectives, structuring learning activities to complement the entrepreneurship experience. • Maintain ongoing communication with student and any other entrepreneurship stakeholders. 	<ul style="list-style-type: none"> • Exercise workplace readiness skills. • Maintain ongoing communication with others involved with the entrepreneurship experience. • Document WBL hours.
After the Entrepreneurship Experience	
<ul style="list-style-type: none"> • Collect documentation and submit reports, as required. 	<ul style="list-style-type: none"> • Complete feedback and reflection assignments.

Forms:

- Entrepreneurship Business Plan Template
- Entrepreneurship Training Agreement (required)
- Entrepreneurship Time Log
- Entrepreneurship Observation and Reflection for Students

Entrepreneurship Business Plan Template

A business plan should include the following information and answer the following questions, as applicable. This template is meant only as a guide. The student can format the business plan to suit the business.

Student Name: _____ Business Name: _____

Product(s) or Service(s): _____ Field/industry: _____

1. Summary of the product(s) and/or service(s) offered
 - What is the product or service?
 - How does it work?
2. Description of target market
 - Who are the customers or desired customers?
 - Why would they need or want this product or service?
3. Description of the competition
 - What similar products or services already exist? What is their market share?
 - What sets my product or service apart from the competition?
4. Manufacturing and development
 - How is the product or service developed? What are the labor requirements, cost, and timeframe for development?
5. Marketing strategy
 - How much is charged for the product or service?
 - How will potential customers become aware of it? What publicity tools, materials, and media will be used?
 - Why would current customers continue to be patrons of the product or service?
 - Where will the product be sold?
6. Team
 - What is the structure of the organization?
 - Who are the members of my team? What are their roles?
 - What kind of training does each team member undergo? How long does this training take?
7. Customer Service
 - How can customers reach management for comments and complaints?
 - How are customer complaints handled?
 - What kind of training is provided to the team in relating to customers?
8. Finances
 - How much money is needed to start the business?
 - At what point do we expect to recoup the investment? At what point do we begin making a profit?
 - What are the fixed and variable costs of operating the business?
 - Attach financial statements.

Entrepreneurship Training Agreement

Student Name: _____

School Name: _____

Name of Business: _____

Location and Date(s) of Entrepreneurship Experience: _____

STUDENT/ENTREPRENEUR agrees to:

1. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, and appropriate dress while at the workplace.
2. *Conform to relevant rules and regulations, including all safety requirements and acceptable use policies. Orient any other staff members to safety guidelines.**
3. Adhere to all screenings and background checks and obey laws.
4. Demonstrate a willingness to learn by paying close attention, asking questions, and participating in all tasks and activities provided.
5. Recognize that there is potential exposure to sensitive information regarding clients, customers, students, or other parties while participating in the experience. Students should refrain from sharing any and all sensitive information regarding personnel, customers, clients, or other stakeholders.
6. Consult the WBL coordinator about any difficulties related to the entrepreneurship experience.
7. Make up school work missed due to participation in the entrepreneurship experience.
8. Complete any required assignments related to the entrepreneurship experience.

PARENT/GUARDIAN agrees to:

1. Support the WBL experience and encourage competent student participation.
2. *Be responsible for transportation and safety of student while traveling to and from the workplace (if applicable).**
3. Notify the WBL coordinator of any special student needs or concerns that might affect their experience.
4. Ensure the student complies with any requirements regarding safety and personal protective equipment (PPE) at the workplace as necessary (e.g., steel-toed shoe requirement; jewelry prohibited, etc.).

WBL COORDINATOR agrees to:

1. *Ensure related instruction to help prepare the student for the entrepreneurship experience.**
2. Cooperate with the entrepreneur to coordinate all details for the entrepreneurship experience, ensure the experience is organized, and that it relates to student career interests.
3. Evaluate student progress and performance.
4. Seek feedback from the student after the entrepreneurship experience.

This form must be returned prior to the WBL experience date. Students who do not return the form signed will not be permitted to participate in the WBL experience.

Please sign and date:

Student/Entrepreneur: _____

Parent/Guardian: _____

Teacher/WBL Coordinator: _____

[INSERT SCHOOL DIVISION NONDISCRIMINATION STATEMENT HERE]

**These items meet the requirements of the Work Training Student-Learner Agreement of the Virginia Department of Labor.*

Entrepreneurship Observation and Reflection for Students

Background Information

Student Name:

Date Submitted

CTE Course Title:

Dates of Entrepreneurship Experience:

Business Name:

Product(s) or Service(s) Delivered:

Observations and Reflections

What knowledge, skills, and abilities were required in running my business? Did I feel equipped for my role through my CTE training?

What challenges did I encounter? How did I respond to them?

What new skills or knowledge have I gained from running this business?

What part of my job is easy for me? What are my strengths?

What part of my job do I find difficult? How can I improve, strengthen, or learn more about these aspects of the business?

What is this teaching me about my desired career?

In what ways can I improve the products/services offered or otherwise grow the business? What next steps should I take in this direction?

Clinical Experiences

Clinical Experience

Clinical experience allows health and medical science students to integrate knowledge acquired in the classroom with clinical practice. Students are placed in a variety of healthcare settings and observe patients at different stages of medical practice so students may better understand the scope of the healthcare profession.

Health and medical science teachers are in charge of supervising the clinical experience. Specific requirements for each type are as follows.

Clinical Experience at a Glance

Suggested Grade Levels	11-12
Types of Clinical Experiences	<p>Clinical experiences vary depending on what health and medical science classes students are taking and may include</p> <ul style="list-style-type: none"> • dental careers • emergency medical technician/emergency medical responder (EMT/EMR) • medical assistant • medical laboratory technician • nurse aide • patient care technician • pharmacy technician • physical/occupational therapy • practical nursing • sports medicine • radiologic technology • sterile processing technologist • surgical technologist • vision care technician.
Pay	None
Credit	None (within class credit)
Rules and Regulations	<p>Rules and regulations for each type may vary, depending on the board that governs each area. The most up-to-date information for each board can be found on the Virginia Department of Health Professions website (https://www.dhp.virginia.gov/dhp_guidelines/default.htm).</p> <p>This information includes the number of onsite hours required and the qualifications needed for teachers in each area.</p>

Dental Careers	
Rules and Regulations	<p>Virginia Board of Dentistry guidelines are on the Virginia Department of Health Professions website https://www.dhp.virginia.gov/dentistry/dentistry_guidelines.htm).</p> <p>The clinical requirements for the Radiation Health and Safety (RHS) exam; the Infection Control (ICE) Exam; the Anatomy, Morphology, and Physiology (AMP) exam; and the Certified Dental Assistant (CDA) exam can be found on the Dental Assisting National Board (DANB) website https://www.danb.org/Become-Certified/Exams-and-Certifications.aspx).</p>
Duration	36 weeks/280 hours
Teacher Qualifications	The teacher must be a licensed dental assistant or dental hygienist with the Virginia Board of Dentistry and preferably have a DANB certification.
Student Eligibility	Students must be in the 11th or 12th grade before taking part in this clinical experience.
Objectives	<p>The dentistry clinical experience will</p> <ul style="list-style-type: none"> • provide students with the chance to solve problems and benefit from the rewards that come with increased social awareness and care towards underserved populations here and abroad • assist students in developing clinical efficiency, which leads to patient and practice management • furnish students with abundant opportunities to work with clinical staff on a broad range of skills • ensure that students gain professional competence and self-confidence in executing their duties • broaden students' knowledge and expertise involving research, scientific inquiry, and public policy relating to oral health • teach students to sterilize, organize, and assemble instruments • teach students to prepare materials like fillings and other compounds • allow students to assist the dentist by handing off instruments or suctioning out fluids • teach students to help patients stay calm and comfortable during procedures • allow students to understand work at the front desk and assist with office administration.

EMT/EMR	
Rules and Regulations	<p>Guidelines can be found on the Virginia Department of Health, Office of Emergency and Medical Services (OEMS) website http://www.vdh.virginia.gov/emergency-medical-services/).</p>
Duration	Students must attend at least 85 percent of the didactic and lab aspects of the course to be eligible for emergency medical services (EMS) certification testing,

EMT/EMR	
	<p>following the Virginia Administrative Code (https://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section1501/).</p> <p>The duration for each course (i.e., EMR, EMT I, EMT II, EMT III) is 36 weeks.</p>
Class Size	<p>The ratio for psychomotor labs must be no greater than a 6:1 student-to-instructor ratio in a direct lab setting, following the Virginia Administrative Code (https://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section1447/).</p> <p>Students may rotate from the classroom to the lab to meet the 6:1 ratio guidelines; however, this will increase the time required to complete the course of study if sufficient additional instructors are not available.</p>
Teacher Qualifications	<p>The instructor/coordinator for any Virginia EMS program must possess and maintain a current Virginia education coordinator (EC) certification in accordance with the Virginia EMS Regulations (https://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section1548/).</p> <p>If the instructor/coordinator is employed by the school division, he or she must obtain and maintain a valid Virginia teaching license through the process prescribed by the VDOE. All instructors must maintain current OEMS provider and educator certification to teach any EMS course.</p> <p>School divisions must verify and keep on file verification of the Virginia EC certification. In lieu of a copy of the physical card, this information can be obtained using the EMS Provider Search function on the OEMS website (https://vdhems.vdh.virginia.gov/emsapps/f?p=200:3) or by calling the Division of Educational Development at 804-888-9100.</p> <p>Education coordinators are responsible for all aspects of the EMS program. They are required to be in the classroom with students during any class time associated with the announced EMS program or have an approved substitute Virginia-certified EC. The school and the EMS program's EC must approve any additional ECs or classroom assistants.</p>
Student Eligibility	<p>Due to the nature of EMS and the stresses, both physical and mental, to which the student will be exposed, not all students are good candidates for an EMS program. It is imperative that students and parents/guardians be aware of the course requirements, including clinical experience.</p> <p>All students enrolled in a Basic Life Support (BLS) EMS course must be at least 16 years of age at the beginning date of the certification course and meet all BLS student requirements as specified in the Virginia EMS Regulations (https://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section1503/).</p> <p>These will be reviewed with students and verified on the first day of the course.</p> <p>All students 16 to 18 years of age at the start of the course must have a signed Virginia OEMS Parental Permission Form, EMS.TR 07, on file before the start of the course.</p>

EMT/EMR

Students must have a valid Social Security Number (SSN). For non-US citizens who do not possess an SSN, the student must have an appropriate visa. This shall be verified by the Virginia OEMS per Training Program Administration Manual (TPAM) Policy Number T-1507 (<http://www.vdh.virginia.gov/emergency-medical-services/education-certification/documents-forms-downloads/ems-training-program-administration-manual/>). This shall be submitted with a manual enrollment form to the Virginia OEMS. Until approved by the Virginia OEMS, the student cannot enroll in the program. Students who do not meet this requirement are not eligible for course enrollment. Students who are not eligible for enrollment in an EMS program should not be allowed to participate in, sit in, or monitor the program.

