



Cooperative  
Education

Apprenticeships

Entrepreneurships

# Work-Based Learning Manual

School-Based  
Enterprises

Service  
Learning



Learning that works for Kentucky

**CTE**<sup>™</sup>

Mentoring

Internships

Shadowing



Office of  
Career and Technical Education  
March 2015



# Work-Based Learning Manual

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## WORK-BASED LEARNING MANUAL

Work-Based Learning (WBL) is an effective teaching approach used to engage students in real-life occupational experiences. It incorporates structured, work-based learning activities into the curriculum, allowing a student to apply knowledge and skills learned in class and connect these learning experiences in the workplace. Work-based learning provides students with the opportunity to engage and interact with employers, while learning to demonstrate essential employability and technical skills necessary for today's workforce.

The purpose of this manual is to provide guidance and direction for schools when developing and implementing the components of work-based learning experiences outlined in 704 KAR 3:305, Minimum Requirements for High School Graduation. Other specific administrative regulations guide the implementation requirements for Career and Technical Education programs and cooperative education standards, which are referenced throughout this document. The guidance and tools included within this resource are critical to all teachers and administrators involved in the coordination of work-based learning programs.

Digital access to the Work-Based Learning Manual can be found on the Kentucky Department of Education's website, on the "Career and Technical Education Resources" page. The direct Web link can be found at <http://education.ky.gov/CTE/cter/Pages/WBL.aspx>.

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## LEGAL ISSUES

### **704 KAR 3:305, Minimum requirements for high school graduation**

([www.lrc.ky.gov/kar/704/003/305.htm](http://www.lrc.ky.gov/kar/704/003/305.htm)) establishes minimum graduation requirements to ensure that a system of high standards and high expectations are put in place for all students graduating from high school in Kentucky. Our goal is to ensure every student persists to graduation – proficient and prepared to succeed at the next level of education and career. With flexibility provided on how credits may be earned and how learning may be credentialed, performance-based credit offers an alternative to the traditional Carnegie Unit seat-time model. As school districts foster new learning environments that have greater capacity to engage the disengaged and to stretch the learning of every student, credit-bearing, work-based opportunities such as internships, cooperative learning experiences and other school district-supervised experiences in the school and community deserve serious consideration. As that process is launched, school districts are well-advised to first address key legal issues.

When looking at the relationship that exists between employers and employees, it is important to know and understand state and federal statutes and regulations that protect various aspects of the employment relationship, including wage and hour laws, child labor laws, safety and health laws, and workers' compensation. These are the primary areas highlighted in this chapter. State and federal documents are included as a reference at the end of this chapter.

Prior to placing any student in a work-based learning environment, it is important to become familiar with both state and federal requirements. This chapter provides information about both the state and federal laws that could impact work-based learning experiences. ***It also is important to keep in mind that when both state and federal laws apply, in general the more stringent of the two must be followed.*** This will ensure that all work-based learning efforts are operated within the guidelines of the law.

It is the responsibility of each administrator, principal, teacher or director to be aware of and in compliance with all legal aspects related to student employment. It is the direct responsibility of the teacher/coordinators to promote compliance with all state and federal laws and regulations when placing students in work-based programs. This chapter provides guidelines for program operation and addresses a variety of requirements from equal access to labor laws. Guidelines will briefly outline key areas that need to be explored prior to implementing a work-based learning experience. This chapter is intended to facilitate discussions that need to take place before putting a student in an actual work-based learning setting. The information is provided to inform all responsible school personnel of various legal issues. For the safety of all involved, when exploring work-based learning sites, ***only those sites that are in compliance with all existing laws should be considered.***

## **Employer-Employee Relationship**

Activities occurring in the workplace that do not involve the performance of work are not "employment" subject to the state and federal wage and hour and child labor laws. Some examples of these activities include: career awareness and exploration, a field trip to a worksite, an employer and/or employee classroom presentation and job shadowing whereby a student performs no work but follows and observes an employee in his or her daily activities.

Any work-based learning experience that creates an employment relationship must be in compliance with both state and federal child labor laws as well as wage and hour laws. An employee is defined by Kentucky law as "any person employed by or suffered or permitted to work for an employer." Kentucky law defines an employer as "any person, either individual, corporation, partnership, agency, or firm who employs an employee and includes any person, either individual, corporation, partnership, agency, or firm acting directly or indirectly in the interest of an employer in relation to an employee." ([KRS 337.010](#))

Deciding whether an employer-employee relationship exists depends upon all the circumstances surrounding the relationship and must be looked at very closely to make an accurate determination.

**[803 KAR 1:005](#)**, **Employer-employee relationship** goes into detail outlining an employer-employee relationship and specifically addresses whether trainees and student-trainees are subject to the wage and hour laws. In order to determine whether an employment relationship exists, all factors surrounding the work-based learning experience have to be reviewed and evaluated according to the following set of criteria.

The six criteria relating to trainees and student-trainees are as follows:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school.
2. The training is for the benefit of the trainees or students.
3. The trainees or students do not displace regular employees, but work under their close observation.
4. The employer who provides the training derives no immediate advantage from the activities of the students or trainees, and on occasion, his operation may actually be impeded.
5. The trainees or students are not necessarily entitled to a job at the conclusion of the training period.
6. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.

If **all** six components of the criteria **do not apply** to a work-based learning experience, an employment relationship *does exist*; therefore, the wage and hour and child labor laws would apply to the experience.

When **all** six components of the criteria **apply** to a work-based learning experience, an



employment relationship *does not exist*; therefore, the wage and hour and child labor laws would **not** apply to that particular experience.

Even in the absence of an employment relationship, it is very important to closely monitor the activities of the student to assure that a safe working environment is maintained. It is important to remember that the safety of the student and any individuals working in close proximity to the student is the most important factor in effective work-based learning.

### **Hours Restrictions**

Once it has been determined that an employment relationship exists, there are certain restrictions on the employment of minors. The Kentucky restrictions on hours are divided into two categories. There are specific hour restrictions for 14 and 15 year olds, and there are other restrictions for 16 and 17 year olds. The restrictions are detailed in [\*\*803 KAR 1:100\*\*](#), **Child labor** and are as follows:

14 and 15 year olds may work:

- Outside school hours (a minor who is enrolled in a school supervised and administered work experience or career exploration program pursuant to 29 C.F.R. 570, Subpart C, Section 570.35a may work during school hours if the employment does not interfere with the minor's schooling, health or well-being)
- No more than 3 hours a day Monday through Friday when school is in session
- No more than 8 hours a day on Saturday and Sunday when school is in session
- No more than 18 hours total in any week in which school is in session
- No more than 8 hours a day and up to 40 hours total in any week in which school is not in session
- Between the hours of 7 a.m. and 7 p.m. (between June 1 and Labor Day they may work as late as 9 p.m.)

16 and 17 year olds may work:

- No more than 6 hours a day Monday through Friday when school is in session
- No more than 8 hours a day on Saturday and Sunday when school is in session
- No more than 30 hours total in any week in which school is in session (except that a minor may work up to forty (40) hours in any one (1) work week if a parent or legal guardian gives permission in writing, and the principal or head of the school the minor attends certifies in writing that the minor has maintained at least a 2.0 grade point average in the most recent grading period. School certification shall be valid for one (1) year unless revoked sooner by appropriate school personnel. The parental permission and school certification shall remain at the employer's place of business.)
- No earlier than 6 a.m. when school is in session No later than 10:30 p.m. on school nights (Sunday through Thursday evening) when school is in session
- No later than 1 a.m. on Friday and Saturday nights when school is in session

The definition of school in session is that time as established by local school district authorities

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pursuant to [KRS 160.290](#), **General powers and duties of board.**

## **Hazardous Duties**

In addition to the hours restrictions for minors, there are some occupations and specific job duties that have been declared too hazardous for minors to perform at a place of employment. The Hazardous Occupations (HOs) for both non-agricultural occupations and agricultural occupations are listed in Appendix A of this manual.

Hazardous Occupations with a \* notation contain exemptions for 16 and 17 year old apprentices and student-learners provided they are employed under the conditions outlined in Child Labor Bulletins 101 and 102, which can reviewed at the following links:

- Federal Child Labor Law Bulletin 101: Nonagricultural Occupations  
[http://www.dol.gov/whd/regs/compliance/childlabor101\\_text.htm](http://www.dol.gov/whd/regs/compliance/childlabor101_text.htm)
- Federal Child Labor Law Bulletin 102: Agricultural Occupations  
<http://www.dol.gov/whd/regs/compliance/childlabor102.pdf>

The conditions for an exemption include the following:

- 1) The student-learner is enrolled in a course of study and training in a vocational education training program in agriculture under a recognized state or local educational authority or in a substantially similar program conducted by a private school,
- 2) Such student-learner is employed under a written agreement which provides:
  - a) that the work of the student-learner is incidental to the training
  - b) that such work shall be intermittent, for short periods of time, and under the direct and close supervision of a qualified and experienced person
  - c) that safety instruction shall be given by the school and correlated by the employer with on-the-job training
  - d) that a schedule of organized and progressive work processes to be performed on the job shall have been prepared
- 3) Each such written agreement shall contain the name of the student-learner, and shall be signed by the employer and by a person authorized to represent the educational authority of school.
- 4) Copies of each agreement shall be kept on file by both the employer and either the educational authority or the school. 29 CFR 570.72(a).

**Additionally, 14 and 15 year olds are not allowed to work in the following occupations or**

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**specific duties:**

**Occupation Standards for 14 and 15 Year Olds**

**The following list, which is not exhaustive, includes jobs that 14 and 15 year olds  
MAY NOT be employed in:**

1. Any MANUFACTURING occupation
2. Any MINING occupation
3. Most PROCESSING occupations such as filleting of fish, dressing poultry, cracking nuts, developing of photographs, laundering, bulk or mass mailings (*except* certain occupations expressly permitted as discussed below)
4. Occupations requiring the performance of any duties in WORKROOMS or WORKPLACES WHERE GOODS ARE MANUFACTURED, MINED OR OTHERWISE PROCESSED (*except* to the extent expressly permitted as discussed below; and as discussed in footnote 1 below)
5. ANY OCCUPATION FOUND AND DECLARED TO BE HAZARDOUS BY THE SECRETARY OF LABOR
6. Occupations involved with the operating, tending, setting up, adjusting, cleaning, oiling or repairing of HOISTING APPARATUS
7. Work performed in or about BOILER OR ENGINE ROOMS or in connection with the MAINTENANCE OR REPAIR OF THE ESTABLISHMENT, MACHINES OR EQUIPMENT
8. Occupations involved with the operating, tending, setting up, adjusting, cleaning, oiling or repairing or of ANY POWER-DRIVEN MACHINERY, including, but not limited to, lawnmowers, golf carts, all-terrain vehicles, trimmers, cutters, weed-eaters, edgers, food slicers, food grinders, food choppers, food processors, food cutters, and food mixers. Fourteen and 15 year olds may operate most office machinery and those machines that are expressly permitted and discussed below beginning on page 1-6
9. THE OPERATION OF MOTOR VEHICLES OR SERVICE AS HELPERS ON SUCH VEHICLES
10. THE RIDING ON A MOTOR VEHICLE inside or outside of an enclosed passenger compartment except as permitted below beginning on page 1-6
11. OUTSIDE WINDOW WASHING that involves working from window sills
12. ALL WORK REQUIRING THE USE OF LADDERS, SCAFFOLDS, OR THEIR SUBSTITUTES
13. ALL BAKING AND MOST COOKING ACTIVITIES except as discussed below
14. WORK IN FREEZERS AND MEAT COOLERS AND ALL WORK IN THE PROCESSING OF MEAT FOR SALE; however, youth are permitted to occasionally enter freezers only momentarily to retrieve items
15. YOUTH PEDDLING, including not only the attempt to make a sale or the actual consummation of a sale, but also the preparatory and concluding tasks normally performed by a youth peddler, such as the loading and unloading of motor vehicles, the stocking and restocking of sales kits and trays, the exchanging of cash and checks with the employer, and the transportation of the minors to where the sales will be made



16. LOADING AND UNLOADING of goods or property onto or from MOTOR VEHICLES, RAILROAD CARS, AND CONVEYORS, except as discussed below
17. CATCHING AND COOPING OF POULTRY in preparation for transport or for market
18. PUBLIC MESSENGER SERVICE
19. OCCUPATIONS IN CONNECTION WITH:
  - a. TRANSPORTATION of persons or property by rail, highway, air, on water, pipeline or other means
  - b. WAREHOUSING and STORAGE
  - c. COMMUNICATIONS and PUBLIC UTILITIES
  - d. CONSTRUCTION (including repair)

<sup>1</sup> Except 14 and 15 year olds may perform office or sales work in connection with a., b., c. and d. above when not performed on transportation media, on an actual means of transportation or at the actual construction site.

**The following is the list of jobs the Secretary of Labor has determined will not interfere with the schooling, health, and well-being of 14 and 15 year olds and therefore MAY BE performed by such youth. Any job not specifically permitted, is prohibited.**

1. OFFICE and CLERICAL WORK, including operation of office machines
2. WORK OF AN INTELLECTUAL OR ARTISTICALLY CREATIVE NATURE such as but not limited to computer programming, the writing of software, teaching or performing as a tutor, serving as a peer counselor or teacher's assistant, singing, the playing of a musical instrument and drawing, as long as such employment complies with all the other provisions contained in §§ 570.33, .34, and .35
3. COOKING with electric or gas grills that do not involve cooking over an open flame and with deep fat fryers that are equipped with and utilize devices that automatically lower and raise the baskets into and out of the oil or grease. *NOTE:* this section does not permit cooking with equipment such as rotisseries, broilers, pressurized equipment including fryolators and cooking devices that operate at extremely high temperatures such as "Neico broilers."
4. CASHIERING, SELLING, MODELING, ART WORK, WORK IN ADVERTISING DEPARTMENTS, WINDOW TRIMMING and COMPARATIVE SHOPPING
5. PRICE MARKING and TAGGING by hand or by machine. ASSEMBLING ORDERS, PACKING and SHELVING
6. BAGGING and CARRYING OUT CUSTOMER ORDERS
7. ERRAND and DELIVERY WORK by foot, bicycle and public transportation; except such youth may not be employed by a public messenger service
8. CLEANUP WORK, including the use of vacuum cleaners and floor waxers and the maintenance of grounds, but not including the use of power-driven mowers, cutters, trimmers, edgers or similar equipment
9. KITCHEN WORK and other work involved in preparing and serving food and beverages, including operating machines and devices used in performing such work. Examples of permitted machines and devices include, but are not limited to, dishwashers, toasters, dumbwaiters, popcorn poppers, milk shake blenders, coffee grinders, automatic coffee machines, devices used to maintain the temperature of prepared foods (such as warmers,

- steam tables and heat lamps), and microwave ovens that are used only to warm prepared food and do not have the capacity to warm above 140 °F
10. **CLEANING KITCHEN EQUIPMENT.** Minors are permitted to clean kitchen equipment (not otherwise prohibited), remove oil or grease filters, pour oil or grease through filters and move receptacles containing hot grease or hot oil, but only when the equipment, surfaces, containers and liquids do not exceed a temperature of 100°F.
  11. **CLEANING VEGETABLES AND FRUITS, AND THE WRAPPING, SEALING, LABELING, WEIGHING, PRICING, AND STOCKING OF ITEMS, INCLUDING VEGETABLES, FRUITS, AND MEATS,** when performed in areas physically separate from a freezer or meat cooler
  12. **LOADING ONTO MOTOR VEHICLES AND THE UNLOADING FROM MOTOR VEHICLES** of the light, non-power-driven, hand tools and personal protective equipment that the minor will use as part of his or her employment at the work site; and the loading onto motor vehicles and the unloading from motor vehicles of personal items such as a back pack, a lunch box or a coat that the minor is permitted to take to the work site. Such light tools would include, but not be limited to, rakes, hand-held clippers, shovels and brooms. Such light tools would not include items like trash, sales kits, promotion items or items for sale, lawn mowers or other power-driven lawn maintenance equipment. Such minors would not be permitted to load or unload safety equipment such as barriers, cones or signage.
  13. **THE OCCUPATION OF LIFEGUARD** (15 year olds but not 14 year olds) at traditional swimming pools and water amusement parks (including such water park facilities as wave pools, lazy rivers, specialized activity areas and baby pools, but not including the elevated areas of water slides) when properly trained and certified in aquatics and water safety by the American Red Cross or a similar certifying organization. No youth under 16 years of age may be employed as a lifeguard at a natural environment such as an ocean side beach, lake, pond, river, quarry or pier.
  14. **Employment of certain youth under specified conditions inside and outside of establishments WHERE MACHINERY IS USED TO PROCESS WOOD PRODUCTS.**
  15. **WORK IN CONNECTION WITH CARS AND TRUCKS** if confined to the following:
    - dispensing gasoline and oil
    - courtesy service on premises of gasoline service station
    - car cleaning, washing and polishing by hand
    - Other occupations permitted by Child Labor Regulation No. 3, **BUT NOT INCLUDING WORK** involving the use of pits, racks or lifting apparatus or involving the inflation of any tire mounted on a rim equipped with a removable retaining ring.
  16. **WORK IN CONNECTION WITH RIDING INSIDE PASSENGER COMPARTMENTS OF MOTOR VEHICLES** except as prohibited on page 5 of this guide or when a significant reason for the minor being a passenger in the vehicle is for the purpose of performing work in connection with the transporting – or assisting in the transporting of – other persons or property. Each minor riding as a passenger in a motor vehicle must have his or her own seat in the passenger compartment; each seat must be equipped with a seat belt or similar restraining device; and the employer must instruct the minors that such belts or other devices must be used. In addition, each driver transporting the young workers must hold a valid state driver's license for the type of vehicle being driven and, if the driver is under the age of 18,

his or her employment must comply with the provisions of HO 2. (See Child Labor 101 Guide).

### **Proof of Age**

In the state of Kentucky, work permits are not required for the employment of individuals under the age of 18 (minors). Employers are however required to keep on file proof of age for each minor as outlined in [KRS 339.450](#), **Enforcement of law – Right to enter and inspect premises and records**. The employer should obtain a copy of a birth certificate, a driver's license or an age certificate.

### **Recordkeeping**

[KRS 339.400](#), **Enforcement of law – Right to enter and inspect premises and Records** requires that employers employing minors keep a record of the names, age, and addresses of each minor, along with the time of the commencing and stopping of work for each day and the time of the beginning and ending of the daily meal period. The employer is also responsible for posting the child labor laws in a conspicuous place for all minors to view. [KRS 337.320](#), **Record to be kept by employer** requires employers to maintain time and payroll records for all employees for one year from the date of entry. The Kentucky School Boards Association (KSBA) provides guidance online related to records retention schedules: <http://kdla.ky.gov/records/recrretentionschedules/Documents/Local%20Records%20Schedules/PublicSchoolDistrictRecordsRetentionSchedule.pdf>.

### **Lunch Breaks**

[KRS 339.270](#), **Lunch period** states that employees under the age of 18 are not permitted to work more than five hours continuously without at least a thirty minute uninterrupted lunch break. A lunch break of anything less than thirty minutes does not satisfy the requirement. Minors do not have the opportunity to waive the required lunch break. It is important to reemphasize that it is the employer's responsibility to document the beginning and ending time of the minor's lunch break.

### **Miscellaneous**

Minors who are participating in a work-based learning experience which is determined to be an employment relationship are entitled to minimum wage for the hours worked for the employer pursuant to [KRS 337.275](#), **Minimum wage**. Kentucky's minimum wage increased to \$7.25 an hour beginning July 1, 2009. Minors also are entitled to the other wage and hour protections afforded to adult employees such as overtime, rest breaks, timely payment of wages, a statement of deductions, etc.

**This chapter is for informational purposes only. Due to statutory and regulatory changes, administrative proceedings, court decisions and legal opinions, the information contained**

**herein is subject to change. For current information on the child labor and wage and hour laws, please contact the following agencies:**

Kentucky Labor Cabinet  
Division of Employment Standards, Apprenticeship and Mediation  
1047 U.S. 127 South, Suite 4  
Frankfort, KY 40601  
(502) 564-3534

United States Department of Labor  
Wage and Hour Division  
Ramano Mazzol Federal Building  
600 Dr. Martin Luther King Pl., Suite 352  
Louisville, KY 40202  
(502) 582-5226

### **Safety and Health Laws**

While implementing work-based learning experiences it is important to remember that the safety and health of the student is of paramount importance. Each party involved must take every step necessary to ensure that students are participating in safe learning environments.

A Kentucky Occupational Safety and Health Program is established by Chapter 338 ([www.lrc.state.ky.us/KRS/338-00/CHAPTER.HTM](http://www.lrc.state.ky.us/KRS/338-00/CHAPTER.HTM)) of the Kentucky Revised Statutes. In 1973, the U.S. Department of Labor approved Kentucky's plan for providing job safety and health protection for workers across the state; therefore, in the state of Kentucky, the enforcement authority for all occupational safety and health laws is housed within the Kentucky Labor Cabinet.

Employers are required to provide each employee a place of employment free from recognized hazards that are causing or are likely to cause death, illness or serious physical harm to any employee. Occupational safety and health standards are in effect to achieve this end result.

Parties interested in finding out specifics about the safety and health standards that are applicable can contact:

Division of Education and Training  
Kentucky Occupational Safety and Health Program  
Kentucky Labor Cabinet  
1047 U.S. 127 South, Suite 4  
Frankfort, KY 40601  
(502) 564-3536

### **Workers' Compensation Laws**

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Prior to placing a student in a work-based learning experience, it is imperative that the issues related to workers' compensation be reviewed. Chapter 342 of the Kentucky Revised Statutes ([www.lrc.state.ky.us/KRS/342-00/CHAPTER.HTM](http://www.lrc.state.ky.us/KRS/342-00/CHAPTER.HTM)) requires employers with one or more employees to purchase workers' compensation insurance to cover an employee's income loss that occurs because of a work related injury. It is worth noting that it is the employer's responsibility to acquire and pay for the insurance coverage for each and every employee.

Work-based learning experiences will take a variety of forms. Depending upon the specifics of each instance, a determination can be made as to whether an employer is required to obtain the insurance coverage for a particular student. For example, it is clear that if a student is in a paid employment situation, the insurance requirement is applicable, whereas, if a student is strictly an observer and is not an employee of the establishment, the law does not require workers' compensation coverage for that student.

Because of the complexity of the issues related to workers' compensation, specific questions need to be directed to:

Office of Workers' Claims  
Kentucky Labor Cabinet  
657 Chamberlin Avenue  
Frankfort, KY 40601  
(502) 564-5550

### **Work-Based Learning and Insurance**

Liability issues include such areas as insurance, workers' compensation and safety. It is critical that students, employers, school districts and staff involved in work-based programs have accidental and liability coverage prior to students' placement at the work sites.

Three general categories of liability issues include the student's transportation to and from the work site, the time spent at the work site and safety at the work site. Transportation insurance must be provided to cover transportation to and from the worksite. If the school is transporting the student by school bus, then school bus coverage applies. The same is true if the employer provides transportation. If a student drives to and from a work site, the student's personal or family insurance is to provide the necessary coverage.

Students may have coverage for accidental death and dismemberment as well as accidental medical expense benefits that will pay when other insurance is not available or does not respond for whatever reason. Students involved in **paid** work experience with an employer-employee relationship are to be covered under the employer's Workers' Compensation Coverage. The student's coverage would respond in those instances involving **non-paid** work experience. Student's participation in a **non-paid** work-based learning program at work sites away from the school campus will need to be covered under a specific insurance policy that is provided by the school district.



In addition to insurance and workers' compensation, the workplace needs to provide adequate, safe equipment and a safe, healthy workplace in conformity with health and safety standards congruent with federal/state laws. The workplace environment is to provide all other safeguards identified by the Kentucky Labor Cabinet.

Please refer to the Work-Based Learning Liability Checklist in this chapter, pages 1-17 and 1-18.