Students enrolled in an EMT course will be required to complete clinical training rotations and may be exposed to physical and mental stresses above those experienced in a typical school setting. These rotations may require after-school or weekend hours to complete. To ensure that prospective students and parents are informed and understand the nature of this course, an information packet outlining the course requirements should be given to each prospective student or parent for review before enrollment. The information packet should include, at a minimum,

- letter from the school
- letter from the course instructor/coordinator
- parental notification form from the course instructor/coordinator
- Parental approval form from the school
- first class paperwork
 - Prerequisites for EMS Training (TR.35)
 - Functional Position Description for the BLS Provider (TR.14B)
 - Course Expectations for Successful Completion (TR.16)
 - BLS Certification Testing (TR.11B)
 - Virginia Accommodation Policy (TR.15A)
 - National Registry of Emergency Medical Technicians (NREMT) Accommodation Policy (TR.15B)
- Student Permission Form (TR.07)
- immunization requirements and checklist
- hepatitis-B non-participation form
- course syllabus
- checklist of required forms needing signature
- mature content permission form.

Required forms can be found online at the Virginia Department of Health website (<http://www.vdh.virginia.gov/emergency-medical-services/education-certification/documents-forms-downloads/#Instructorforms>).

It is imperative that school counselors understand the requirements and nature of the course before assigning students. It is highly recommended that a test of each student's reading comprehension be conducted and that the

EMT/EMR	
	<p>instructor/coordinator and school division establish acceptable reading levels for the course.</p> <p>Students with disabilities who are admitted to the program shall have an Individualized Education Program (IEP). The EMS course instructor/coordinator must meet with the special education committee to develop the IEP. IEPs and 504 plans must meet all BLS student requirements as specified in the Virginia EMS Regulations (12VAC5-31-1503), which can be viewed online (https://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section1503/). It is important to note that simply because a student has an IEP/504 within an educational program, this does not automatically translate to those accommodations being applied to an EMS program and testing.</p> <p>Any prospective student who does not meet the requirements may submit for a variance/exemption to the Virginia OEMS, Division of Regulation and Compliance (http://www.vdh.virginia.gov/emergency-medical-services/regulations-compliance/). Please note that these variances and exemptions only apply to coursework and psychomotor testing. Students requiring accommodations on the cognitive exam shall request these during the candidate application with the National Registry of Emergency Medical Technicians (NREMT). Educators are encouraged to start this process at the beginning of the course so appropriate decisions can be made early.</p> <p>Each course has an enrollment limitation determined by available resources, be that staffing or equipment, up to a maximum of 30 students, following the Virginia Administrative Code (https://law.lis.virginia.gov/admincode/title12/agency5/chapter31/section1447/). Additionally, some Virginia school divisions open their school year in August, and others open in September; therefore, the start date for EMS courses throughout the Commonwealth may vary.</p>
Objectives	<p>EMS courses are to be taught, at minimum, in accordance with the U.S. Department of Transportation's National Emergency Medical Services Education Standards (NEMSES) (https://www.ems.gov/education.html) and the Virginia Emergency Medical Services Education Standards (VEMSES) (http://www.vdh.virginia.gov/emergency-medical-services/virginia-certification-program-outlines/).</p> <p>In accordance with the VDOE, all EMS programs should use the competencies in Virginia's Educational Resource System Online (VERSO) (http://www.cteresource.org/verso/categories/health-science). Educators must ensure the appropriate Virginia Scope of Practice (http://www.vdh.virginia.gov/emergency-medical-services/education-certification/documents-forms-downloads/ems-training-program-administration-manual/) procedures and formulary components are included in the program. School divisions may not remove any OEMS/VDOE competencies.</p>

EMT/EMR	
	<p>The Virginia OEMS establishes the clinical requirements for certification at the EMT level. A minimum of ten patient contacts is required, with at least five clinical or field contacts in a hospital emergency department or as ride-along tours with local emergency medical service agencies.</p> <p>No more than five clinical or field contacts may be done by simulation. These shall be documented on the EMS.TR.05 form (http://www.vdh.virginia.gov/emergency-medical-services/education-certification/documents-forms-downloads/#Instructorforms).</p> <p>The coordination of rotations may require completion outside normal school hours. The school division is responsible for determining transportation requirements for these rotations.</p> <p>The school division is required to ensure that contractual agreements with a local healthcare facility or EMS agency are in place before the start of the EMT program to permit students to complete the clinical component.</p> <p>Additionally, the school division is responsible for ensuring that all required medical and liability insurance for students is in effect before the start of EMT classes.</p>

Nurse Aide	
Rules and Regulations	<p>No restrictions apply unless the school division chooses to teach the course according to the Virginia Board of Nursing Nurse Aide regulations.</p> <p>Forms required by the Virginia Board of Nursing pertaining to Practical Nursing can be found online (https://www.dhp.virginia.gov/Boards/Nursing/AbouttheBoard/EstablishingMaintainingEducationPrograms/).</p>
Duration	36 weeks/280 hours
Teacher Qualifications	The teacher must be a registered nurse with two or more years of experience.
Student Eligibility	Students must be in the 11th or 12th grade before taking part in this clinical experience.
Objectives	<p>At the end of this observation, the student will be able to do the following for a patient with a mental health illness and/or dementia:</p> <ul style="list-style-type: none"> • Observe and participate in therapeutic activities that enhance patient care. • Describe the modifications needed for activities of daily living for the residents. • Identify ethical issues related to mental health care. • Demonstrate sensitivity to the values, customs, and beliefs of the client. • Find out and discuss procedures followed in the case of an agitated resident outburst.

Nurse Aide	
	<ul style="list-style-type: none"> • Discuss communication strategies for dealing with a resident with dementia. • Develop a therapeutic relationship with one resident.

Nursing	
Rules and Regulations	<p>Guidelines established by the Virginia Board of Nursing can be found online (https://www.dhp.virginia.gov/nursing/nursing_guidelines.htm). Document # 90-21 deals in particular with clinical experiences.</p> <p>Forms required by the Virginia Board of Nursing pertaining to Practical Nursing can be found online (https://www.dhp.virginia.gov/Boards/Nursing/AbouttheBoard/EstablishingMaintainingEducationPrograms/).</p>
Duration	<p>Practical Nursing I: 18 weeks/280 hours Practical Nursing II: 18 weeks/280 hours Practical Nursing III: 36 weeks/420 hours</p>
Class Size	<p>According to the Virginia Board of Nursing Guidance Document # 90-21: The number of faculty shall be sufficient to prepare the students to achieve the objectives of the educational program and to ensure safety for patients to whom students provide care.</p> <p>When students are giving direct care to patients, the ratio of students to faculty shall not exceed ten students to one faculty member, and the faculty shall be on site solely to supervise students.</p> <p>When preceptors are utilized for specified learning experiences in clinical settings, the faculty member may supervise up to fifteen students.</p>
Teacher Qualifications	<p>According to the Virginia Board of Nursing Guidance Document # 90-21: Every member of the nursing faculty, including the program director, shall hold a current license or multistate licensure privilege to practice nursing in Virginia as a registered nurse without any disciplinary action that currently restricts practice and have at least two years of direct client care experience as a registered nurse prior to employment by the program. Persons providing instruction in topics other than nursing shall not be required to hold a license as a registered nurse.</p> <p>Every member of a nursing faculty supervising the clinical practice of students shall meet the licensure requirements of the jurisdiction in which that practice occurs. Faculty shall provide evidence of education or experience in the specialty area in which they supervise students' clinical experience for quality and safety. Prior to supervision of students, the faculty providing supervision shall have completed a clinical orientation to the site in which supervision is being provided. The program director and each member of the nursing faculty shall maintain documentation of professional competence through such activities as nursing practice, continuing education programs, conferences, workshops, seminars, academic courses, research projects, and professional writing. Documentation of annual professional development shall be maintained in employee files for the</p>

Nursing	
	director and each faculty member until the next survey visit and shall be available for board review.
Student Eligibility	Students must be in the 11th or 12th grade before taking part in this clinical experience.
<p>Other information on conducting clinical experiences for nursing students can be found in the Virginia Administrative Code, as follows:</p> <p>18VAC90-27-110. Clinical practice of students.</p> <p>A. In accordance with § 54.1-3001 of the Code of Virginia, a nursing student, while enrolled in an approved nursing program, may perform tasks that would constitute the practice of nursing. The student shall be responsible and accountable for the safe performance of those direct client care tasks to which he has been assigned.</p> <p>B. Faculty shall be responsible for ensuring that students perform only skills or services in direct client care for which they have received instruction and have been found proficient by the instructor. Skills checklists shall be maintained for each student.</p> <p>C. Faculty members or preceptors providing onsite supervision in the clinical care of clients shall be responsible and accountable for the assignment of clients and tasks based on their assessment and evaluation of the student's clinical knowledge and skills. Supervisors shall also monitor clinical performance and intervene if necessary for the safety and protection of the clients.</p> <p>D. Clinical preceptors may be used to augment the faculty and enhance the clinical learning experience. Faculty shall be responsible for the designation of a preceptor for each student and shall communicate such assignment with the preceptor. A preceptor may not further delegate the duties of the preceptorship.</p> <p>E. Preceptors shall provide to the nursing education program evidence of competence to supervise student clinical experience for quality and safety in each specialty area where they supervise students. The clinical preceptor shall be licensed as a nurse at or above the level for which the student is preparing.</p> <p>F. Supervision of students.</p> <p>1. When faculty are supervising direct client care by students, the ratio of students to faculty shall not exceed 10 students to one faculty member. The faculty member shall be on site in the clinical setting solely to supervise students.</p> <p>2. When preceptors are utilized for specified learning experiences in clinical settings, the faculty member may supervise up to 15 students. In utilizing preceptors to supervise students in the clinical setting, the ratio shall not exceed two students to one preceptor at any given time. During the period in which students are in the clinical setting with a preceptor, the faculty member shall be available for communication and consultation with the preceptor.</p>	

Nursing

G. Prior to beginning any preceptorship, the following shall be required:

1. Written objectives, methodology, and evaluation procedures for a specified period of time to include the dates of each experience;
2. An orientation program for faculty, preceptors, and students;
3. A skills checklist detailing the performance of skills for which the student has had faculty-supervised clinical and didactic preparation; and
4. The overall coordination by faculty who assume ultimate responsibility for implementation, periodic monitoring, and evaluation.

Any observational experiences shall be planned in cooperation with the agency involved to meet stated course objectives. Observational experiences shall not be accepted toward the 400 or 500 minimum clinical hours required. Observational objectives shall be available to students, the clinical unit, and the board.

H. Simulation for direct client clinical hours.

1. No more than 25% of direct client contact hours may be simulation. For pre licensure registered nursing programs, the total of simulated client care hours cannot exceed 125 hours (25% of the required 500 hours). For pre licensure practical nursing programs, the total of simulated client care hours cannot exceed 100 hours (25% of the required 400 hours).
2. No more than 50% of the total clinical hours for any course may be used as simulation.
3. Skills acquisition and task training alone, as in the traditional use of a skills laboratory, do not qualify as simulated client care and therefore do not meet the requirements for direct client care hours.
4. Clinical simulation must be led by faculty who meet the qualifications specified in 18VAC90-27-60.
5. Documentation of the following shall be available for all simulated experiences:

Course description and objectives;
Type of simulation and location of simulated experience;
Number of simulated hours;
Faculty qualifications; and
Methods of debriefing.