### **Other Legislation Impacting Work-Based Learning**

Carl D. Perkins Career & Technical Education Act of 2006 (PL 109.270),  
[www.gpo.gov/fdsys/pkg/BILLS-109s250enr/pdf/BILLS-109s250enr.pdf](http://www.gpo.gov/fdsys/pkg/BILLS-109s250enr/pdf/BILLS-109s250enr.pdf)

Below are sections of the Act relating to work-based learning.

#### **Section 2. PURPOSE.**

The purpose of this Act is to develop more fully the academic and career and technical skills of secondary education students and postsecondary education students who elect to enroll in career and technical education programs by —

- (1) building on the efforts of states and localities to develop challenging academic and technical standards and to assist students in meeting such standards, including preparation for high wage, or high demand occupations in current or emerging professions
- (2) promoting the development of services and activities that integrate rigorous and challenging academic and career and technical instruction, and that link secondary education and postsecondary education for participating career and technical education students
- (3) increasing state and local flexibility in providing services and activities designed to develop, implement, and improve career and technical education, including tech prep education
- (4) conducting and disseminating national research and disseminating information on best practices that improve career and technical education programs, services, and activities
- (5) providing technical assistance that —
  - a. promotes leadership, initial preparation and professional development at the state and local levels; and
  - b. improves the quality of career and technical education teachers, faculty, administrators, and counselors
- (6) supporting partnerships among secondary schools, postsecondary institutions, baccalaureate degree granting institutions, area career and technical education schools, local workforce investment boards, business and industry, and intermediaries; and
- (7) providing individuals with opportunities throughout their lifetimes to develop, in conjunction with other education and training programs, the knowledge and skills needed to keep the United States competitive

#### **Section 3. DEFINITIONS**

**(5) Career and Technical Education**— The term “career and technical education” means organized education activities that

- (A) offer a sequence of courses that —
  - (i) provides individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in current or emerging professions;
  - (ii) provides technical skill proficiency, an industry-recognized credential, certificate, or an associate degree; and
  - (iii) may include prerequisite courses (other than a remedial course) that meet the requirements of this subparagraph; and
- (B) include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and

occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurship, of an individual

### Section 121

Each eligible agency desiring assistance from this legislation is required to develop a State Plan and submit to the U.S. Department of Education, Office of Vocational and Adult Education

### Section 134. LOCAL PLAN FOR CAREER AND TECHNICAL EDUCATION PROGRAMS.

1. LOCAL PLAN REQUIRED – Any eligible recipient desiring financial assistance under this part shall, in accordance with requirements established by the eligible agency (in consultation with such other educational training entities as the eligible agency determines to be appropriate) submit a local plan to the eligible agency. Such local plan shall cover the same period of time as the period of time applicable to the State plan submitted under section 122.
- (b) CONTENTS – The eligible agency shall determine the requirements for local plans, except that each local plan shall –
  - (1) describe how the career and technical education programs required under section 135(b) will be carried out with funds received under this title;
  - (2) describe how the career and technical education activities will be carried out with respect to meeting State and local adjusted levels of performance established under section 113;
  - (3) describe how the eligible recipient will –
    - (A) offer the appropriate courses of not less than 1 of the career and technical programs of study described in section 122(c)(1)(A);
    - (B) improve the academic and technical skills of students participating in career and technical education programs by strengthening the academic and career and technical education components of such programs through the integration of coherent and rigorous content aligned with challenging academic standards and relevant career and technical education programs to ensure learning in –
      - (i) the core academic subjects (as defined in section 9101 of the Elementary and Secondary Education Act of 1965); and
      - (ii) career and technical education subjects;
    - (C) provide students with strong experience in, and understanding of, all aspects of an industry; S. 250 – 51
    - (D) ensure that students who participate in such career and technical education programs are taught to the same coherent and rigorous content aligned with challenging academic standards as are taught to all other students; and
    - (E) encourage career and technical education students at the secondary level to enroll in rigorous and challenging courses in core academic subjects (as defined in section 9101 of the Elementary and Secondary Education Act of 1965);
  - (4) describe how comprehensive professional development (including initial teacher preparation) for career and technical education, academic, guidance, and administrative personnel will be provided that promotes the integration of coherent and rigorous content aligned with challenging academic standards and relevant career and technical education (including curriculum development);
  - (5) describe how parents, students, academic and career and technical education teachers, faculty, administrators, career guidance and academic counselors, representatives of tech prep consortia (if applicable), representatives of the entities participating in activities described in section 117 of Public Law 105–220 (if applicable), representatives of business (including small business) and industry, labor organizations, representatives of special populations, and other interested individuals are involved in the development, implementation, and evaluation of career and technical education programs assisted under this title, and how such individuals and entities are effectively informed about, and assisted in understanding, the requirements of this title, including career and technical programs of study;
  - (6) provide assurances that the eligible recipient will provide a career and technical education program that is of such size, scope, and quality to bring about improvement in the quality of career and technical education programs;

- (7) describe the process that will be used to evaluate and continuously improve the performance of the eligible recipient;
- (8) describe how the eligible recipient will –
  - (A) review career and technical education programs, and identify and adopt strategies to overcome barriers that result in lowering rates of access to or lowering success in the programs, for special populations;
  - (B) provide programs that are designed to enable the special populations to meet the local adjusted levels of performance; and
  - (C) provide activities to prepare special populations, including single parents and displaced homemakers, for high skill, high wage, or high demand occupations that will lead to self-sufficiency;
- (9) describe how individuals who are members of special populations will not be discriminated against on the basis of their status as members of the special populations;
- (10) describe how funds will be used to promote preparation for non-traditional fields;
- (11) describe how career guidance and academic counseling will be provided to career and technical education students, S. 250-52 including linkages to future education and training opportunities; and
- (12) describe efforts to improve –
  - (A) the recruitment and retention of career and technical education teachers, faculty, and career guidance and academic counselors, including individuals in groups underrepresented in the teaching profession; and
  - (B) the transition to teaching from business and industry.

### Section 135. LOCAL USES OF FUNDS

Eligible recipients are to develop a local plan for the use of funds provided through this legislation. The Act identifies required and permissive use of funds.

Funds made available to eligible recipients under the Carl Perkins Act shall be used to support career and technical education programs that:

1. strengthen the academic and career and technical skills of students participating in CTE programs through the integration of academics with CTE programs.
2. link CTE at the secondary level and the postsecondary level, including by offering the relevant elements of not less than one program of study described in Section 122 (c)(1)(A ).
3. provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences.
4. develop, improve or expand the use of technology in career and technical education, which may include
  - a. training to use technology
  - b. providing students with the skills needed to enter technology fields
  - c. encouraging schools to collaborate with technology industries to offer internships and mentoring programs.
5. Provide in-service and pre-service professional development programs to teachers, faculty, administrators and career guidance and academic counselors who are involved in integrated CTE programs on topics including:
  - a. effective integration of academic and CTE
  - b. effective practices to improve parental and community involvement
  - c. effective teaching skills based on research
  - d. effective use of scientifically based research and data to improve instructionProfessional development should also ensure that teachers and personnel stay current with all aspects of an industry; involve internship programs that provide relevant business experience; and train teachers in the effective use and application of technology.
6. Develop and implement evaluations of the CTE programs carried out with Perkins funds, including an assessment of how the needs of special populations are being met. Initiate, improve, expand and modernize quality CTE programs, including relevant technology.
7. Provide services and activities that are of sufficient size, scope, and quality to be effective.
8. Provide activities to prepare special populations, including single parents and displaced homemakers who are enrolled in CTE programs, for high-skill, high-wage or high-demand occupations that will lead to self-

sufficiency.

For the full text of the Act visit: <http://www.gpo.gov/fdsys/pkg/BILLS-109s250enr/pdf/BILLS-109s250enr.pdf>

Having met the nine requirements, local educational agencies have options of using funds for programs and services identified in a permissive category. (Section 135 (c))

Components of the local plan including Work-Based Learning are described in Section 134 of the Act.

### **Equal Access Legislation**

Discrimination on the basis of race, color, national origin, sex, religion and disability is prohibited in CTE programs, activities and employment. The civil rights statutes and regulations apply in career and education programs. Discrimination is prohibited in admission, recruitment, academic requirements, financial and employment practices; nonacademic services or activities; and health, welfare, and social services. Such legislation includes:

1. Title VI of the Civil Rights Act of 1964 (<http://www.eeoc.gov/laws/index.cfm>) prohibits discrimination on the basis of race, color, and national origin in any program or activity receiving federal financial assistance. The Department of Education issued directions for implementing Title V (<http://www.ed.gov/policy/rights/reg/ocr/index.html>). For additional information, contact local school district regarding plans for implementing Title VI per **KRS 344.015, Implementation plans for Federal Civil Rights Act, Title VI by state agencies** (<http://www.lrc.ky.gov/statutes/statute.aspx?id=32601>).
2. Title VII of the Civil Rights Act of 1964 (<http://www.eeoc.gov/laws/statutes/titlevii.cfm>) prohibits the use of an individual's race, color, religion, national origin, or sex as a basis for compensation, terms, condition, or privileges of employment. Also see **KRS 344.040, Unlawful discrimination by employers – Difference in health plan contribution rates for smokers and nonsmokers and benefits for smoking cessation program participants excepted** (<http://www.lrc.ky.gov/Statutes/statute.aspx?id=32605>).
3. The Kentucky Civil Rights Act, KRS Chapter 344 (<http://kchr.ky.gov/about/kycivilrightsact.htm>) prohibits the use of an individual's race, color, religion, national origin, sex, familial status, age forty (40) and over, or because the person is a qualified individual with a disability, or because the individual is a smoker or nonsmoker, as a basis for compensation, terms, condition, or privileges of employment where there are eight or more employees – KRS 344.040. Therefore, the Kentucky law is more stringent than the federal law. (amended 1994)
3. Age Discrimination in Employment Act of 1967 (<http://www.eeoc.gov/laws/statutes/adea.cfm>) protects employees 40 years of age or older. The law prohibits age discrimination in hiring, discharge, pay, promotions and other terms and conditions of employment.
4. Equal Pay Act of 1963 (<http://www.eeoc.gov/laws/statutes/epa.cfm>) protects men and women who perform substantially equal work in the same establishment (sex-biased wage discrimination).
5. Wage Discrimination Because of Sex, KRS 337.420 to 337.433 and KRS 337.990 (14)

<http://www.lrc.state.ky.us/KRS/337-00/423.PDF>. The employer is prohibited from discriminating between employees of opposite sexes in the same establishment by different wage rates for comparable work on jobs which have comparable requirements.

7. Title IX is designed to eliminate (with certain exceptions) discrimination on the basis of sex in any education program or activity receiving Federal financial assistance. (1972). <http://www.ed.gov/policy/rights/reg/ocr/edlite-34cfr106.html>
8. The Genetic Information Nondiscrimination Act of 2008 (GINA) <http://www.eeoc.gov/laws/statutes/gina.cfm> prohibits discrimination on the basis of genetic information with respect to health insurance and employment.

The Office for Civil Rights issued guidelines for elimination, discrimination and denial of service in vocational education programs and activities on the basis of race, color, national origin, sex and disability in eligibility and admission requirements to all programs and activities; compliance reviews and surveys of enrollments are required for all education.

### **Americans with Disabilities Act of 1990**

1. Title I, Employment covers all aspects of employment, including the application process and hiring, on-the-job training, advancement, wages, benefits and employer-sponsored social activities.
2. Title II, Public Service and Transportation prohibits state and local governments from discriminating against disabled people in their programs and activities. It requires bus and rail transportation to be accessible to disabled passengers. Airline transportation and public school transportation are not covered under Title II. In addition, the Individuals with Disabilities Education Act (IDEA) presents specific requirements for public school transportation of children with disabilities.

For more information, visit: <http://www.ada.gov/pubs/adastatute08.htm>.

### **Rehabilitation Act of 1973 (revised 1998), PL 105-569**

Section 503 of the Rehabilitation Act of 1973 prohibits discrimination and requires employers with federal contracts or subcontracts that exceed \$10,000 to take affirmative action to hire, retain, and promote qualified individuals with disabilities.

Section 504 of the Rehabilitation Act of 1973 states that "no qualified individual with a disability in the United States shall be excluded from, denied the benefits of or be subjected to discrimination under "any program or activity that either receives federal financial assistance or is conducted by any executive agency or the United States Postal Service." Each federal agency has Section 504 regulations that apply to its own programs as well as any entities that receive federal aid.

For more information, visit: <http://www.access-board.gov/the-board/laws/rehabilitation-act-of-1973>.

### **Technical Assistance**



The Kentucky Department of Education, Office of Career and Technical Education, has designees to provide technical assistance regarding the various federal and state laws for civil rights.

**Equal Educational Opportunity Coordinators (Updated 11/10/2014)**

**Kentucky Department of Education (KDE), Division of Resource Management**

(502) 564-3716

16th Floor, Capital Plaza Tower

Frankfort, KY 40601

**Kentucky Department of Education (KDE), Office of Career and Technical Education**

(502) 564-4286

20th Floor, Capital Plaza Tower

Frankfort, KY 40601

**Kentucky Department of Education (KDE), Division of Learning Services**

(502) 564-4970

18th Floor, Capital Plaza Tower

Frankfort, KY 40601

**Kentucky Adult Education**

(502) 573-5114

1024 Capital Center Drive, Suite 250

Frankfort, KY 40601

**Office of Vocational Rehabilitation**

(502) 564-4440

2nd Floor CHR Building

275 E. Main Street (Mail Stop 2EK)

Frankfort, KY 40621

**Office for the Blind**

(502) 564-4754

2nd Floor CHR Building

275 E. Main Street (Mail Stop 2EJ)

Frankfort, KY 40621

**Commission on the Deaf and Hard of Hearing**

(502) 573-2604

632 Versailles Road

Frankfort, KY 40601

**Americans with Disability Act and Individuals with Disabilities Education Act**

(502) 564-3716

16th Floor, Capital Plaza Tower

Frankfort, KY 40601

**Section 504 Rehabilitation Act**

(502) 564-3716

16th Floor, Capital Plaza Tower

Frankfort, KY 40601

**Work-Based Learning Liability Checklist**

This information has been prepared to provide guidance to individuals responsible for implementing work-based learning. Accident and liability insurance coverage are essential for the protection of students, staff, and employers. However, there are various options available to provide such coverage. It is the responsibility of school district staff and participating employers to ensure that adequate insurance is provided.

**I. Students participating in work-based learning**

Participation of a student in work-based learning activities is contingent upon coverage of accident insurance. This coverage may be provided through school insurance purchased by the student or personal family insurance. Students covered by personal family insurance must provide a certificate of insurance to school staff to certify in writing they have personal/family insurance coverage and that the insurance will be active for the entire period of the student participation in the work-based learning activity.

Administrative Regulation **780 KAR 2:110, Student medical and accident insurance**

(<http://www.lrc.state.ky.us/kar/780/002/110.htm>) authorizes the Commissioner for the Department of Technical Education, now known as the Associate Commissioner for the Office of Career and Technical Education, to provide medical and accident insurance for students enrolled in the state secondary area technology centers. This policy is to be a full access policy and is to serve as a secondary provider of insurance. Kentucky TECH means the system of state-operated secondary technical education programs.

## II. Checklist

- ☐ 1. Students participating in work-based learning activities such as cooperative education and internships must be covered by accident insurance. This coverage may be provided through school insurance, personal family insurance or purchased by the student. Students covered by personal family insurance must provide a certificate of insurance to school staff to certify that they have personal/family coverage that runs for the duration of the student's participation in the work-based learning activity.
- ☐ 2. All students participating in paid work-based learning are to be covered by Workers' Compensation Insurance while on the job.
- ☐ 3. Students participating in non-paid work-based learning are not covered by Workers' Compensation. These students must be covered by parental health insurance, student accident insurance or group coverage by the school per paragraph 1 above.
- ☐ 4. Work sites must provide liability insurance and certify to the schools that they have such coverage.
- ☐ 5. Students driving to a work-based learning site must provide proof of valid driver's license and auto liability insurance.
- ☐ 6. Students being transported to the work site by a vehicle owned by the school board are to be covered by the provisions of the local school board insurance.
- ☐ 7. In addition to insurance and workers' compensation, the workplace needs to provide adequate and safe equipment, and a safe, healthy workplace that conforms to health and safety standards congruent with federal/state laws.
- ☐ 8. Training Plans/Agreements are to be reviewed for completeness, signed by all parties, and a copy kept on file at the school.
- ☐ 9. The need for a criminal background check for the individual who will serve as a work site supervisor/mentor for students participating in work-based learning should be in compliance with **KRS 161.148, Use of volunteer personnel – Criminal records check – Orientation Exception** (<http://www.lrc.ky.gov/Statutes/statute.aspx?id=3868>) and Policy 09.36 of the OCTE Policies and Procedures Manual.

# SERVICE LEARNING

### **Definitions**

Service learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility and strengthen communities.

### **Rationale**

Service learning is a concept that requires educators to recognize the capacity students have for curiosity, playfulness, open mindedness, flexibility, humor, sincerity, creativity, enthusiasm and compassion which uniquely qualifies them to address many critical unmet needs in society. Instead of viewing students as passive recipients of education, service learning suggests that they be viewed as competent, capable producers and willing contributors.

Students can make a difference and, in doing so, grow and learn. Their dedication to making a contribution to their communities and to the world is the foundation of service learning. From this foundation, high-quality service-learning programs are built upon two complimentary goals:

- Service learning incorporates academics and engages students in significant, genuine service to their schools, community and environment.
- Service learning must give students the opportunity to learn through reflection on the experience of serving others.

Recent findings show that students learn best when they apply their knowledge by observing and working with experts while performing real tasks; this underlines the importance of the service learning focusing on real-life contexts. In the process of applying knowledge, it becomes more valuable and interesting. Students grow in their understanding of how their skills and knowledge may be directly applied to solve problems in the adult world they soon will enter.

Therefore, service learning should provide work-based learning experiences that

- link service and academic learning
- meet community needs
- provide concrete opportunities for young people to learn new skills and to think critically in an environment that encourages risk-taking and rewards competence
- are coordinated in collaboration with the school and community
- are integrated into each student's curriculum or career interest
- involve preparation for, reflection on, and celebration of service

- provide structured time for each student to think, talk and write about what he/she did and saw during the actual service activity
- involve students in planning from the earliest stages
- provide opportunities for students to use newly acquired academic skills and knowledge in real life situations in their own communities
- enhance what is taught in the school by extending student learning beyond the classroom
- help foster development of a sense of caring for others

### **Steps in Planning and Implementing a Service-Learning Program/Project**

1. Selection of Teacher/Coordinator
2. Planning Phase
  - a. Determine who needs help in your community by:
    - 1) conducting a survey
    - 2) inviting community agency representatives in for consultation
    - 3) reading local newspapers
  - b. Elicit personal vision—how would students like the world to be different?
    - 1) create personal world visions
    - 2) create a community/school vision
  - c. Collaborate with people in existing programs who share similar values
  - d. Build on student expertise; focus on key public issues
3. Implementation Phase
  - a. decide on a service learning activity/project
  - b. collaborate with service recipients and/or the teacher/coordinator
  - c. train students and in-service staff who will be involved in the project
  - d. complete service learning project
  - e. provide structured opportunities for reflection after the service learning experience through discussion, reading, and/or writing
  - f. provide a means of celebrating the completion of the service learning project where special recognition may be given to the participants, students, staff, and service recipients

### **Career and Technical Student Organizations**

Career and Technical Student Organizations (CTSOs) offer comprehensive events and projects based on the occupational goals of their student membership. These organizations provide an excellent avenue for implementing service learning opportunities. Each organization follows specific competitive event guidelines for both individual and team service learning projects.

Kentucky has eight Career and Technical Student Organizations:

- DECA - An Organization of Marketing Students ([www.deca.org](http://www.deca.org))
- Family, Community, and Career Leaders of America (FCCLA) ([www.fcclainc.org](http://www.fcclainc.org))
- Future Business Leaders of America (FBLA) ([www.fbla.org](http://www.fbla.org))
- Future Educators of America (FEA) ([www.futureeducators.org](http://www.futureeducators.org))



Health Occupations Student Association (HOSA) ([www.hosa.org](http://www.hosa.org))

National FFA Organization (FFA) ([www.ffa.org](http://www.ffa.org))

Skills USA ([www.skillsusa.org](http://www.skillsusa.org))

Technology Student Association (TSA) ([www.tsaweb.org](http://www.tsaweb.org))

For more information regarding career and technical student organizations and service learning opportunities, contact the:

Office of Career and Technical Education  
500 Mero Street  
20th Floor Capital Plaza Tower  
Frankfort, KY 40601  
(502) 564-4286

### **Legal Issues**

**705 KAR 4:231, General program standards for secondary career and technical programs** ([www.lrc.ky.gov/kar/705/004/231.htm](http://www.lrc.ky.gov/kar/705/004/231.htm)). (See Appendix B, Resources.)

As a best practice, policy statement(s) regarding off-campus experiences for work-based learning should be components of the curriculum outlined by the School Based Decision Making Council (SBDM).

### **Professional Staff Criteria**

The coordination of the service learning program/project may be done by a parent, community organization or a non-school person. However, there is added strength in having a teacher, counselor or administrator monitoring and coordinating the effort. If credits toward graduation are going to be awarded, it is critical that the coordinator hold a valid teaching certificate. Responsibilities of the teacher/coordinator(s) include, but are not limited to the following:

- developing and monitoring the program/project
- assisting classroom teachers who are interested in infusing service learning into their core curriculum
- serving as a coach
- providing resources and models for interested teachers
- monitoring the results of projects
- sharing successes
- communicating community needs
- serving as community liaison
- visiting other programs
- addressing concerns of the community and school
- interfacing with students
- arranging for orientations and ongoing training for service learning participants

### **Work-Based Learning Plan/Agreement**

The Work-Based Learning Plan/Agreement (see Appendix A, Forms) for service learning would include the standards, expectations, and responsibilities agreed upon by the student, teacher/coordinator(s), school, service recipient(s), and parent/guardian. In many cases, it may be in the form of a permission slip.

### **Funding Needs**

The following funding needs must be considered:

1. Training and informing administrators to be knowledgeable and supportive leaders and spokespersons of service learning
2. The teacher/coordinator position
3. Staff time to
  - a. learn about service learning through attending conferences
  - b. participate in training and follow-up workshops
  - c. meet and discuss service learning with other staff members
  - d. participate in peer coaching
  - e. visit with community partners to develop working relationships
4. Transportation for students to service learning sites
5. Service learning materials
6. Carrying out service projects
7. Materials and activities for marketing the program

### **Glossary**

***Community service*** is volunteer work done in the community.

***Service learning*** is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.

***Service recipient*** is the person(s) or organization(s) receiving the benefits of service learning.

***Volunteerism*** is the theory, act or practice of being a volunteer to perform some service or work of your own free will and without pay.

***Work-based experiences*** are experiences gained in a work or work-type environment connected to a student's career major/cluster and integrated with the academic curriculum.

## **Resources**

Community Education Directors in local school districts with Community Education Projects

**Learn and Serve America** ([www.learnandserve.gov](http://www.learnandserve.gov)) – A program of the corporation for National and Community Service. Learn and Serve America provides direct and indirect support to K-12 schools, community groups and higher education institutions to facilitate training, research, and recognition programs.

**Corporation for National and Community Service** ([www.nationalservice.gov](http://www.nationalservice.gov)) – This organization provides grants and training to develop and expand volunteer organizations.

**National Service Learning Clearing House (NSLC)** ([www.servicelearning.org](http://www.servicelearning.org)) – operates America's premier website supporting the service learning efforts of schools, higher education institutions, communities, and tribal nations. The website offers timely information and relevant resources, thousands of free on-line resources, and is the nation's largest library of service learning materials.

**National Dropout Prevention Center/Network** ([http://www.dropoutprevention.org/effstrat/service\\_learning/overview.htm](http://www.dropoutprevention.org/effstrat/service_learning/overview.htm) ) – This website provides a complete overview of service learning, resources and model programs.