Pharmacy	
Rules and Regulations	The Virginia Board of Pharmacy guidance documents can be found online (https://www.dhp.virginia.gov/pharmacy/pharmacy_guidelines.htm).
Duration	Pharmacy Technician I: 18 weeks/140 hours Pharm Tech II: 36 weeks/280 hours
Teacher Qualifications	The teacher must be a licensed pharmacy technician with the Virginia Board of Pharmacy with two or more years of experience.
Student Eligibility	Students must be in the 11th or 12th grade before taking part in this clinical experience.
Objectives	Through the clinical experience, students will <ul style="list-style-type: none"> • assist patients dropping off prescriptions • assist patients picking up prescriptions, although students are not allowed to use the register • enter prescriptions into the computer while being supervised • enter patients' insurance information into the computer • answer incoming phone calls and route them to the pharmacist when necessary • sign a pharmacy visitor agreement, as required by the pharmacy • return outdated or damaged drugs under supervision • restock pharmacy shelves • check daily medication replenishments under supervision • order medications from supplier daily under supervision.

Radiology	
Rules and Regulations	None for secondary education programs
Duration	36 weeks
Teacher Qualifications	The teacher must be a licensed radiology technologist with two or more years of experience.
Student Eligibility	Students must be in the 11th or 12th grade before taking part in this clinical experience.
Objectives	Through the clinical experience, students will <ul style="list-style-type: none"> • identify the different types of diagnostic procedures performed, including radiographic studies, X-rays (with and without contrast media), magnetic resonance imaging (MRI), computed tomography (CT) scan, ultrasonography, endoscopy, and nuclear imaging • identify safety measures used in each procedure • identify the purpose of each procedure observed

Radiology	
	<ul style="list-style-type: none"> • discuss the preparation needed for each procedure • visualize structures and organs during the study • employ safety measures against radiation exposure • identify post-procedure monitoring and instructions.

Respiratory Therapy	
Rules and Regulations	There are no regulations for secondary education programs.
Duration	36 weeks/280 hours
Teacher Qualifications	The teacher must be a licensed respiratory therapist with the Virginia Board of Medicine with two or more years of experience.
Student Eligibility	Students must be in the 11th or 12th grade before taking part in this clinical experience.
Objectives	<p>Through the clinical experience, the student will</p> <ul style="list-style-type: none"> • identify the types of respiratory treatments used, cardiopulmonary tests observed, any medications administered, and purpose of treatments, side effects, and nursing implications • demonstrate safety precautions in oxygen therapy • add a bottle of distilled water for humidification, with direct supervision • set the oxygen flow meter at appropriate level, with direct supervision • demonstrate insertion and removal of the oxygen flow meter into the wall, with direct supervision • auscultate lung sounds with the therapist prior to and after respiratory treatments • compare what he/she hears with the findings of the respiratory therapist • note the protocol for arterial blood gas assessment • assist with trachea and endotracheal tube suctioning by oxygenating patient with a bag valve mask (BVM) • follow guidelines from the Centers for Disease Control and Prevention (CDC) during the suctioning procedure.

Surgical Services	
Rules and Regulations	Regulations Governing the Registration of Surgical Assistants and Surgical Technologists - 11-14-2018 http://www.dhp.virginia.gov/medicine/leg/surgical_11142018.doc

Surgical Services	
Duration	36 weeks/420 hours
Teacher Qualifications	The teacher must have a Virginia Board of Medicine license and a surgical technologist credential certification and have two or more years of experience.
Student Eligibility	Students must be in the 12th grade.
Objectives	<p>After the clinical experience, the student will</p> <ul style="list-style-type: none"> • understand the necessary components of a complete preoperative (pre-op) assessment • understand rationales and skills behind obtaining informed consent • identify the patient criteria/rationale for inpatient vs. outpatient surgery • understand the teaching process used for adult clients and participate in patient teaching sessions when appropriate • understand rationales and assessment criteria used during moderate sedation • understand the principles of creating and maintaining a sterile field • identify various treatment modalities used in the surgical setting • understand the role of the nurse anesthetist, surgical technician, scrub nurse, and circulating nurse • identify assessment criteria utilized in a post-anesthesia care unit (PACU) setting and the rationales behind them • identify appropriate criteria patients must meet to be transferred from PACU to the nursing floor or discharged home.

Forms:

- Clinical Experience Participation Form for Employers
- Clinical Experience Application Form for Students
- Parental Consent Form
- Non-Employee Personnel Health Clearance Form
- Clinical Experience Time Log Sheet
- Clinical Experience Evaluation for Employers
- Clinical Affiliation Agreement (sample)

Note that forms required by the Virginia Board of Nursing pertaining to Practical Nursing and Nurse Aide can be found online

[\(https://www.dhp.virginia.gov/Boards/Nursing/AbouttheBoard/EstablishingMaintainingEducationPrograms/\)](https://www.dhp.virginia.gov/Boards/Nursing/AbouttheBoard/EstablishingMaintainingEducationPrograms/).

Clinical Experience Participation Form for Employers

PART ONE	
Students must be supervised at all times. Supervisors will be responsible for student assignments, including monthly job shadowing.	
Department:	Location:
Primary Supervisor:	Contact information:
Secondary Supervisor:	Contact information:
Number of students requested for area:	Location:
If requesting students for several areas within your department, please designate a lead for each area and include information for all supervisors, department areas, locations, extensions, and business hours.	
PART TWO (Department-specific)	
Please attach a departmental student job description for each position requested. The Director of Recruitment and Workforce Planning and Program Coordinator will review all job descriptions.	
Department:	Department System:
If requesting students for several areas within your department, please designate a lead for each area and include information for all supervisors, department areas, locations, extensions, and business hours.	
What skills (e.g., word processing or spreadsheet skills, working with patients, customer service) will the student need as part of the assignment and/or the situations they will be exposed to?	

Clinical Experience Application Form for Students

Note: In order for your application to be processed, you must include your 10- or 20-week report card and two letters of recommendation from an academic teacher.

Applicant Information		
Student Name	Date	
Street Address		
City, State, Zip		
Home Phone	Cell Phone	
Date of Birth	Social Security No.	11th 12th
Counselor's Name	Email Address	
Semester School Schedule		
Course	Teacher	Room Number
Period 1		
Period 2		
Period 3		
Period 4		
Period 5		
Period 6		
Please list the different health or medical careers in which you are interested.		

Explain why and how participating in the WBL experience will benefit you.

Do you have relatives or friends that work in the healthcare profession or at [Name of Healthcare Facility]?

List any volunteer or part-time work experience that you have had or currently have.

Please select all computer programs you are comfortable using:

- Word
- Excel
- PowerPoint
- Other (Please specify: _____)

Have you taken computer classes in school? Which ones?

What is your typing speed?

Please name other related skills you have.

In addition to English, in which language/s are you fluent?

I have read the requirements and understand that the health careers program is a partnership between (health care facility) and (high school) and that the program takes the place of (class period).

Student Signature:	Date:
Parent/Guardian Signature:	Date:
Parent/Guardian Name:	Parent/Guardian Phone Number:

Parental Consent Form

Enrollment consent: I consent to the enrollment of my child during his/her (period of school day) at (Name of High School) in the (Name of Program).

Student Information	
Last Name:	First Name:
Home Phone:	
Address:	
Field Trips/Tours	Photo Release Authorization
Permission is granted for my son/daughter to participate in tours while participating in the (Name of Program). __Yes__No	Permission is granted to photograph my son/daughter for promotional and educational purposes. __Yes__No
Initials	Initials
Parent/Guardian Address	Parent/Guardian Workplace
Name:	Name:
Street Address:	Street Address/Department:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
Other Emergency Contact Person:	The student may be released to
Name/Relationship:	Name:
Street Address:	Street Address:
City, State, Zip:	City, State, Zip:
Phone:	Phone:
Signature:	Date:

Non-Employee Personnel Health Clearance

Name:	
Address:	
Date of Birth:	Home Phone:
Student ID Number:	Department:
Supervisor/Contact:	Location:

HEALTH REQUIREMENTS

IMPORTANT: Please provide written documentation for each requirement listed below.

TUBERCULIN SKIN TEST (TST – PPD)

Candidates over the age of 21 with a history of **negative** tuberculin skin tests will need to provide documentation of two (2) negative TSTs within the previous twelve (12) months. Candidates age 18 and under will need to provide documentation of one (1) negative TST within the previous twelve (12) months. Candidates with a history of **positive** tuberculin skin tests will need to provide a radiology report of a negative chest X-ray taken within the previous twelve (12) months.

PROOF OF IMMUNITY TO MEASLES, MUMPS, AND RUBELLA (MMR)

Candidates will need to provide documentation of receiving two (2) doses of MMR vaccine OR laboratory evidence of immunity (blood test/titre).

CHICKEN POX

Candidates will need to provide documentation of receiving two (2) doses of varicella vaccine OR documentation of laboratory evidence of immunity (blood test/titre).

HEPATITIS B (Only for those candidates who will provide direct patient care)

Candidates will need to provide documentation of receiving three doses of the Hepatitis B vaccine OR laboratory evidence of immunity (blood test/titre).

Tdap VACCINE & SEASONAL FLU SHOT

Candidates will need to provide documentation of receiving one (1) dose of the Tdap (Tetanus, Diphtheria, and Pertussis) vaccine as well as documentation of receiving a seasonal influenza

I certify that the above information is true and complete to the best of my knowledge.

Signature:	Date:
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Clinical Experience Time Log Sheet

Student Name: _____
 Number of Clinical Hours needed: _____

Clinical Day	Date	Clinical Area (e.g., ICU, Rehab)	Hours on Duty/shift	Preceptor Comments w/initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				

Total hours completed: _____

Preceptor Name(s): _____

Clinical Site(s): 1) _____
 2) _____

Clinical Experience Evaluation for Employers

Student Name:	Evaluator Name:
This form should be returned to the WBL Coordinator on or before	

Please rate the student in each of the following areas		
Accuracy of Work <input type="checkbox"/> Careless, makes many errors <input type="checkbox"/> Work must frequently be redone <input type="checkbox"/> Work is usually passable <input type="checkbox"/> Careful, makes few errors <input type="checkbox"/> Consistently accurate	Care of Working Area <input type="checkbox"/> Always untidy <input type="checkbox"/> Not very clean and tidy <input type="checkbox"/> Reasonably clean and orderly <input type="checkbox"/> Very clean and tidy <input type="checkbox"/> Exceptionally clean and orderly	Use of Equipment/Maintenance <input type="checkbox"/> Rough and wasteful <input type="checkbox"/> Sometimes careless <input type="checkbox"/> Exercises adequate care <input type="checkbox"/> Careful and economical <input type="checkbox"/> Very careful and economical
Speed in Performing Duties <input type="checkbox"/> Very slow <input type="checkbox"/> Slow <input type="checkbox"/> Adequate <input type="checkbox"/> Fast <input type="checkbox"/> Exceptionally fast	Attendance <input type="checkbox"/> Infrequent and sporadic <input type="checkbox"/> Absent often <input type="checkbox"/> Absent occasionally <input type="checkbox"/> Seldom absent <input type="checkbox"/> Never absent	Use of Working Time <input type="checkbox"/> Very wasteful <input type="checkbox"/> Wastes time occasionally <input type="checkbox"/> Usually keeps busy <input type="checkbox"/> Always busy <input type="checkbox"/> Busy and productive
Job Learning Application <input type="checkbox"/> Little or no learning <input type="checkbox"/> Learns with difficulty <input type="checkbox"/> Adequate <input type="checkbox"/> Learns with ease <input type="checkbox"/> Exceptional ability	Reliability <input type="checkbox"/> Unreliable <input type="checkbox"/> Somewhat dependable <input type="checkbox"/> Dependable and conscientious <input type="checkbox"/> Exceptionally dependable and conscientious	Initiative <input type="checkbox"/> Doesn't exhibit any <input type="checkbox"/> Waits for others to get started <input type="checkbox"/> Sometimes initiates <input type="checkbox"/> Needs little direction <input type="checkbox"/> Self-motivated or creative
Attitude Toward Superiors <input type="checkbox"/> Disrespectful or resentful <input type="checkbox"/> Poor or no interaction <input type="checkbox"/> Cooperates when asked <input type="checkbox"/> Cooperates willingly <input type="checkbox"/> Very respectful or helpful	Punctuality <input type="checkbox"/> Frequently late <input type="checkbox"/> Often late <input type="checkbox"/> Late occasionally <input type="checkbox"/> Seldom late <input type="checkbox"/> Never late	Attitude Toward Job and Training <input type="checkbox"/> Disinterested in job and training <input type="checkbox"/> Accepts training with reservations <input type="checkbox"/> Shows varied degree of motivation <input type="checkbox"/> Interested and well-motivated <input type="checkbox"/> Exceptionally interested and motivated
Attitude Toward Coworkers <input type="checkbox"/> Does not get along <input type="checkbox"/> Poor or no interaction <input type="checkbox"/> Gets along satisfactorily <input type="checkbox"/> Works well with others <input type="checkbox"/> Excellent relationships	Safety <input type="checkbox"/> Ignores safety rules <input type="checkbox"/> Often careless <input type="checkbox"/> Takes average precautions <input type="checkbox"/> Safety conscious <input type="checkbox"/> Very safety conscious	Personal Appearance <input type="checkbox"/> Improperly dressed for the job <input type="checkbox"/> Often untidy <input type="checkbox"/> Acceptable dress and grooming <input type="checkbox"/> Neat, well-groomed, and in good taste <input type="checkbox"/> Exceptionally well-groomed and in good taste
Overall assessment/additional comments:		

CLINICAL AFFILIATION AGREEMENT

(SAMPLE)

This document is a sample of information to consider when drafting your clinical contracts. Realize there may be variations in items such as whether students are responsible for criminal background checks, drug screens, immunizations or lab fees.

THIS AGREEMENT, _____ by and between _____, benefit of, hereinafter referred to as “**INSTITUTION**”, and (**AFFILIATE**), hereinafter referred to as “**AFFILIATE**”.

WITNESSETH:

WHEREAS, it is to the mutual benefit of the parties to provide clinical experience for students enrolled in certain programs of the Institution, the parties have agreed to the terms and provisions set forth below:

- I. **Purpose:** The purpose of this Agreement shall be to provide clinical experience to students enrolled in the _____ program of the Institution.
 - A. Consideration for this Agreement shall consist of the mutual promises contained herein, the parties agreeing that monetary compensation shall neither be expected nor received by either party.
 - B. The clinical experience shall be provided at the Affiliate’s facility located at **(Show complete address and zip code)** hereinafter referred to as “**FACILITY**”.
 - C. The specific services to be provided students is described as follows:
(Detailed description of specific services, including, but not limited to, activities to be required of students and special services/physical facilities available to students.)
- II. **Terms and Conditions:** Pursuant to the above-stated purpose, the parties agree as follows:
 - A. **Term:**
 1. The term and effective date of this Agreement shall be from _____ to _____ with an option to renew on a year-to-year basis, but not to exceed an aggregate total of sixty (60) months.
 2. Renewals of this Agreement may become effective with agreement of both parties provided no substantial changes are made to the original agreement.
 3. Either party may terminate this Agreement upon giving _____ day’s written notice to the other party. Such termination shall have no effect on students currently receiving clinical experience.

B. Placement of Students: The Institution will place an appropriate number of students at the Facility each academic term. The Institution shall notify the Affiliate at least _____ days prior to the beginning of each academic term of the number of students it desires to place at the Facility for such term.

C. Discipline: While enrolled in clinical experience at the Facility, students (and faculty, if applicable) will be subject to applicable policies of the Institution and the Affiliate. Each party will be responsible for enforcing all applicable policies including that of the other party. Students shall be dismissed from participation in the clinical experience only after the appropriate disciplinary policies and procedures of the Institution have been followed; however, the Affiliate may immediately remove from the premises any student who poses an immediate threat or danger.

D. Institution Specific Responsibilities: The following duties shall be the specific responsibilities of the Institution:

1. Selection of students to be placed at the Facility.
2. Provide orientation to the Facility for students beginning clinical experience.
3. Scheduling training activities for students.
4. Supervising students at all times while present at this Facility for clinical experience.
5. Evaluate the performance of individual students as appropriate.
6. Provide health records of students (and faculty, if applicable) upon request by the Affiliate.
7. Establish a procedure for notifying the Affiliate if a student (or faculty, if applicable) is/are unable for any reason to report for clinical training.
8. Require written evidence of professional liability insurance coverage from individual students (and faculty, if applicable) participating in the clinical experience. The minimum amount of coverage per individual shall be _____. The coverage shall extend through the term of the student's participation.

E. Affiliate Specific Responsibilities: The following duties shall be the specific responsibilities of the Affiliate:

1. Retain complete responsibility for patient care providing adequate supervision of students (and faculty, if applicable) at all times.
2. Maintain a sufficient level of staff employees to carry out regular duties. Students will not be expected nor allowed to perform services in lieu of staff employees.

3. Provide emergency medical treatment to students (and faculty, if applicable) if needed for illness or injuries suffered during clinical experience. Such treatment shall be at the expense of the individual treated.
4. Maintain all applicable accreditation requirements and certify such compliance to the Institution or other entity as requested by the Institution. The Affiliate shall also permit authorities responsible for accreditation of the Institution's curriculum to inspect the Affiliate's clinical facilities and services as necessary.

F. Mutual Responsibilities: The parties shall cooperate to fulfill the following mutual responsibilities:

1. Each party shall comply with all Federal, State, and Municipal laws, advice, rules and regulations, which are applicable to the performance of this Agreement.
2. Students shall be treated as trainees who have no expectation of receiving compensation or future employment from the Affiliate or the Institution.
3. Any courtesy appointments to faculty or staff by either the Institution or the Affiliate shall be without entitlement of the individual to compensation or benefits from the appointing party.
4. The parties agree to comply with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students, because of race, religion, creed, color, sex, age, disability, Veteran status, or national origin.
5. The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during the employment without regard to their race, religion, creed, color, sex, disability, Veteran status, or national origin. Such action shall include, but not be limited by the following: Employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.
6. The confidentiality of patient records and student records shall be maintained at all times.
7. **Background Checks (Optional):** If criminal background checks of students are required by the Affiliate, the Institution shall notify students of this requirement prior to enrollment in the program or as soon as the

requirement is known. Students will be informed by the Institution that the check must be completed within the 90-day period immediately prior to the student's initial clinical placement. It shall be the student's responsibility to make timely arrangements for the background check and to pay all costs associated with such checks.

If criminal background checks are required for Institutional faculty or staff, it shall be the Institution's responsibility to arrange for the background check, to pay all costs associated with such checks and to provide the results to the Affiliate.

It shall be the responsibility of Affiliate to set the eligibility standards for participation and to evaluate the results of the background checks. If Affiliate determines that a student or faculty/staff member shall not participate at its facility, Affiliate shall so notify that individual and the Institution. Institution shall take steps to ensure that this individual does not participate in the clinical program at the Affiliate.

If an Institutional faculty/staff member is also an employee of Affiliate or is an employee at another hospital, health care facility or health care organization, Affiliate will allow the faculty/staff member to provide on-site supervision and instruction for its clinical program without the necessity of undergoing an additional background check.

Recognizing that students enrolled in the program at Institution will potentially participate in multiple clinical placements at multiple facilities, Affiliate agrees to accept the results of the background check done prior to the student's initial clinical placement if the student maintains continuous enrollment in the health care program and if the results of the background check are archived by the background check agency.

Institution shall inform students or faculty/staff members excluded from clinical placement on the basis of a criminal background check of any review or appeal process available pursuant to the Fair Credit Reporting Act or any other law or policy, if any.

G. Miscellaneous Terms: The following terms shall apply in the interpretation and performance of this Agreement:

1. Neither party shall require indemnification by the other. Each shall be responsible for personal injury or property damage or loss except that resulting from its own negligence or the negligence of its employees or others for whom the party is legally responsible.

2. The delay or failure of performance by either party shall not constitute default under the terms of this Agreement, nor shall it give rise to any claims against either party for damages. The sole remedy for breach of this Agreement shall be immediate termination.
3. This Agreement shall in no way be interpreted as creating an agency or employment relationship between the parties.
4. HIPAA Requirements: To the extent required by federal law, the parties agree to comply with the Health Insurance Portability and Accountability Act of 1996, as codified at 42 U.S.C. Section 1320d ("HIPAA") and any current and future regulations promulgated thereunder, including with limitation, the federal privacy regulations, the federal security standards, and the federal standards for electronic transactions, all collectively referred to herein as "HIPAA Requirements". The parties agree not to use or further disclose any Protected Health Information or Identifiable Health Information, other than as permitted by HIPAA Requirements and the terms of this Agreement.
5. Each party will make its internal practices, books, and records relating to the use and disclosure of Protected Health Information available to the Secretary of Health and Human Services to the extent required for determining compliance with the Federal Privacy Regulations.
6. _____ is the Coordinator for the Institution and can be reached at tel: _____, fax: _____ or email: _____.
7. _____ is the Coordinator for the Affiliate and can be reached at tel: _____, fax: _____ or email: _____.
8. This Agreement is not effective until approved by the President.

IN WITNESS WHEREOF, the parties have by their duly authorized representatives set forth their signature:

(TYPE AFFILIATE / AGENCY NAME HERE)

By: _____ Title _____ Date _____
 (Print name here)

By Designee:
 _____ Title _____ Date _____

Cooperative Education

Cooperative Education

Cooperative education is a WBL experience that connects CTE classroom instruction with paid workplace experience directly related to the student’s interests, abilities, and goals. Cooperative education combines a rigorous and relevant curriculum with an occupational specialty. Students participating in cooperative education are guided by a formal, written training plan that defines specific academic and workplace skills to be mastered.