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# MENTORING

### **Definition**

Mentoring is one component of work-based learning. A mentor is a volunteer from the business/industrial community that helps students become aware of career opportunities and work ethics in a one-to-one relationship that goes beyond the formal obligations of a teaching or supervisory role.

### **Rationale**

Mentoring provides an avenue for developing voluntary partnerships between employers and schools. Mentoring also gives the mentor an opportunity to have a positive influence on the development of a young person. Above all, a mentoring experience provides young people with someone to look to for support and guidance while facing the challenges of growing into adulthood.

### **Some Benefits of Mentoring**

- offers career exploration opportunities firsthand about a chosen profession
- immerses the student in the higher-order thought process of the profession helps students see the importance of developing good work ethics and having positive self-esteem
- forms a partnership between students, schools and experience, and volunteers from business and industry
- requires a strong commitment from both parties to listen, share, respect and trust the other party's concerns and comments
- is an opportunity for individuals to have a positive influence on the youth of today

### **Steps for Implementing a Mentoring Program**

1. Discuss and identify the opportunities of the mentoring program.
2. Discuss and identify where and when the mentoring will take place. (e.g., school/off-campus)
3. Develop application materials for interested students and mentors.
4. Develop selection criteria for both students and mentors.
5. Develop an evaluation form to monitor success of the program.
6. Recruit students (in collaboration with their parents) and mentors to participate in the program.

7. Select the teacher(s)/other personnel who will be working with the mentoring program in the school system.
8. Select the individuals (students and mentors) who will be participating in the mentoring program.
9. Match the student with a compatible mentor based on career interest.
10. Conduct a training and orientation session for mentors, students and school staff involved in the mentoring program.
  - a. **School Staff:** In these sessions, review
    - 1) goals of the program
    - 2) procedures to be followed for the mentoring sessions based on site-based policies
    - 3) evaluation procedure
    - 4) expectations for staff members
    - 5) safety procedures
  - b. **Mentor(s):** In these sessions, review
    - 1) goals of the program
    - 2) procedures to be followed for mentoring sessions
    - 3) basic information about the school and the school routine such as beginning and ending time, days off, and school sign in and out policy.
    - 4) evaluation procedure
    - 5) expectations for mentors involved in the program
    - 6) information on school resources, cultural sensitivity, profile of students, liability, safety, etc.
  - c. **Students:** In these sessions, review
    - 1) expectations
    - 2) proper dress
    - 3) careers relating to mentoring experience
    - 4) basic safety practices/procedures
    - 5) evaluation procedures
    - 6) transportation for off-campus sessions
11. Facilitate meetings between the mentor and student.
12. Evaluate the mentoring program to continually improve the program outcomes (students, teachers, and mentors each complete an evaluation).
13. Organize an appreciation meeting for mentors.

### **Legal Issues**

**705 KAR 4:231, General Program Standards for Secondary CTE Programs**  
([www.lrc.ky.gov/kar/705/004/231.htm](http://www.lrc.ky.gov/kar/705/004/231.htm)) **Section 4** (See Appendix B, Resources)

**704 KAR 3:305, Minimum Requirements for High School Graduation**  
([www.lrc.ky.gov/kar/704/003/305.htm](http://www.lrc.ky.gov/kar/704/003/305.htm)) (See Appendix B, Resources)

As a best practice, policy statement(s) regarding off-campus experiences for work-based learning should be components of the curriculum.



## **Professional Staff Criteria**

School and mentor staff should:

- be successful in work life
- have a positive outlook on life
- work well with others
- be responsible, trustworthy
- be patient
- enjoy teaching others how to succeed
- lack a criminal record
- be interested in identifying potential mentors for students

## **Work-Based Learning Plan/Agreement**

Sample forms provided at the end of this chapter may be modified as needed.

Student Application  
Mentor Questionnaire  
Teacher Evaluation  
Student Evaluation  
Mentor Evaluation

## **Resources**

Schools:	Staff to coordinate mentoring program Public awareness materials Space for mentoring sessions Materials to enhance meetings – puzzles, games, books, computers, etc. Mentor appreciation items – awards, party, etc.
Mentors:	Flexible work schedule Time to spend with student Transportation/insurance Personal liability insurance
Students:	Transportation Time to spend with mentor

Additional resources in Appendix B, Resources.

*SAMPLE*  
**STUDENT APPLICATION FOR MENTORING**  
Office of Career and Technical Education

Students interested in participating in a mentoring relationship need to complete the following items in order to be considered for the opportunity.

**NAME** \_\_\_\_\_ **GRADE/CLASS** \_\_\_\_\_

**HOMEROOM TEACHER/ADVISOR** \_\_\_\_\_

**Hobbies** \_\_\_\_\_

**Please list some of your specific career interests in order of preference.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If you already have a specific employer with whom you would like to become more familiar, please list that employer. Attempts will be made to make those arrangements; however, circumstances may arise which could make the match unlikely.

**Student Agreement**

1. I agree to make up any school work that I miss while participating in a mentoring session.
2. I agree to act in an appropriate manner while participating in a mentoring session.
3. I agree to become knowledgeable about my career interest prior to participating in a mentoring session.
4. I agree to share my mentoring experience with teacher or class.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\*\*\*\*\*

**PARENT/GUARDIAN PERMISSION:** I give my child, \_\_\_\_\_, permission to participate in a mentoring session set up by the school authorities.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*SAMPLE*  
**MENTOR QUESTIONNAIRE**  
Office of Career and Technical Education

Parties interested in serving as a mentor during this school year should complete the following items to assist in the selection and matching process.

**NAME** \_\_\_\_\_ **TITLE** \_\_\_\_\_

**COMPANY** \_\_\_\_\_

**COMPANY ADDRESS** \_\_\_\_\_

**WORK TELEPHONE** \_\_\_\_\_

Discuss briefly your specific job duties. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Discuss briefly your interest in becoming a mentor. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe when and how you envision your mentoring relationship to take place. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list your immediate supervisor's name, address, and telephone number.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, agree as a mentor to participate in an orientation and training session. Additionally, I agree to attend all scheduled mentoring sessions, to notify school staff of any problems, and to be the best possible mentor that I can be to my assigned student. I also agree to a background check as required by the agency once I have been chosen as a mentor.

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

*SAMPLE*  
**TEACHER EVALUATION FOR MENTORING**  
Office of Career and Technical Education

**TEACHER** \_\_\_\_\_

**CLASS/GRADE** \_\_\_\_\_

Do you believe that the mentoring experiences were good learning experiences for your students? \_\_\_\_ Yes \_\_\_\_ No

Give examples of positive experiences.

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---

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How did the students share their experiences with the other students once they came back to the classroom?

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---

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List any suggestions to make the experiences more valuable to all concerned.

---

---

---

Were there any special problems with the mentoring program that need to be addressed on a school-wide level? \_\_\_\_ Yes \_\_\_\_ No If yes, please explain.

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---

---

Are you interested in having future students participate in other mentoring experiences?  
\_\_\_\_ Yes \_\_\_\_ No

*SAMPLE*  
**STUDENT MENTORING EVALUATION**  
Office of Career and Technical Education

NAME \_\_\_\_\_ GRADE/CLASS \_\_\_\_\_

MENTOR \_\_\_\_\_

MENTOR'S PLACE OF EMPLOYMENT \_\_\_\_\_

DATE \_\_\_\_\_

Describe some of the mentoring provided during the various visits.

\_\_\_\_\_  
\_\_\_\_\_

Has your mentor assisted you in focusing on a career goal, work ethics, etc.?

\_\_\_\_ Yes \_\_\_\_ No    If yes, describe how.

\_\_\_\_\_  
\_\_\_\_\_

Mentoring sessions were scheduled at \_\_\_\_\_

\_\_\_\_ school site                  \_\_\_\_ worksite                  \_\_\_\_ both school site and worksite

Type of help provided through mentoring such as:

\_\_\_\_ Employee expectations

\_\_\_\_ Employer expectations

\_\_\_\_ Basic academic skills needed in career choice

\_\_\_\_ Technical skills needed in chosen career

\_\_\_\_ The interpersonal (people skills) needed for success in the \_\_\_\_\_

\_\_\_\_ Trends in the job market

\_\_\_\_ Education needed beyond high school

Are you interested in continuing your mentor relationship? \_\_\_\_ Yes \_\_\_\_ No

Explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List some of the important things that you have learned about yourself and your chosen career during this mentoring experience.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SAMPLE**  
**MENTOR EVALUATION**  
Office of Career and Technical Education

**MENTOR NAME** \_\_\_\_\_ **TITLE** \_\_\_\_\_

**COMPANY ADDRESS** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**STUDENT'S NAME** \_\_\_\_\_

**SCHOOL** \_\_\_\_\_

Has the mentoring experience been beneficial to you and the student assigned to you?  
\_\_\_ Yes \_\_\_ No

Explain how: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you feel that the student assigned to you has made the most of the opportunities provided by the mentoring experience? \_\_\_ Yes \_\_\_ No

List types of mentoring activities provided during the various sessions.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any suggestions you have to make the mentoring program more successful.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you willing to continue with the mentoring program? \_\_\_ Yes \_\_\_ No

***Your participation in the mentoring program is crucial to the program's success and is greatly appreciated. Thanks for your help!***



# SHADOWING

## **Definition**

Shadowing is learning through observation and is a way to form partnerships between employers and the local schools. Shadowing is an opportunity for a student to spend a limited amount of time with an individual in a chosen occupation in order to become familiar with the duties associated with that occupation, the physical setting of the occupation, and the compatibility of the occupation with his or her own career goals.

## **Rationale**

Shadowing is an opportunity for employers and schools to work together to aid the educational process. Students are given the opportunity to observe workers on the job in different occupations and to become familiar with expectations of the worker in a real world situation. Students are also given the opportunity to discuss items of interest and concern with the individual actually in the occupation they are shadowing. Shadowing provides a relevant learning experience outside the classroom. Employers are able to contribute to the education of youth, promote company culture, and showcase occupations that are not as well known or those where there will be a shortage of qualified candidates in the near future.

## **Steps for Implementing a Shadowing Program**

1. Discuss and identify the goals and policies of the shadowing program.
2. Develop application materials for interested students and employers.
3. Develop selection criteria for both students and employers.
4. Develop an evaluation form to monitor the success of the program.
5. Develop and launch a media campaign.
6. Recruit students (along with their parents), and employers to participate in the program.
7. Select the teacher(s)/other personnel who will be working with the shadowing program inside the school system.
8. Select the individual students and employers who will be participating in the shadowing program.
9. Discuss and identify where and when the shadowing will take place. Discuss and determine transportation needs for the shadowing experiences.
10. Hold a training and orientation session for the employers and school staff involved in the shadowing experiences.
  - a. **Employers/Staff Sessions**
    - 1) Present an orientation explanation of the goals, procedure for setting up shadowing event, evaluation procedures, and expectations of the school

- 2) Review safety precautions
- 3) Develop day agenda
- b. School Staff Sessions**
  - 1) Present an orientation explanation of goals, standard procedure to be followed for the shadowing day, and class make-up plan
  - 2) Review safety precautions
  - 3) Develop day agenda
11. Hold a training session for the student s involved in the shadowing experience to discuss
  - a. expectations
  - b. proper dress
  - c. research careers relating to shadowing experience
  - d. knowledge of basic workplace etiquette
  - e. knowledge of basic safety practices/procedures
  - f. explanation of the evaluation
  - g. plans for transportation
12. Select an employer and a shadowing site compatible with student interest.
13. Facilitate the shadowing sessions.
14. Evaluate the shadowing experience to improve program outcomes (students, teachers, and employers).
15. Send notes of appreciation to the employers who were involved in the shadowing experience.

### **Legal Issues**

Refer to Chapter 1 for information on laws impacting shadowing experience programs.

As a best practice, policy statement(s) regarding off-campus experiences for work-based learning should be components of the curriculum outlined by the School Based Decision Making (SBDM) Council.