Cooperative Education at a Glance

Suggested Grade Levels	11-12
Duration	Students should work an average of 70 hours per quarter to achieve a minimum of 280 hours for the school year.
Pay	Yes
Credit	Students may earn one (1) credit toward graduation for cooperative education experiences of at least a 280-hour duration and by working continuously throughout the school year.
Related Classroom Instruction	Yes
Regulations	<p>Cooperative education experiences must be conducted in compliance with federal and state labor laws. (See U.S. Department of Labor, Employment Standards Administration, Wage and Hour Division [www.dol.gov/whd/] and the Virginia Department of Labor and Industry, Labor and Employment Law [www.doli.virginia.gov/].)</p> <p>In addition, the following sections of the Virginia Administrative Code provide important information:</p> <ul style="list-style-type: none"> • 8VAC20-120-20 Definitions_ https://law.lis.virginia.gov/admincode/title8/agency20/chapter120/section20/ • 8VAC20-120-140 Cooperative Education_ https://law.lis.virginia.gov/admincode/title8/agency20/chapter120/section140/ • 8VAC20-120-150, 4a Maximum Class Size_ https://law.lis.virginia.gov/admincode/title8/agency20/chapter120/section150/
Teacher-WBL Coordinator Qualifications	<p>The teacher-WBL coordinator must have</p> <ul style="list-style-type: none"> • a collegiate professional or technical/professional license • experience in the occupation • a record of successful teaching in the appropriate discipline • knowledge of planning, implementing, and evaluating career-preparation WBL methods of instruction.

	Please note: Cooperative education experiences in occupations related to certain CTE program areas may have specific endorsement requirements. Please contact the appropriate CTE program specialist for details.
Student Eligibility	<p>The student must</p> <ul style="list-style-type: none"> • be enrolled or planning to enroll in a CTE program • have a career objective in the career field • have a satisfactory scholastic record • possess acceptable workplace readiness skills • have a satisfactory attendance record • be at least 16 years old, unless an employment certificate is secured.

How to Implement a Cooperative Education Program

At the division level, a general advisory committee composed of business/industry representatives, local workforce development leaders, and labor representatives are stakeholders in any successful cooperative education program. Division and CTE leaders must cultivate community relationships to build such an advisory committee.

Selection of the teacher-WBL coordinator is vitally important. The individual selected must be well qualified to assume the job and must clearly understand the required roles and responsibilities. He or she must be able to work collaboratively, motivate others, and develop training relationships with business and industry representatives. The teacher-WBL coordinator should

- develop instructional materials, make community contacts, and visit students in the workplace
- collaborate with school counselors to ensure a clear understanding of CTE offerings based on career clusters and pathways
- understand state and federal (e.g., Occupational Safety and Health Administration [OSHA]) regulations
- develop a variety of WBL experiences for prospective students
- be provided with sufficient time during the school day for program planning.
(Instructional time for teacher-WBL coordinators within a 4x4 block schedule must be equated to the teaching load set forth in the *Regulations Establishing Standards for Accrediting Public Schools in Virginia*. Assignments should not interfere with the released period(s) for coordination. See 8VAC-20-120-150, 4b <https://law.lis.virginia.gov/admincode/title8/agency20/chapter120/section150/>.)

Teachers-WBL coordinators should have a goal of one coordination visit to the workplace per month, with a minimum of one visit per grading period. The visits should include conferences involving the student, teacher-WBL coordinator, and employer to discuss the training plan and evaluate student performance and progress.

Responsibilities

The teacher-WBL coordinator has responsibilities in the following areas:

Classroom Instruction

- Organizing the classroom or laboratory for instruction
- Explaining course goals and purposes to students
- Using CTE course competencies and frameworks as a basis for planning instruction
- Planning relevant instructional strategies for individual training needs
- Evaluating classroom instruction and workplace training for ways to make them relate
- Selecting or developing appropriate materials for related instruction
- Providing the opportunity for students to participate in an appropriate CTSO
- Creating a library of technical information

Counseling

- Collaborating with school counselors to ensure a clear understanding of CTE offerings based on career clusters and pathways
- Understanding state and federal regulations
- Developing a variety of experiences for prospective students
- Assisting students in making course selections related to career goals
- Assisting students in determining appropriate WBL placement
- Counseling students regarding job placement and interview techniques
- Holding regular conferences concerning student progress in classes and in the workplace
- Arranging for student placement adjustments
- Administering career assessments

Coordination

- Visiting employers to select appropriate job placement
- Providing orientation for new employers
- Preparing training agreements
- Customizing training plans for each job placement
- Observing students at the workplace
- Conferring with employers concerning student performance and progress
- Complying with local, state, and federal laws relating to CTE, employment of minors, and safety
- Conducting conferences with students, employers, and parents/guardians
- Resolving problems that arise between students and employers
- Ensuring that employers provide consistent, effective guidance and supervision in accordance with step-by-step training plans
- Placing students in experiences directly related to a career pathway of interest
- Completing the training agreement and training plan with the student and the employer
- Documenting coordination visits and conferences
- Maintaining coordination records and student files

- Considering the hazards to which students are exposed and following all relevant laws and regulations for the protection of students

Coordination Time and Travel

The coordination period for the teacher-WBL coordinator is based on a traditional, single-period class period where the teacher-WBL coordinator is granted 45 minutes per day for each 1-20 students participating in WBL (45 minutes = 225 minutes per week per 1-20 students). For example, when a school operates on a block schedule, the teacher-WBL coordinator must have a minimum of 45 minutes for every 1-20 students per day. Alternate-day block schedules may allow for daily 45-minute coordination class periods per 1-20 students or alternate-day full 90-minute class periods per 1-20 students. Where more than one coordination period is required due to the number of students enrolled, the periods should be scheduled consecutively to allow for travel time to and from student workplaces.

Cooperative education supervision must be continuous throughout the school year even if the classroom instruction is a block class in a single semester. The students must be placed by the teacher-WBL coordinator in jobs related to their career goals and must be supervised and visited at the workplace by the teacher-WBL coordinator throughout the placement.

Adequate coordination time must be provided for teacher-WBL coordinators to recruit and secure participating employers; supervise the workplace-experience component; and plan, organize, and complete all WBL activities. It is recommended that coordination time be allotted during the last period(s) of the school day.

Extended Contracts

It is desirable for teacher-WBL coordinators to be given extended contracts to enhance effective coordination of cooperative education programs. An extended contract provides for employment for a period (at least 20 additional days is desirable) beyond the regular contractual period.

Training Agreement

A training agreement shall be developed and followed for each student. It is a written statement of commitment to a WBL experience made by the student, parent/guardian, teacher-WBL coordinator, school administrator, and employer. It is a required formal document that contains mutually agreed-upon expectations for all parties involved that spells out each party's role as well as other considerations, such as employment terms, schedule, duration of work, compensation, and termination. It is the most important tool providing protection to the teacher-WBL coordinator and school officials against accusations of negligence and liability claims. It establishes a basis of understanding as to what is expected from everyone involved. It is important that each student placed in a WBL workplace have on file a completed training agreement.

If the teacher-WBL coordinator supervises cooperative education students from other classes within a CTE program area, the students' classroom teacher(s) should also be involved in and sign the training agreement. All signatories should retain a copy of the agreement.

Obtaining the employer's signature provides an excellent opportunity for a visit to the employer to build relationships. The best practice is for the teacher-WBL coordinator to have these documents signed in his/her presence.

A state-mandated training agreement template should be used for the cooperative education experience.

Training Plan

Cooperative education experiences follow training plans (see 8VAC20-120-140, 1). A training plan is a formal document identifying the classroom instruction and workplace training that will contribute to the employability and ongoing development of a student (see 8VAC20-120-20). The teacher-WBL coordinator, employer, and student must jointly prepare the training plan. The plan, which provides documentation for evaluation, should include development of the technical skills required by the occupation as well as enhancement of workplace readiness skills.

The training plan should contain items in three categories:

1. Workplace readiness skills
2. Specific duties and tasks performed on the job
3. Related classroom instruction (by including this component, the student is applying all competencies learned in the classroom to his/her WBL experience).

Forms may be modified as appropriate for each WBL experience or by each program area or school division, but they must include the Virginia Department of Labor and Industry (VDOLI) requirements found on the VDOE state-mandated training plan template.

Student Placement Criteria

The cooperative education student placement should adhere to the following criteria:

1. The student is at least 16 years of age, unless an employment certificate is secured.
2. The job placement is directly correlated to a course in a pathway in which the student is concurrently enrolled.
3. The student has a detailed training plan based on tasks that relate to classroom instruction.
4. The student has a training agreement which has been completed and signed by the student trainee, employer, parent/guardian, teacher-WBL coordinator, and school administrator.
5. The student receives compensation in compliance with state and federal labor laws.
6. The student has a mentor assigned by the employer and is evaluated, with the school providing any necessary remediation.

The teacher-WBL coordinator should meet regularly with instructors who teach courses related to the student's job placement to discuss and gather input regarding

- workplaces
- student placements
- training plan criteria that reinforce course standards
- student job-performance evaluations.

Student Supervision

Adherence to the guidelines regarding student supervision outlined below ensures the integrity of the cooperative education experience:

- Students must be currently enrolled in state-approved courses within CTE program areas.
- Teacher-WBL coordinators must meet with the students' CTE classroom teachers before each workplace visit and, if there is a need, after each visit.
- Meetings between teachers-WBL coordinators and the students' CTE classroom teachers must be documented on the training plans.

- CTE classroom teachers' involvement in the development of the training agreements and training plans must be certified by signatures on both documents.
- Training agreement and training plan forms must be modified to account for the meetings with and involvement of other program classroom teachers, if applicable.

Class Size and Facilities

Career and technical education courses using cooperative education shall be limited to an average of 20 students per instructor per class period (with no class being more than 24) where the cooperative method is required (see 8VAC20-120-150, 4.b). For courses in which the cooperative method is optional, class size shall not exceed the number of individual workstations or an average of 20 students per instructor per class period (with no class being more than 24) if all students participate in cooperative education. Schools should allocate sufficient and appropriate classroom and office space, equipment, and materials for teaching the occupational skills.

Required Hours

Credit for cooperative education experiences during a 36-week school year should be based upon the student's successful completion of the course and continuous, satisfactory employment throughout the school year. Students should achieve a minimum of 280 hours for the school year (70 hours per quarter). Many students will exceed 280 hours.

Student Schedules

Cooperative education experiences must be continuous throughout the school year even if the classroom instruction is a class in a single semester. The students must be placed by the teacher-WBL coordinator in jobs related to their career goals and must be supervised and visited at the workplace by the teacher-WBL coordinator throughout the year. Students must adhere to the regulations and guidelines.

School Records

Participating schools must maintain the following records for each cooperative education student:

- Training agreement
- Training plan
- Course competency record
- Local wage and hour information
- Documentation of all out-of-school coordination activities, including dates of workplace visits

The retention and disposition schedule for cooperative education records is as follows:

- Enrollment—retain one year, then destroy.
- Evaluation—retain three years, then destroy.
- Program—review annually; destroy records that have no administrative value.
- Work experience forms (including training agreements, training plans, course competency records, local wage and hour information, and documentation of workplace visits)—retain five years after student graduates, then destroy.
- Record of employment—retain five years after completion of experience, then destroy. Employment evaluations—retain five years from year in which evaluation is completed, then destroy

Roles and Timeline for Cooperative Education Implementation

Teacher-WBL Coordinator	Student	Employer
Before the Cooperative Education Experience		
<ul style="list-style-type: none"> ● Review career assessment results. ● Identify interested and qualified students. ● Cultivate community partnerships to help secure contacts for students. ● Use the workplace evaluation checklist to screen potential employers. ● Counsel students regarding job-placement and interview techniques. ● Orient students to expectations, including safety requirements (e.g., personal protective equipment). ● Confirm logistics, including transportation for students, parent/guardian permission, and emergency contact information. ● Encourage students to share information regarding supports and accommodations needed to be successful in the workplace so that the employer may be aware of student needs (e.g., health issues or dietary restrictions). ● Finalize each student training agreement and training plan with the student, parent/guardian, and employer. 	<ul style="list-style-type: none"> ● Research the industry and workplace prior to the experience. ● Identify job opportunities of interest. ● Submit required forms. ● Develop a résumé. ● Complete a job application and participate in a job interview. ● Conduct interview follow up (e.g., send a thank-you note, make a follow-up phone call to check status of application). ● Upon acceptance of a job offer, complete required federal and state tax forms. 	<ul style="list-style-type: none"> ● Communicate expectations and confirm logistics with the teacher-WBL coordinator. ● Work with the teacher-WBL coordinator and student on the training plan, citing specific goals and benchmarks. ● Interview and select student worker. ● Orient student to workplace and position.

Teacher-WBL Coordinator	Student	Employer
During the Cooperative Education Experience		
<ul style="list-style-type: none"> • Maintain wage and hour records. • Evaluate student progress. • Observe students at workplaces. • Conduct progress conferences. • Comply with applicable local, state, and federal laws. • Maintain communication with employer. 	<ul style="list-style-type: none"> • Participate in progress conferences. • Maintain expected hours of work and school attendance. • Reflect on the connection between what is learned at school and at the workplace. • Comply with all workplace rules and exercise workplace readiness skills. • Document WBL hours. 	<ul style="list-style-type: none"> • Participate in progress conferences. • Supervise and assist student in working toward learning objectives. • Document and assess student job performance. • Coordinate and communicate with the teacher-WBL coordinator. • Comply with applicable local, state, and federal laws.
After the Cooperative Education Experience		
<ul style="list-style-type: none"> • Evaluate student performance. • Collect documentation and submit reports as required. 	<ul style="list-style-type: none"> • Complete feedback and reflection assignments. • Update résumé based on new skills and experiences gained. 	<ul style="list-style-type: none"> • Complete feedback and evaluation forms.

Forms:

- Cooperative Education Employer Participation Form
- Cooperative Education Training Plan (required)
- Cooperative Education Training Agreement (required)
- Cooperative Education Feedback and Reflection for Students

Cooperative Education Employer Participation Form

Cooperative education connects classroom instruction with paid workplace experience directly related to the student's interests, abilities, and goals. Students may earn one credit toward graduation for cooperative education experiences of at least a 280-hour duration.

Teacher-WBL Coordinator:	Due Date:
Teacher-WBL Coordinator Email:	Teacher-WBL Coordinator Phone:

Once this form has been submitted, the teacher-WBL coordinator will confirm receipt, send you more information about cooperative education, student candidates, the required training plan and training agreement, and will work with you to plan an outstanding cooperative education experience.

Company/organization:	
Industry/business type:	
Address:	Number of positions available:
Location to which student(s) should report:	
Dress code (be specific):	
Department(s) where student(s) will be employed:	
Safety precautions, security procedures, or equipment required for employment:	
Main contact name:	
Phone:	Email:
Signature:	

For more information or questions, please contact the teacher-WBL coordinator listed above.

Cooperative Education Training Plan

Purpose

The purpose of the training plan is to assist the student in making a successful transition from student to employee. The training plan serves as a guide between the school and the employer to provide training for students that will enable them to meet an identified career objective. The training plan is not a contract and can be modified in accordance with the needs of the student and/or the employer.

Procedure

The teacher-Work-Based Learning (WBL) coordinator assumes primary responsibility for the development of an individualized training plan for the student. The teacher-WBL coordinator identifies learning experiences that must be provided for the student either in the classroom or on the job.

The employer (the student's immediate supervisor) is then asked to assist the teacher-WBL coordinator by

- identifying tasks for which training can be provided at the workplace using the training plan
- adding tasks to the training plan that are unique to the workplace
- supervising the student's training for specific job tasks
- assessing the student's strengths and weaknesses in completing tasks at the workplace.

The teacher-WBL coordinator visits the workplace periodically to discuss the student's progress. Advice from the employer is used to make modifications in the student's cooperative education experience and to determine specific classroom instruction that can be provided so the student becomes a productive, competent employee.

Orientation Checklist for Employers*

- 1. Introduce students to all persons with whom they will have contact.
- 2. Show students the locations of offices, equipment, and supplies they will use.
- 3. Explain the duties of the students' first assignments.
- 4. Inform students as to who will be responsible for their work assignments and supervision.
- 5. Inform co-workers of their relationship to students and solicit their cooperation.
- 6. Inform students of arrival time, quitting time, check-in procedures and check-out procedures.
- 7. Inform students of lunch times, office procedures, and regulations.
- 8. Inform students of facilities available, such as restrooms, lunchroom, telephone, coat rack, etc.
- 9. Inform students of time-recording procedures, pay schedule, payroll deductions, and computation of wages.
- 10. Inform students about dress code expectations.
- 11. Inform students about any information that is to be kept confidential.
- 12. Familiarize students with employee benefits.
- 13. Inform students of clauses in a union agreement, if any, that pertain to students in cooperative education programs.
- 14. Inform students of career opportunities with the employer.

**These activities may be covered in orientation materials provided by the employer.*

Student
Teacher-WBL Coordinator

SAMPLE TRAINING PLAN

Teacher-WBL Coordinator _____ School _____
Student _____ Job Title _____

Career Objective _____
Employer _____ Immediate Supervisor _____
Beginning Employment Date _____ Initial Rate of Pay _____

Rating Scale: 4--Task or general experience introduced (initial training period) 2--Performs task with minimal supervision
3--Performs task under supervision 1--Initiates task and performs with speed and accuracy
0--Not applicable

Job Tasks	On-the-Job Instruction	Related Classroom Instruction	*Meeting with Classroom Teacher (List Dates)	Evaluation Visits and Ratings						Comments
				Date / /	Date / /	Date / /	Date / /	Date / /	Date / /	

*In programs where cooperative education experiences are *optional*, teacher-WBL coordinators may supervise students from other classes within a program area where the number of students enrolled in cooperative education does not justify an additional teacher-WBL coordinator. In those instances, the teacher-WBL coordinator must meet with the students' classroom teacher before visiting students on the job.

**Cooperative Education
Training Plan Evaluation Summary Sheet**

=====

Visit #1

Date: _____

Additional Comments: _____

Employer Signature

Student Signature

=====

Visit #2

Date: _____

Additional Comments: _____

Employer Signature

Student Signature

=====

Visit #3

Date: _____

Additional Comments: _____

Employer Signature

Student Signature

=====

Visit #4

Date: _____

Additional Comments: _____

Employer Signature

Student Signature

**Cooperative Education
Training Plan Evaluation Summary Sheet**

=====

Visit #5

Date: _____

Additional Comments: _____

Employer Signature

Student Signature

=====

Visit #6

Date: _____

Additional Comments: _____

Employer Signature

Student Signature

=====

Visit #7

Date: _____

Additional Comments: _____

Employer Signature

Student Signature

=====

Visit #8

Date: _____

Additional Comments: _____

Employer Signature

Student Signature

Cooperative Education Training Agreement

Student Name	Program
School	School Division
Employer	Address
Job Title	Employer Supervisor
Age of Student	

***PURPOSE:** The purpose of this agreement is to provide a way of recording the terms of the student's employment and to outline the responsibilities of all parties involved with that employment to comply with federal and state labor law requirements.

STUDENT agrees to:

1. Attend school and work regularly. The student will notify the school and employer by a designated time regarding an absence. When a student is absent, he/she is *not* permitted to work that day unless advance permission has been given by the teacher-WBL coordinator.
2. Perform workplace responsibilities efficiently.
3. Show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
4. *Conform to the rules and regulations, including all safety requirements and acceptable use policies, of the workplace.**
5. Adhere to all screenings and background checks and obey laws.
6. Furnish the teacher-WBL coordinator with necessary information about the cooperative education program and to complete promptly all necessary reports.
7. Consult the teacher-WBL coordinator about any difficulties arising at the workplace or related to the cooperative education experience.
8. Participate in the career and technical student organization (CTSO) and other school activities required in connection with the cooperative education experience.

EMPLOYER agrees to:

1. Provide students the opportunity to work a minimum of 280 hours per experience. If school performance becomes unsatisfactory, a maximum level of hours will be established. (Employers are encouraged to allow students to leave work at a **reasonable** time on school nights.)
2. *Provide organized and progressive occupational experiences as outlined in the training plan and to expose students to as many aspects of the operation as possible.**
3. *Assist students in completing job-related projects and to provide available instructional materials and occupational guidance.**
4. *Adhere to federal and state regulations regarding labor laws, safety regulations, tax credits, and other applicable legislation.**
5. *Provide work experiences that shall be intermittent and for short periods of time and be under the direct supervision of a qualified and experienced person.**
6. *Ensure that work of the student learner in the occupations declared particularly hazardous shall be incidental to the training.**
7. *Correlate the safety instruction given by the school with the on-the-job training.*
8. *Adhere to nondiscrimination on the basis of race, color, national origin, sex, disability or age.*
9. Consult the teacher-WBL coordinator as soon as possible regarding work-related problems.
10. Employ students throughout the school year, provided their job and school performances remain satisfactory.

11. Deny students the privilege of working on days they are absent from school unless the teacher-WBL coordinator has given advance permission.
12. Provide time for consultation with the teacher-WBL coordinator to evaluate students' on-the-job performance.
13. Inform the WBL coordinator if a registered sex offender is employed or hired during the student's WBL experience. Recognize that a student cannot be in contact with a registered offender, and therefore this could impact the school's ability to continue partnership with the company through part of a school-based program.

PARENT/GUARDIAN agrees to:

1. Support the cooperative education experience and encourage competent participation of students.
2. *Assume responsibility for the safety of students from the time they leave school until they report to the job and from the time they leave the job until they arrive at home.**
3. Be responsible for transportation of the student to and from the workplace.
4. Cooperate with all rules and policies of the school and workplace.
5. Be aware that students are *not* allowed to report to the workplace on days they are absent from school unless they receive permission from the teacher-WBL coordinator.