### **Professional Staff Criteria**

The school and employer staff should provide:

- a safety-conscious environment
- time to spend with the students and their shadowing experiences
- adequate supervision of the students at the job site

### **Work-Based Learning Plan/Agreement**

A sample Work-Based Learning Plan/Agreement that may be used for all types of work-based learning is available in Appendix A, Forms.

Other sample forms provided at the end of this chapter which may be modified as needed:

- Student Application
- Questionnaire for Employers
- Teacher Evaluation Student Evaluation
- Employer Evaluation
- Parent Consent/Medical Authorization
- Teacher Consent

### **Resources**

[www.ebooksde.org/pdf/job-shadowing-handbook-state-of-new-jersey.html](http://www.ebooksde.org/pdf/job-shadowing-handbook-state-of-new-jersey.html)

This website provides a job shadowing handbook.

[www.jobshadow.com](http://www.jobshadow.com)

This website provides useful information and resources for job shadowing.

[www.virtualjobshadow.com](http://www.virtualjobshadow.com)

This website provides virtual career exploration of a variety of careers.

[www.uwplatt.edu/careercenter/resources/JobShadow.pdf](http://www.uwplatt.edu/careercenter/resources/JobShadow.pdf)

This website provides valuable information on what job shadowing is and how it works as well as helpful tips on establishing a program.

[www.reachoutmichigan.org/career/shadowtips.html](http://www.reachoutmichigan.org/career/shadowtips.html)

This website provides helpful hints for the worksite.

[www.ja.org/programs/programs.shtml](http://www.ja.org/programs/programs.shtml)

This website will provide information on the Junior Achievement Job Shadowing Program.

---

**SAMPLE**  
**STUDENT APPLICATION**  
Office of Career and Technical Education

**Check the experience in which you are interested:** \_\_\_\_\_ Mentoring      \_\_\_\_\_ Shadowing

Students interested in participating in either a shadowing or mentoring experience need to complete the following items in order to be considered for either opportunity.

NAME \_\_\_\_\_ GRADE/CLASS \_\_\_\_\_

HOMEROOM TEACHER/ADVISOR \_\_\_\_\_

Please list some of your specific career interests in order of preference:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

If you already have a specific employer with whom you would like to become more familiar, please list that employer's name. Attempts will be made to make those arrangements; however, circumstances may arise which could make the match unlikely.

**Student Agreement**

1. I agree to make up any school work that I miss while participating in a shadowing or mentoring session.
2. I agree to act in an appropriate manner while participating in a shadowing or mentoring session.
3. I agree to become knowledgeable about my career interest prior to participating in a shadowing or mentoring session.
4. I agree to report to the entire class about my chosen experience.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

PARENT/GUARDIAN PERMISSION: I give my child, \_\_\_\_\_, permission to participate in a shadowing or mentoring session set up by the school authorities.

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

*SAMPLE*  
**QUESTIONNAIRE FOR EMPLOYERS  
INTERESTED IN SHADOWING**  
Office of Career and Technical Education

**Employers Interested in Participating in a Shadowing Experience:** Please complete the following items to facilitate the scheduling of the shadowing participant.

**EMPLOYER NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**COMPANY CONTACT** \_\_\_\_\_ **PHONE** \_\_\_\_\_

Please list the positions/individuals you feel could have a student shadow for a limited amount of time.

	<u>Position</u>	<u>Individual</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

List any restrictions which might limit some students' participation in shadowing. (e.g., age)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe briefly your interest in participating in a shadowing experience for our students.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

\_\_\_\_\_ agrees to participate in a shadowing experience for students of \_\_\_\_\_ School. Prior to the shadowing experience, we agree to send at least one individual from the company to an orientation and training session at \_\_\_\_\_ School to prepare for the arrival of the student(s). \_\_\_\_\_ agrees to fully supervise the student(s) while on our property and to not put them in a hazardous situation.

Company Representative \_\_\_\_\_ Date \_\_\_\_\_

---

*SAMPLE*  
**TEACHER EVALUATION FOR MENTORING AND SHADOWING**  
Office of Career and Technical Education

**TEACHER** \_\_\_\_\_

**CLASS/GRADE** \_\_\_\_\_

Do you believe that the shadowing and mentoring experiences were good learning experiences for your students? \_\_\_\_ Yes \_\_\_\_ No

Give examples of positive experiences.

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How did the students share their experiences with the other students once they came back to the classroom?

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---

List suggestions to make the experiences more valuable to all concerned.

Students: \_\_\_\_\_

Parents: \_\_\_\_\_

School Personnel: \_\_\_\_\_

Employer: \_\_\_\_\_

Did you encounter any special problems with the shadowing or mentoring program that need to be addressed on a school-wide level? \_\_\_\_ Yes \_\_\_\_ No If yes, please explain.

---

---

---

Are you interested in having future students participate in other shadowing or mentoring experiences? \_\_\_\_ Yes \_\_\_\_ No



---

***SAMPLE***  
**STUDENT SHADOWING EVALUATION**  
Office of Career and Technical Education

**NAME** \_\_\_\_\_ **GRADE/CLASS** \_\_\_\_\_

**EMPLOYER** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

**DATE** \_\_\_\_\_

1. Describe what you observed while on your shadowing visit.

---

---

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2. What did you learn that most surprised you while on your shadowing visit?

---

---

---

3. Are you still interested in your career choice after this experience? \_\_\_\_ Yes \_\_\_\_ No  
Explain your selection.

---

---

---

4. Have you expressed appreciation to the individual that you shadowed? \_\_\_\_ Yes \_\_\_\_ No  
If yes, explain. \_\_\_\_\_

---

---

---

5. Give suggestions that could have made the shadowing experience more beneficial to you.

---

---

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*SAMPLE*  
**EMPLOYER SHADOWING EVALUATION**  
Office of Career and Technical Education

**EMPLOYER NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Do you believe that the shadowing experience was beneficial to the students? \_\_\_\_ Yes \_\_\_\_ No  
To the employer? \_\_\_\_ Yes \_\_\_\_ No

How? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you believe that the school should continue this effort to extend learning beyond the  
classroom? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did the student come to your place of business fully prepared for the shadowing experience?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have any suggestions or comments to make the experience more valuable to the  
students? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you willing to participate in another shadowing experience in the near future?  
\_\_\_\_ Yes \_\_\_\_ No

Time of day for visit(s) \_\_\_\_\_ Time of year for visit(s) \_\_\_\_\_

Your participation in the shadowing program for our student(s) is greatly appreciated. The  
partnership between schools and employers is a vital step to better preparing our youth for the  
jobs of tomorrow. Thanks for your help!

**SAMPLE**  
**PARENT/GUARDIAN CONSENT FORM**  
Office of Career and Technical Education

Your son or daughter will be participating in a job shadowing experience. Job shadowing is a work-site experience (typically three to six hours) during which a student spends supervised time at a workplace observing a worker, asking questions, and completing written assignments to learn about different jobs.

**Permission to Participate in Job Shadowing**

\_\_\_\_\_ may participate in a job shadowing experience which will  
(Student)  
take place at \_\_\_\_\_ on \_\_\_\_\_  
(day/s)  
from \_\_\_\_\_ to \_\_\_\_\_.  
(time) (time)

**Permission to Travel to Work Site**

I grant permission for my son/daughter to travel by public transportation.

\_\_\_\_ Yes \_\_\_\_\_ No

I grant permission for my son/daughter to travel using his/her own car. (Note: Proof of driver's license and insurance is required.)

\_\_\_\_ Yes \_\_\_\_\_ No

I understand I am responsible for providing transportation for my son/daughter to and from the job shadowing site.

\_\_\_\_ Yes \_\_\_\_\_ No

I understand the school will provide transportation to and from the job shadowing site.

\_\_\_\_ Yes \_\_\_\_\_ No

**Photo Release**

I grant permission to photograph my son/daughter while participating in the job shadow for program promotion and educational purposes.

\_\_\_\_ Yes \_\_\_\_\_ No

**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

*SAMPLE*  
**MEDICAL AUTHORIZATION**  
Office of Career and Technical Education

Should it be necessary for my child to have medical treatment while participating in the Job Shadowing, I hereby give the school district and/or work-site personnel permission to use their best judgment in obtaining medical service for my child, and I give permission to the physician selected to render whatever medical treatment he/she deems necessary and appropriate.

\_\_\_\_ **Yes**    \_\_\_\_ **No**

Permission is also granted to release emergency contact/medical history to the attending physician or to work-site personnel if needed.

\_\_\_\_ **Yes**    \_\_\_\_ **No**

Student's name \_\_\_\_\_

Date of birth \_\_\_\_\_

Address \_\_\_\_\_

Daytime phone for parent or guardian ( \_\_\_\_\_ ) \_\_\_\_\_

Contact other than parent or guardian \_\_\_\_\_

Relation to student \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Family doctor \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Preferred hospital address \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Does your child require any special accommodations due to medical limitations, allergies, disabilities, dietary constraints, or other restrictions? Please explain any that are required.

**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

This form was adapted from *Job Shadow Guide for Staff*. Northwest Regional Educational Laboratory.

---

**SAMPLE**  
**STUDENT/TEACHER CONSENT FORM**  
Office of Career and Technical Education

**Student to Complete**

I, \_\_\_\_\_, will participate in a job shadowing experience, which will take place at \_\_\_\_\_ on \_\_\_\_\_ (day/s) from \_\_\_\_\_ (time) to \_\_\_\_\_ (time).

I understand that people outside of school are giving up valuable time to help me learn about their jobs. By signing below, I agree to complete all the requirements of the job shadowing and take responsibility for making up work in the classes I miss for my job shadowing experience.

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Teacher(s) to Complete**

I authorize \_\_\_\_\_ (name of student) to be excused from my class to participate in job shadowing during the date and time indicated above. The student will be responsible for all make-up work and will complete it according to a schedule that I determine with him or her.

1. Teacher's name: \_\_\_\_\_  
Dates/times of classes to be missed: \_\_\_\_\_  
Signature: \_\_\_\_\_
2. Teacher's name: \_\_\_\_\_  
Dates/times of classes to be missed: \_\_\_\_\_  
Signature: \_\_\_\_\_
3. Teacher's name: \_\_\_\_\_  
Dates/times of classes to be missed: \_\_\_\_\_  
Signature: \_\_\_\_\_
4. Teacher's name: \_\_\_\_\_  
Dates/times of classes to be missed: \_\_\_\_\_  
Signature: \_\_\_\_\_

Adapted from *Job Shadow Guide for Staff*. Northwest Regional Educational Laboratory.

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# ENTREPRENEURSHIP

## **Definition**

Entrepreneurship education allows students to develop a deeper understanding of economic principles and to apply classroom learning by organizing and operating a business enterprise. An entrepreneurship education program should involve students developing individual entrepreneurship projects in which they assume all risks in expectation of gaining a profit and/or further knowledge. An entrepreneurship program may be a component of a specific course within the curriculum or be a stand-alone course for credit. Entrepreneurship education may be offered in any Career and Technical Education program.

## **Rationale**

An entrepreneurship program should be designed to help students further develop skills in the areas of economics, business management, and marketing. The program should complement instruction and further prepare students to meet their career objectives. Entrepreneurship programs should allow students to experience all aspects of developing and running a business enterprise. Students should receive instruction and support for developing their projects and receive feedback from the teacher/instructor.

Entrepreneurship programs offer many benefits to students. Just as important as the opportunity to apply academic knowledge such as record keeping and economics is the opportunity to grow in the areas of self-discipline, critical thinking, and problem solving. These skills can be mastered only through experience and practice. The real-life experience gained through entrepreneurship projects is viewed favorably by college admissions officers and potential employers. Other benefits to the student include the opportunity to earn money and to make connections within the business world.

An entrepreneurship program may lead students toward entrepreneurship projects that are either short term or long term in nature. Short-term projects usually involve providing only one product or service for a limited period of time. The focus of a short-term project should be to learn and develop specific skills related to the project. Long-term projects continue for a period of one to four years and must include learning a broad range of skills and knowledge.

The ultimate goal of an entrepreneurship program is for students to develop management and critical thinking skills that they will use throughout life. These would include but not be limited to product development, marketing, advertising, financing, record keeping, budgeting, communication, customer service, decision making, locating and utilizing resources, and complying with governmental regulations. Students should receive instruction on the topics



mentioned above as part of the entrepreneurship program. The program should also give students the opportunity to apply these specific skills within their individual projects.

Within the entrepreneurship program, students should have complete control of their individual projects but should use the teacher, parents, and other partners as resources in making management decisions. The teacher should visit work sites, interview student clients and review business records to gain a complete understanding of student projects. The teacher should provide students with ongoing feedback for improving their entrepreneurship projects and work to connect them with other adults who can provide knowledge and assistance.

As part of the entrepreneurship program, students should receive instruction relating to local, state and federal regulations relative to small businesses. Adherence to these laws and regulations should be a requirement of the entrepreneurship program and an element of student evaluation.

Students may receive credit toward high school graduation for work in entrepreneurship programs provided that all conditions of **704 KAR 3:305, Minimum requirements for high school graduation** (<http://www.lrc.ky.gov/kar/704/003/305.htm>), **Section 5** have been met. Specifically, the experience must be "designed to further student progress towards the Individual Learning Plan ... supervised by qualified instructors," and "aligned with state and local content and performance standards."

If credit is not awarded for work in the entrepreneurship program, the student may receive a grade for his/her efforts. This grade could be part of the course design or be used as bonus points. An example evaluation instrument is on pages 5-5 and 5-6 of this chapter.

Students may use the entrepreneurship program to gain recognition from the appropriate youth organization that recognizes this kind of effort.

### **Steps in Planning and Implementing an Entrepreneurship Program**

- Determine whether the entrepreneurship program will be tied to a specific course, a culminating project for the school or a specific career major or an out- of-school program.
- Determine whether the focus of the entrepreneurship program will be to have students participate in short-term or long-term entrepreneurship projects. Even if the focus is on short-term entrepreneurship projects, some students may choose to continue and expand their projects.
- Decide how instruction will be delivered in the areas of product development, marketing, advertising, financing, record keeping, budgeting, communication, customer service, decision making, locating and utilizing resources, and complying with governmental regulations.
- Develop a sample business plan for students to use and an instrument for evaluating student progress and performance.

- Determine what resources will be needed to assist students in beginning their entrepreneurship projects.
- Develop an agreement with all parties involved, including students, parents, teachers, and possible mentors. (See Appendix A, Forms, for sample.)
- Design a system for monitoring student progress and for providing students with feedback on improving their entrepreneurship projects.

### **Legal Issues**

Students may receive credit toward high school graduation for work in entrepreneurship programs provided that all conditions of **704 KAR 3:305, Minimum requirements for high school graduation** (<http://www.lrc.ky.gov/kar/704/003/305.htm>), **Section 5** have been met. Specifically, the experience must be "designed to further student progress towards the Individual Learning Plan," "supervised by qualified instructors," and "aligned with state and local content and performance standards."

**705 KAR 4:231, General program standards for secondary career and technical education programs** ([www.lrc.ky.gov/kar/705/004/231.htm](http://www.lrc.ky.gov/kar/705/004/231.htm)) **Section 5** requires Career and Technical Education Programs to provide opportunities for students to participate in work-based learning experiences. Entrepreneurship is named as one type of work-based learning experience in the regulation.

As a best practice, policy statement(s) regarding off-campus experiences for work-based learning should be components of the curriculum outlined by the School Based Decision Making (SBDM) Council.

Students should comply with all local, state and national laws and regulations related to their entrepreneurship program. This should include licensing, copyright, sales tax, income tax, etc.

### **Professional Staff Criteria**

An entrepreneurship teacher/coordinator must:

- have a broad knowledge of business and business management skills
- be a successful planner and organizer
- work well with people
- enjoy teaching others to succeed
- have a positive attitude
- hold a teaching certificate in the appropriate occupational area

## **Components of a Work-Based Learning Plan/Agreement**

A sample Work-Based Learning Plan/Agreement may be found in Appendix A. This may be modified to meet the needs of the school, student, and program.

A Work-Based Learning Plan/Agreement for an entrepreneurship project should also include:

- description of the entrepreneurship project
- list of skills to be developed through the program
- a copy of the student's business plan which should include:
  - product/service to be provided
  - proposed budget including projected income and expenses
  - plans for financing the project
  - marketing plan for the project
  - exchange agreement(s) if the student will be exchanging labor for inputs, facilities, or machinery

## **Resources**

**705 KAR 4:231, General program standards for secondary career and technical education programs** ([www.lrc.ky.gov/kar/705/004/231.htm](http://www.lrc.ky.gov/kar/705/004/231.htm)) **Section 5** (See Appendix B, Resources)

Community Ventures Corporation	<a href="http://www.cvcky.org">www.cvcky.org</a>
Consortium for Entrepreneurship Education	<a href="http://www.entre-ed.org">www.entre-ed.org</a>
EntreWorld Ewing Marion Kauffman Foundation	<a href="http://www.entreworld.org">www.entreworld.org</a>
FCCLA Star Event Manual	<a href="http://www.FCCLAINC.org">www.FCCLAINC.org</a>
HomeBasedWork.com	<a href="http://www.homebasedwork.com">www.homebasedwork.com</a>
INC.com	<a href="http://www.inc.com/welcome.html">www.inc.com/welcome.html</a>
Kauffman Center for Entrepreneurial Leadership Ewing Marion Kauffman Foundation 4801 Rockhill Road Kansas City, MO 64110	<a href="http://www.kauffman.org">www.kauffman.org</a>
Kentucky Department of Agriculture	<a href="http://www.kyagr.com">www.kyagr.com</a>
Kentucky Entrepreneurial Coaches Institute	<a href="http://www.uky.edu/Ag/CLD/KECI/">www.uky.edu/Ag/CLD/KECI/</a>
Kentucky Small Business Development Center	<a href="http://www.ksbdc.org">www.ksbdc.org</a>
Mind Your Own Business	<a href="http://mindyourownbiz.org">mindyourownbiz.org</a>
U. S. Small Business Administration	<a href="http://www.sba.gov">www.sba.gov</a>

*Sample*  
**Evaluation Instrument for Use in Entrepreneurship Programs**  
*Office of Career and Technical Education*

Each item should be marked as 4, 3, 2, 1 with 4 being highly proficient and 1 being novice.

**Student Business Plan**

- \_\_\_ Business plan includes a complete description of the product or service that will be offered.
- \_\_\_ Business plan includes a complete and accurate budget with realistic projections of income and expenses.
- \_\_\_ Business plan includes a complete description of how startup capital for the project will be secured. A copy of the completed loan application should be included if applicable.
- \_\_\_ Business plan includes a marketing plan for the project. Samples of advertisements, fliers, business cards, etc. should be included if these are part of the marketing plan.
- \_\_\_ Business plan includes three or more goals for the project. Goals should be SMART (Specific, Measurable, Attainable, Related, and Timed)

**Total for Business Plan X 5 = \_\_\_\_\_ (100 points possible)**

**Student Project**

- \_\_\_ Student has actively implemented the business plan.
- \_\_\_ Student is producing a product or service that has value to customers and makes customer service a priority.
- \_\_\_ Student has implemented marketing strategies as outlined in the business plan and has developed effective, high quality marketing tools (if applicable).
- \_\_\_ Student uses technical publications, industry professionals, and governmental resources to stay abreast of trends in the industry.
- \_\_\_ Student is keeping complete financial records and using these records to make management decisions.
- \_\_\_ Student regularly reflects on progress that he/she has made toward achieving goals and implements new strategies for achieving goals.
- \_\_\_ Student is complying with all local, state, and federal laws and regulations.

**Total for Student Project X 5 = \_\_\_\_\_ (140 points possible)**

**Reflective Writing Piece**

\_\_\_\_ Reflective writing piece details work on the project including how it was planned and implemented.

\_\_\_\_ Student reflects on the value of the project as part of his/her educational experience- includes 2-3 specific things the student learned from the project.

\_\_\_\_ Student reflects on how he/she will use the knowledge and skills gained from this project in their future.

\_\_\_\_ Student reflects on how he/she would approach entrepreneurship projects in the future, based on his/her experience with this project.

\_\_\_\_ Reflective writing piece is well written and has few grammatical errors.

**Total Reflective Writing Piece X 3 = \_\_\_\_ (60 points possible)**

**Score Summary**

**Total Student Business Plan** \_\_\_\_\_

**Total Student Project** \_\_\_\_\_

**Total Reflective Writing** \_\_\_\_\_

**Total Score** \_\_\_\_\_ **(300 points possible)**

*Sample*  
**Entrepreneurship Leadership Skills Checklist**  
*Office of Career and Technical Education*

Name \_\_\_\_\_ Date \_\_\_\_\_

<b>MY ENTREPRENEURSHIP SKILLS</b>			
Rate your entrepreneurship skills. "W" stands for "weak skills." "NI" stands for "needs improvement." "S" stands for "strong skills." Circle one for each skill.			
W	NI	S	Seeking a promotion
W	NI	S	Presenting ideas in a business meeting
W	NI	S	Proposing new products or services
W	NI	S	Creating a new way to do things
W	NI	S	Completing projects beyond regular job duties
W	NI	S	Being a self-starter
W	NI	S	Knowing about entrepreneurship
W	NI	S	Setting up safety and sanitation procedures
W	NI	S	Reading financial reports
W	NI	S	Marketing a business
W	NI	S	Understanding laws related to my targeted career
W	NI	S	Increasing profits
W	NI	S	Creating a business plan
W	NI	S	Finding business financing
W	NI	S	Starting a business
W	NI	S	Re-creating a business

Identify the three skills on which you most need to work for improvement.

- 1.
- 2.
- 3.

# SCHOOL-BASED ENTERPRISE

## **Definition**

A school-based enterprise (SBE) is a simulated or actual business conducted within a school. It is designed to replicate a specific business or segment of an industry and assist students in acquiring work experience related to their chosen career cluster.

## **Rationale**

Many communities do not have sufficient numbers of businesses and industries to provide opportunities for students to gain extensive work-based experiences in the private sector. In this case, school-based enterprises can be utilized to fill the void.

Three basic types of businesses that may be incorporated as school-based enterprises are retail, service, and manufacturing. Currently, the most common enterprises in Kentucky schools are retail and service enterprises: banks, IT help desks, school stores, boutiques and greenhouses. The manufacturing enterprises include endeavors such as sign-making, printing and novelty production.

Other successful school-based enterprises include certified child care centers, school farms, construction projects, catering, embroidery/screen printing and stores associated with businesses such as grocery chains and restaurants. Opportunities for school-based enterprises are limited only by the imagination.

School-based enterprises can provide many and varied experiences for students and local businesses in the community. These enterprises can offer students opportunities to develop an understanding of the kinds of work done in today's workplace. Students may be involved in "all aspects of the business" and can rotate among the various positions and tasks involved in the designated business venture.

School-based enterprises provide students opportunities to

- utilize basic academic skills
- gain experience in a work-related environment
  - work as a team member
  - develop leadership skills
  - work with the teacher/coordinator and the advisory board to develop policies and procedures for the operation of an enterprise
  - become familiar with technology used in business
  - develop an understanding of the economic system and its impact on society



## **Steps in Planning and Implementing a School-Based Enterprise**

The first step in planning a school-based enterprise is communicating with the school administrator. This is the most important phase of any enterprise to its overall success. Time spent planning can save major headaches down the road.

1. Select enterprise to be replicated.
2. Develop policies and procedures for school-based enterprise.
3. Apply to recommended course within a career pathway.
4. Locate an appropriate site within the school.
5. Design a layout plan for the enterprise.
6. Secure funding and/or sponsorship (business partnership) for needed supplies and materials.
7. Secure supplies and materials.
8. Train student workers.
9. Determine how finances will be handled.
10. Inform student body and staff of services available.
11. Conduct a grand opening (ribbon-cutting ceremony) of the enterprise.

## **Develop a Business Mission Statement**

It is advisable that a written business plan with guidelines for operation be developed and sanctioned by the CTE administration. When appropriate, the business plan could be an agreement with a partnering business within the community, such as a Kroger store. The business plan should, in general, be in agreement with that of the business serving as a model.