TEACHER-WBL COORDINATOR agrees to:

1. *Provide related classroom instruction, including safety procedures.**
2. *Assume responsibility for initiating and developing individual training plans and ensuring that each plan is followed until it is mutually agreed to modify it.**
3. *Cooperate with employers in developing appropriate training activities related to students' career interests.**
4. *Make periodic visits to training stations to observe students, to consult with employers, and to assist students with any problems.**
5. Assist in evaluation of students.
6. Provide employers with current information concerning students' progress in school.
7. Document and address any workplace incidents or injuries via the student incident form.

Student _____
(Date)

Parent/Guardian _____
(Date)

Employer _____
(Date)

**Teacher-WBL
Coordinator** _____
(Date)

**School
Administrator** _____
(Date)

**These items meet the requirements of the Work-Training Student Learner Agreement, Virginia Department of Labor and Industry*

Cooperative Education Feedback and Reflection for Students

Student Name: _____
CTE Course Title: _____

Date Submitted: _____
Dates of Employment: _____

Rate the following from 1-5, with one indicating strong agreement and five indicating strong disagreement:	1	2	3	4	5
The cooperative education experience met my expectations.					
My supervisor provided valuable information and experiences.					
The cooperative education experience provided opportunities to engage in a range of job tasks.					
My supervisor was supportive and available to answer questions or concerns.					
I developed my communication, interpersonal, and professional skills.					
I identified or refined my career goals.					
I gained insight into the future stages of my career.					
I developed professional relationships and learned how to network.					
The job placement was appropriate to my career goals.					
I would recommend the experience to others.					

How did the experience help shape my future career plans?

What steps would I need to take to enter and develop in this career?

What insights did I gain from the experience about the workplace and the career?

What new questions about this workplace or career have emerged as a result of this experience?

Apprenticeship

Apprenticeship

Youth Registered Apprenticeship (YRA)

All Youth Registered Apprenticeships (YRAs) should be undertaken in consultation with VDOLI’s Division of Registered Apprenticeship. YRA is a career preparation WBL method that integrates CTE curriculum and On-the-Job Training (OJT) to help students gain employability and occupational skills. CTE programs provide Related Technical Instruction (RTI) based on the Virginia Department of Education’s statewide curriculum framework guidelines, endorsed by business and industry. Licensed and endorsed CTE teachers and journeyworker experts instruct youth apprentices.

Apprentices are simultaneously enrolled in CTE classes to meet high school graduation requirements and receive occupation specific RTI. Additionally, the participating sponsor/employer provides supervision as a skilled mentor. Upon completion of a high school diploma, apprentices may continue in the occupation as adult apprentices at the discretion of the employer/sponsor and will be subject to all standard OJT and RTI requirements.

Youth Registered Apprenticeship at a Glance

Suggested Grade Levels	11-12
Number of hours required	There are no minimum or maximum work hour requirements, but students who complete at least 280 OJT hours per year of YRA will receive an additional credit toward graduation. YRA may be part-time or full-time. Part-time employment and hours worked will be determined by the employer. All work hours will be documented or tracked by the employer and will also be credited toward the completion of an RA program.
Pay	Yes, at least the federal minimum wage and based on a progressive wage schedule
Credit	Students who complete at least 280 OJT hours per year of YRA will earn one (1) credit.
Related Technical Instruction (RTI)	RTI must be occupation-specific. RTI is given in high school CTE programs and also counts toward RTI requirements for RA. RTI is taken simultaneously with academic classes to meet high school graduation requirements.
Teacher Qualifications	Licensed and endorsed CTE teachers and journeyworker experts instruct youth apprentices.
Documentation	Education/Training Agreement (see appendix)

Student Eligibility	<p>Each student must be at least 16 years old and in the 11th or 12th grade. He/she must be in good standing with the school, be enrolled in a CTE program that supports the occupation and maintain passing grades and satisfactory attendance. YRA participation will be cancelled if the student leaves the school.</p> <p>Each YRA employer may have additional criteria depending on the hours or skill set required.</p>
Objectives	<p>The student will</p> <ul style="list-style-type: none"> • gain employability and occupational skills • develop technical knowledge and skills necessary for a specific occupation through OJT and RTI • strengthen career awareness, workplace readiness skills, and personal development, including learning about workplace protocols and etiquette • receive employment experience and foster essential communication skills, workplace protocols, and etiquette • gain work experience • earn a nationally recognized credential.

Student Schedules

YRA experiences of 280 OJT hours or more must be continuous throughout the school year even if the classroom instruction is a class in a single semester. The students must be placed in jobs related to their career goals and must adhere to the regulations and guidelines.

Registered Apprenticeship (RA)

All Registered Apprenticeships (RAs) should be undertaken in consultation with VDOLI's Division of Registered Apprenticeship. RA is a career preparation WBL method that is industry-driven. Employers can develop high quality career pathways to prepare their future workforce. Individuals can obtain paid work experience, occupation specific instruction, mentorship and a portable, nationally recognized credential.

RA programs combine On-the-Job Training (OJT) with Related Technical Training (RTI) which provides occupation specific knowledge correlating to the profession. RA training is based on national industry standards and can be customized to the needs of the employer. Apprentices are paid employees of a company and receive pay increases as they meet benchmarks for skill attainment. Apprentices must be paid at least the minimum federal hourly wage.

Upon completion of a Registered Apprenticeship program, the apprentice receives a nationally recognized credential which consists of a completion certificate and journeyworker card. The credential signifies to employers that journeyworker(s) are fully qualified in that occupation.

Registered Apprenticeship at a Glance

Suggested Grade Levels	11-12
Number of hours required	144 hours of RTI for every 2,000 hours of OJT

Pay	Yes, at least the minimum federal minimum hourly wage
Related Technical Instruction (RTI)	Provided by technical schools, community colleges, online, or on-site by employer/sponsor and it must be occupation specific
Documentation	Maintained exclusively by employers/sponsors and apprentices
Student Eligibility	Each student must be at least 16 years old. Apprentices can begin occupational education and on-the-job learning in high school.
Objectives	<p>The student will</p> <ul style="list-style-type: none"> • develop technical knowledge and skills necessary for a specific occupation through OJT and RTI • strengthen career awareness, workplace readiness skills, and personal development • develop safe and healthy work habits and practices • earn an industry-recognized, portable credential.

Appendices:

- Youth Registered Apprenticeship Overview
- Planning and Partnerships
- Youth Registered Apprenticeship Education/Training Agreement
- Youth Registered Apprenticeship 10 Steps
- Registered Apprenticeship 10 Steps

Youth Registered Apprenticeship Overview
Division of Registered Apprenticeship





Virginia Registered Apprenticeship Program

Registered Apprenticeship was established in Virginia in 1938 with the signing of the Virginia Apprenticeship Act with the Virginia Department of Labor and Industry (DOLI) designated as the State Apprenticeship Agency. Registered Apprenticeship is an employment training solution that helps the business community to attract employees and provide mentorship and industry specific training creating skilled, productive journeyworkers. DOLI currently has thousands of registered apprentices working to serve the private and public sectors and within our military forces. Employers across the Commonwealth drive our voluntary program through participating as Sponsors of Registered Apprenticeship.

Registered Apprenticeship Basics

An employer registers with DOLI as a sponsor in one or more occupations that are approved apprenticeable occupations. The employer recruits and selects their apprentices in the manner of their choosing and in accordance with state and federal hiring regulations. Apprentices receive wages (at least the minimum federal hourly wage) when they begin work, and receive pay increases as they meet benchmarks for skill attainment. This rewards and motivates apprentices as they advance through their training.

Structured On-the-Job Training

Apprenticeship always includes an on-the-job training (OJT) component. Apprentices receive hands-on training from an experienced mentor at the job site in the specified occupation. A registered apprentice completes a minimum of 2,000 hours of supervised OJT. Workplace training focuses on the skills and knowledge an apprentice must learn during the program to be fully proficient on the job. This training is based on national industry standards customized to the needs of the particular employer. Work hours are recorded by the apprentice and approved by their supervisor.

Related Technical Instruction

One of the unique aspects of a Registered Apprenticeship (RA) Program is that it combines OJT with Related Technical Instruction (RTI) which provides occupation-specific instruction correlating to the occupation. DOLI's RA Education Specialist and Consultants collaborate with business to source the curriculum, which often incorporates established national-level skill standards. A minimum of 144 hours of related technical instruction is recommended for each year of an apprenticeship. The related instruction may be provided by community colleges, technical schools, online or on-site by the company/sponsor.

Nationally Recognized Credential

Upon completion of a Registered Apprenticeship program, the apprentice receives a nationally recognized credential which consists of a Completion Certificate and journeyworker card. This is a

portable credential that signifies to employers that applicants with the journeyworker status are fully qualified for the job.

Virginia Youth Registered Apprenticeship

Youth Registered Apprenticeship expands the state’s skilled workforce by providing young people with career opportunities while completing their high school education. Part-time student apprenticeship is available to students where programs have been established in accordance with agreements with local public school divisions. The chart below shows the shared elements of RA and YRA and includes the RTI component.

Registered Apprenticeships High School Programs		
	YRA	RA
• High School curriculum may be applicable at the employers discretion	✓	✓
• Safety Education	✓	✓
• Exposure to Industry	✓	✓
• Paid on-the-job work experience that meets occupational program requirements	✓	✓
• Skilled mentors assigned to train students	✓	✓
• Industry-developed skill standards	✓	✓
• Related classroom instruction	✓	✓
	*Received from high school CTE programs and will count toward RTI requirements for RA *Must be occupation specific	*Provided by technical schools, community colleges, online, or on-site by employer/sponsor *Must be occupation specific

Youth Registered Apprenticeship: A Stepping Stone to a Career

Youth Registered Apprenticeship (YRA) integrates school-based and work-based learning to help students gain employability and occupational skills. Local school programs provide training based on statewide YRA curriculum guidelines, endorsed by business and industry. Students are instructed by qualified teachers and skilled journeyworker occupational experts.

Students are simultaneously enrolled in academic classes to meet high school graduation requirements and in occupation specific related instruction classes. Once an employer becomes an approved YRA sponsor, the student is hired and registered as an apprentice. The participating sponsor/employer provides supervision by a skilled mentor and the student continues on with the Career Technical Education (CTE) training at his/her school.

Youth Registered Apprenticeship Features and Benefits

- Industry-developed skill standards
- Safety education
- Exposure to industry
- Skilled mentors assigned to train the apprentices (students)
- Paid on-the-job work experience that meets occupational program requirements
- Related classroom instruction concurrent with work-based learning
- Curriculum guidelines for all programs
- Performance evaluation of demonstrated competencies
- State-issued YRA Certificate of Participation is an entrance to Registered Apprenticeship Program

High school juniors or seniors may be eligible for employment with a company depending on the hours and skill sets that may be required. Establishing a YRA program begins a process of building a career pathway for a student with the possibility of obtaining several credentials or working toward college degrees. Part-time employment and hours worked will be determined by the company. All work hours will be documented and will be credited toward the completion of a Registered Apprenticeship program. There are no minimum or maximum work hour requirements in the program. The RTI will start from the high school CTE programs and will count toward the related instruction required for a RA Program.

A DOLI **Registered Apprenticeship Consultant** will work with each school division in conjunction with business and industry partners, students and parents to ensure that the objectives are met for each program. Once job opportunities have been identified, the school will facilitate the hiring process working with the employers' needs. To locate a RA Consultant in your area please visit our website at <https://www.doli.virginia.gov/apprenticeship/apprenticeship-consultants/>.

Youth Registered Apprenticeship Facts

1. An occupation, in order to be apprenticeable is defined as:
 - a. learned in a practical way;
 - b. clearly identifiable and recognized throughout an industry;
 - c. involves manual, mechanical or technical skills which require at least 2000 hours of on the job training; and
 - d. recommends a minimum of 144 hours of Related Technical Instruction.
2. YRA programs are subject to the same ratios of supervision which are applicable in the Registered Apprenticeship Program (typically one journeyworker to one apprentice).
3. Youth apprentices must be employed in occupations not considered hazardous or in one of the occupations considered hazardous containing a regulatory exception for apprentices and student learners (further guidelines provided).
4. Wages are based on a progressive wage schedule.

5. The following apply to high school apprentices:
 - a. The minimum age is 16;
 - b. Apprenticeship may be part-time or full-time (school breaks and summer hours);
 - c. Upon graduation, apprentices may continue as full-time adult apprentices, subject to all standard on-the-job and related instruction requirements, if they and their employer agree;
 - d. Apprentices must be in good standing with their educational institution and must maintain passing grades and have satisfactory attendance;
 - e. Youth apprenticeship participation will be cancelled if the student leaves school;
 - f. YRA requires an Apprenticeship Agreement and all registration requirements as in a standard apprenticeship;
 - g. Youth must be enrolled in CTE programs that support the occupation;
 - h. Students must have a Training Agreement form (Department of Education) signed by the student, parent, employer, teacher, coordinator and school administrator prior to registration; and
 - i. YRA certificates, which recognize participation in an apprenticeship program, are prepared by DOLI and presented to students and sponsors.

Virginia's Child Labor Laws Regarding Youth Employment

The Virginia Department of Labor and Industry and the U.S. Department of Labor are committed to helping young workers find positive and early employment experiences that can be important to their development, but the work must be safe. The youth employment provisions were enacted to ensure that when young people work, the work does not jeopardize their health, well-being or educational opportunities.

Both Federal and State laws govern the employment of young workers and when both are applicable, the law with the stricter standard must be obeyed.

Statutory authority for Youth Registered Apprenticeship programs can be found in the Code of Virginia, Chapter 5 (Child Labor) Sections 40.1-78 through 40.1-116 and Chapter 6 (Voluntary Apprenticeship) Sections 40.1-117 through 40.1-126.

Child Labor Law Resources

- Code of Virginia 16VAC15-30-20. Index of hazardous occupations: <http://leg1.state.va.us/cgi-bin/legp504.exe?000+reg+16VAC15-30-20>
- U.S. Department of Labor Wage and Hour Division's Child Labor Law Guidance: <http://www.dol.gov/whd/childlabor.htm>
- U.S. Department of Labor Wage and Hour Division's Child Labor Requirements in Nonagricultural Occupations Under the Fair Labor Standards Act (FLSA), contains certain exemptions on hazardous activities and wages for minor apprentices working in nonagricultural occupations: <https://www.dol.gov/whd/regs/compliance/childlabor101.pdf>
- U.S. Department of Labor Wage and Hour Division's Child Labor Requirements in Agricultural Occupations Under the Fair Labor Standards Act (FLSA), contains regulations

for minors engaged in agricultural occupations:

<https://www.dol.gov/whd/regs/compliance/childlabor102.pdf>

- Youth Rules! Website: <http://www.youthrules.gov>
- Resources on States' Child Labor Laws: <http://www.dol.gov/whd/state/state.htm>

Planning and Partnerships

Virginia's Youth Registered Apprenticeship (YRA)

Career and Technical Education Centers (CTE):

- Contact a Registered Apprenticeship Consultant from the Division of Registered Apprenticeship in your area by visiting our website at the following link:
<https://www.doli.virginia.gov/apprenticeship/apprenticeship-consultants/>
- Determine the CTE programs that will be highlighted to local employers
- Work with employers on hiring CTE students with industry specific interest
- Market YRA Program to parents, students, partners, employers, and community
- Recruit students
- Coordinate student enrollment
- Integrate YRA classroom and worksite training into student's education program
- Ensure two semesters per year of Related Technical Instruction
- Participate in regular Progress Reviews
- Ensure student is on track for graduation
- Grant high school graduation credit

Employers:

- Contact a Registered Apprenticeship Consultant from the Division of Registered Apprenticeship in your area <https://www.doli.virginia.gov/apprenticeship/apprenticeship-consultants/>
- Register with a DOLI Consultant
- Comply with child labor laws
- Interview and hire student(s) for your YRA program
- Pay apprentices at least federal minimum wage
- Provide OJT training to YRA apprentices
- Ensure worksite training with a mentor
- Participate in progress reviews of YRA Apprentices

Registered Apprenticeship Consultant, Division of Registered Apprenticeship:

- Visit and maintain commitment with participating high schools, technical schools, colleges, and local businesses
- Provide information on Registered Apprenticeship requirements to all parties
- Register the sponsor and their selected apprentices
- Maintain the apprentices' records, coordinate changes, cancellations, reinstatements, and completions
- Provide formal approval of work processes, competencies (if necessary) and Related Technical Instruction schedules
- Promote equal opportunities for women and minorities in Registered Apprenticeship. Complete EEO Evaluations as they become necessary
- Award certificates of participation to the persons who finish the Youth Registered Apprenticeship Program

Education/Training Agreement: Virginia Youth Registered Apprenticeship (YRA)

A fully signed copy of this Agreement is effective immediately. The agreement must be on file with the Employer and School when the student begins working. DOLI should receive a copy within 30 days of the student's start date.

This agreement is between _____ (Youth Apprentice)
and _____ (Sponsor/Employer)

The undersigned parties agree to enter into a Youth Registered Apprenticeship for the purpose of educating the student named above as a student learner in the industry area and occupation of:

_____ (YRA Program Area);
and _____ (Occupation).

Starting wage for the youth apprentice will be \$ _____ (minimum wage or higher)
per hour. The apprenticeship will begin on (Month / Day / Year) _____

Assurances – The undersigned parties agree to comply with the following:

- A. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any youth apprenticeship program on the basis of the person's race, color, religion, national origin, sex, childbirth, or related medical conditions, age, marital status, or disability.
- B. **Youth apprentices will be provided with adequate and safe equipment and a safe and healthful workplace in conformity with all health and safety standards of Federal and State law.**
- C. To comply with Child Labor laws, youth apprentices shall not work in a company where a strike or lockout is in active progress.
- D. The youth apprenticeship program will not impair existing contracts for services or collective bargaining agreements. Any youth apprenticeship program that would be inconsistent with the terms of a collective bargaining agreement shall be approved only with the written concurrence of the labor organization and employer involved.
- E. Student records released pursuant to this agreement will not be further disclosed without prior written consent of the youth apprentice and/or the parent or guardian.
- F. Youth apprentices will not displace any currently employed worker (including a partial displacement, such as a reduction in the hours of non-overtime work, wages, or employment benefits).
- G. An employer will not hire a youth apprentice when:
- H. Any other individual is on temporary layoff, with the clear possibility of recall, from the same or any substantially equivalent jobs, or the employer has terminated the employment of any regular employee or otherwise reduced its work force with the intention of filling the vacancy so created with a youth apprentice.

The Youth Registered Apprentice agrees to:

- A. Maintain the academic and attendance requirements required by the youth registered apprenticeship.
- B. Observe company rules and other requirements identified by the employer;
- C. Participate in progress reviews scheduled with mentors, school personnel and parent(s) or guardian(s); and
- D. Comply with the items stated in the Assurances section above.

Youth Registered Apprentice

Printed (Typed) Name	Signature	Date Signed
Email Address	Telephone Number	Date of Birth

The Youth Apprentice's Parent or Guardian agrees to:

- A. Assist the youth apprentice in meeting the academic and attendance requirements of the program;
- B. Ensure transportation to and from the work site is provided;
- C. Participate in progress reviews scheduled with mentors, school personnel and the youth apprentice;
- D. Comply with the items stated in the Assurances section above; and
- E. **Authorizes the school to release a copy of the student's transcript upon request by a DOLI Registered Apprenticeship Consultant**

Parent or Guardian:

Printed (Typed) Name	Signature	Date Signed
Email Address	Telephone Number	

The Employer agrees to:

- A. Provide a work-based learning experience for the length of the agreement (or as specific;
- B. Pay the youth apprentice for all work performed during the program at no less than minimum wage;
- C. Provide worker's compensation for the youth apprentice for all hours worked;
- D. Instruct the youth apprentice in the required competencies provided for this program;
- E. Comply with all applicable state and federal child labor laws;
- F. Ensure that any work performed in occupations declared hazardous shall be under the direct and close supervision of a qualified and experienced person;
- G. Ensure that the work of any student learner in the occupations declared hazardous are incidental to his/her training, shall be intermittent and only for short periods of time;
- H. Ensure that safety instruction will be provided;
- I. Authorize the mentor to attend training related to the program;
- J. Authorize the mentor to participate in progress reviews scheduled with the youth apprentice, the youth apprentice's parent or guardian, and school personnel; and
- K. Comply with the items stated in the Assurances section above.

Employer Representative:

Printed (Typed) Name	Signature	Date Signed
Street Address	City	State
Email Address	Telephone Number	Zip Code

The School District agrees to:

- A. Participate in progress reviews scheduled with mentors, the youth apprentice, and youth apprentice's parent or guardian;
- B. Award credit toward graduation for both the related instruction and work-based component;
- C. Provide safety instruction for work considered hazardous under child labor laws; and
- D. **Release a copy of the student's transcript upon request by a DOLI Registered Apprenticeship Consultant**
- E. Comply with the items stated in the Assurances section above.

School Principal (or designee):

Printed (Typed) Name	Signature	Date Signed
Title	Telephone Number	Email Address

10



10 Things I can consider

1. Are you interested in a career that provides a stepping stone to a career?

2. Do you have the skills and experience to succeed in a career?

3.

3. Are you interested in a career that provides a stepping stone to a career?

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6. Do you have the skills and experience to succeed in a career?

Are students and parents interested in a work-based learning approach that provides a stepping stone to a career?

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7. Do you have the skills and experience to succeed in a career?

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8. Do you have the skills and experience to succeed in a career?

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8. Do you have the skills and experience to succeed in a career?

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5. Do you have the skills and experience to succeed in a career?

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11. Do you have the skills and experience to succeed in a career?

11. Do you have the skills and experience to succeed in a career?

11. Do you have the skills and experience to succeed in a career?





4

10 Steps



To Land Your Registered Apprenticeship Dream Job

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Research **W**orkplaces.

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Do a self-check on your social skills.
Speak clearly,
make eye contact,
and smile!

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5

Check the website for the
Department of Labor and Industry
to see current sponsor participants
www.doli.virginia.gov

JJ.® **Never give up**,neettini
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