## **Conduct Market Research**

A market research will help to determine what customers/students want so the business can tailor its products or services to the needs of consumers. There are four main areas to research before starting the enterprise: competitor, consumer, product/service and labor.

There should be an investigation of the costs involved in establishing the enterprise. A list of equipment to purchase and an estimate of monthly expenses also must be prepared.

Setting a price for the product will be a critical business decision. There are two basic criteria in establishing price: Is the price competitive? Does it cover costs and percentage of mark-up?

Once these areas of research have been conducted, the business plan will be complete. This plan is the blueprint for the business and should include at least the following elements:

- the business mission statement
- a set of business goals
- a timetable for starting the business plus a schedule of the business hours

- a personnel plan to address job descriptions, student selection and schedules, staff development
- an estimate of the costs involved and the profits expected

Before proceeding further with the development of the enterprise, work through the school administrator and board attorney to determine what, if any, government registration and regulation might apply to the operation of the enterprise.

### **Steps in Implementing a School-Based Enterprise**

The planning phase is directly related to the implementation process. Once a decision has been made regarding the designated school-based enterprise, with the help of the teacher/coordinator, students will determine the equipment and supplies needed for the business.

Each school-based enterprise will need a variety of equipment and supplies. When ordering and selecting equipment, fixtures or supplies, keep in mind the space allocation and the types of services the enterprise will provide.

The implementation process involves

- locating and purchasing equipment, furniture and supplies; making price comparisons for purchasing equipment, materials and supplies;
- determining who is authorized to purchase merchandise;
- identifying personnel authorized to make purchases for the enterprise; developing procedures for paying for equipment, fixtures and supplies; and identifying procedures for record keeping, such as paying for merchandise, inventorying and reporting lost, stolen or damaged items.

Step two in this process involves setting up the facility. Using the floor plan designed in the planning process, install equipment to facilitate efficient operation of the business. The facility should be stocked by students as a component of the training plan.

Operational procedures are contingent upon the organizational structure of the specific school-based enterprise. Procedures should include instruction on generic responsibilities such as

- roles and responsibilities of employees
- operation of equipment (for example, the cash register or computer)
- accounting procedures
- stocking of merchandise and caring for facility
- work schedules for employees
- inventorying procedures
- rules and regulations impacting the business

A school-based enterprise should be an integral component of class instruction. The experience should provide students with opportunities to explore real-life business situations. Additional procedures that should be integrated into the curriculum include components relating to management, security and evaluation of employee performance.

The purpose of an evaluation is to give student employees feedback on how they are performing in the school-based enterprise. The evaluation can also serve as a basis for determining when a student has mastered the responsibilities of a certain position and is ready to progress to another position. An overall evaluation of the effectiveness of the school-based enterprise is multi-faceted and includes factors as

- school usage of the enterprise
- profit/loss margins
- class participant's evaluation

### **Legal Issues**

Review Administrative Regulation **705 KAR 4:231, General program standards for secondary career and technical education** ([www.lrc.ky.gov/kar/705/004/231.htm](http://www.lrc.ky.gov/kar/705/004/231.htm)) **Section 5**. (See Appendix B, Resources.)

### **Staffing for School-Based Enterprises**

The CTE Teacher/Coordinator chosen should be directly involved with the curriculum content related to the enterprise.

The teacher serves in a variety of capacities, including consulting with students in the development and operation of the business and services. He/she also serves as a job coach, mentor, or liaison with business and industry as well as coordinator. Specific criteria should be carefully considered as the staffing decision is being made for the school-based enterprise.

The CTE Teacher/Coordinator should

- have a working knowledge of workplace skills required by the business/industry which is being replicated as a school-based enterprise
- have a working knowledge of the technology used by business and industry in the application of the school-based enterprise
- have roles and responsibilities written into the school-based enterprise business plan
- assist in designing, developing, and implementing the school-based enterprise
- align the school-based enterprise goals, objectives and activities
- work collaboratively with business, industry, and community leaders
- address the legal responsibilities pertaining to the coordinator, school-based enterprise and the business community in the development of the business plan

## **Resources**

DECA--Guide for Starting and Managing a School-Based Enterprise.  
<http://www.deca.org/high-school-programs/school-based-enterprises/>

Federal Reserve System  
4105 Fifth Street  
Louisville, Kentucky 40202.

Financial Services I and II Curriculum  
Available from the Kentucky Department of Education  
Office of Career and Technical Education  
(502) 564-4286.

Kentucky Bankers Association  
325 West Main Street, Suite 1000  
Louisville, Kentucky 40202  
(502) 582-2453  
[www.kybanks.com](http://www.kybanks.com)

Kentucky Council on Economic Education  
11601 Bluegrass Parkway  
Louisville, Kentucky 40299  
[www.econ.org](http://www.econ.org)

MBA Research & Curriculum Center, [www.mbaresearch.org/](http://www.mbaresearch.org/)

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# INTERNSHIP

### **Definition**

A student internship is a type of "Work Based Experience Learning Program" for high school students who have completed extensive school-based preparation relating to an identified area of career and academic interest in the Individual Learning Plan. Internships are usually one-time experiences which should lead to course credit and/or pay.

### **Rationale**

Internships give students opportunities to explore careers via workplace learning experiences. Students have opportunities to learn about the world of work and to develop useful skills and attitudes. Through the demonstration of work-place skills, the academic competencies needed to be successfully employed will also be highlighted, which may in turn result in increased motivation to learn academic subject matter.

Internship is just one type of work-based learning experience. One of the major purposes of an internship is the opportunity to explore one or more careers. While students intern at a work site, they probably will not be there long enough to gain a great deal of skill at the position.

Internship is longer than job shadowing but different from cooperative education work experience in several ways. Cooperative education places a student for a longer, often a year-long, work experience to gain or expand skills at that job. Cooperative education students are paid for their work; internship students may or may not be paid, depending on the length of their work experience.

### **Steps in Planning an Internship Program**

1. Identify and develop goals, policies and procedures for the internship programs.
2. Develop selection criteria for student participation and internship mentors.
3. Work with community to identify prospective sites for student internship experiences.
4. Publish information in school handbook.

### **Structure**

The structure of an internship experience combines classroom instruction and field experiences. Students spend designated time in the classroom/seminar on a regularly scheduled basis. A Work-Based Learning Plan/Agreement (See Appendix A, Forms, for a sample.) should be developed with a specific set of competencies agreed upon by the school and workplace personnel. The field experience should be designed to address these competencies and class time should be provided for instruction and monitoring all aspects of the program.

Content for the classroom/seminar will relate to competencies needed for success in the internship experience. Some sample topics are:

- employability skills (business correspondence, etiquette, goal setting, résumés, job application, dress codes, proper attire, ethics, etc.)
- review of the Individual Learning Plan (the career interest, job description, education skills necessary for various career)
- protocol in using technology at the worksite (cell phones, email and other technology)
- confidentiality
- use of time in accordance with policies and procedures

### **Criteria for Paid and Non-Paid Internships**

**Paid:** Students who are to receive pay for an internship experience are those participating in an experience that is a semester or longer and have an established employer-employee relationship (See Chapter 1, Legal Issues, of this manual for what constitutes an employer-employee relationship).

**Non-Paid:** Non-paid students are those individuals who participate in an internship experience on a short-term basis. An employer-employee relationship must meet the guidelines identified in **803 KAR 1:005, Employer-employee relationship** (See Chapter 1, Legal Issues, of this manual). Students interning in a not-for-profit organization may also qualify for non-paid internship.

### **Short-Term/Long-Term Internship**

**Short term:** student participation on a short-term basis may vary from one day to a month contingent upon a student's objective and if an employer-employee relationship has not been established.

**Long term:** Long-term internship may be established for one semester or one year with an established employer-employee relationship.

### **Program Offerings**

Internship may be a component of a student's schedule during the regular school day, after school hours or during the summer. Each local school or Area Technology Center may choose to implement an after-school or summer program. All legal and curricular requirements must met; specifically, the requirement for on-site supervision. The educational agency must provide properly qualified staff and supervision.

### **Credit/Performance Standard and Compliance Issues**

The amount of credit to be awarded to students for an internship and related course/seminar is determined at the district level according to the district's standards for seat time (Carnegie Unit) requirements or performance-based standards.

### **Legal/Liability and Compliance Issues**

Districts and Area Technology Centers providing internships are to:

- comply with state and federal labor laws (See Chapter 1, Legal Issues)
- make a determination whether the internship experience meets the guidelines and qualifies as a paid or non-paid internship. In determining if an internship should be paid, a school must determine if an employer-employee relationship has been created. If all six of the following criteria apply, the trainees or students are not considered employees within the meaning of **KRS Chapter 337** (<http://www.lrc.ky.gov/statutes/chapter.aspx?id=38890>), and are not required to be paid.

The criteria for determining if employer-employee relationships exist are as follows:

- a. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a career and technology center.
- b. The training is for the benefit of the trainees or students.
- c. The trainees or students do not displace regular employees, but work under their close observation.
- d. The employer that provides the training derives no immediate advantage from the activities of the trainees or students and on occasion his operations may actually be impeded; special attention and consideration of these criteria is crucial in determining if trainees or students must be paid.
- e. The trainees or students are not necessarily entitled to a job at the conclusion of the training period.
- f. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.

As a best practice, policy statement(s) regarding off-campus experiences for work-based learning should be components of the curriculum outlined by the School Based Decision Making (SBDM) Council.

### **Student Insurance**

One consideration teachers/coordinators must consider when beginning an internship program is that of student insurance (accident and liability). In most instances, if the program is an established part of the high school or Area Technology Center approved by SBDM and local board of education, students would be covered. If students involved in an internship placement which results in a paid internship and the employer/employee relationship has been established, the student would be covered by worker's compensation. Consult with your Central Office Administration or the school board attorney for confirmation regarding student internship insurance coverage.

### **Background Checks for Work-Site Mentors**

School districts should have policies in place for volunteers and/or other persons directly working with students. Each internship program/ school should follow district policies as they relate to background checks for personnel directly working with students. It is recommended for program planners to consult with the high school or area technology center principal, central office personnel and/or school board attorney for clarification.

### **Program Development**

Internships are an important part of the student's work-based learning programs, and all parties involved should be aware of program policies and procedures. It is advisable that program coordinators make each School-Based Decision Making (SBDM) Council, advisory council and school board aware of work-based learning program policies and procedures on a regular basis. School councils have the authority to make curricular and policy decisions to meet each school's needs as it relates to internship and work-based learning programs.

Once programs are approved at the school and district level, program coordinators should verify with each school board the liability coverage in place for internship students.

### **Professional Staff Criteria**

An internship program may have both a certified teacher for the classroom section of the program and a coordinator for worksite supervision section. (The coordinator may or may not be a certified teacher but must work under the supervision of a teacher).



## **Role of Teacher/Coordinator**

As supervisor of the program, the teacher or coordinator generally will:

- Provide information about the program to students, parents/guardians, and employers.
- Keep the school and community informed regarding all aspects of the program.
- Set up an advisory council to promote internships and to involve parents and business leaders in the design and implementation for the program.
- Identify potential internship sites, contact persons, and hosts.
- Visit training sites to meet personnel, observe the work performed at the work-site and check for appropriate safety practices and safety training.
- Provide orientation for parents/guardians and students.
- Select dates for internship experiences.
- Guide the student in researching background on the company/industry.
- Develop appropriate forms, such as Parent/Guardian Consent Form and Student/Teacher Consent Form, in conformity with school policies.
- Work with students in selection of their placements, considering student interests, personality of students and hosts, and other factors.
- Develop a Work-Based Learning Plan/Agreement in consultation with the student and the employer. (See sample plan in Appendix A, Forms.)
- Orient work-site personnel to policies, procedures and guidelines.
- Teach students appropriate dress and behavior skills.
- Make transportation arrangements.
- Identify and coordinate insurance and liability issues.
- Collaborate with teachers if students are to miss a class.
- Observe students at their sites.
- Stay in contact with employers.
- Integrate the student's work-site learning with school-based learning through seminar/class instruction.
- Provide recognition and appreciation for business/industry and school personnel involved in the program.

## **Curricular Component of Work-Based Learning Experiences**

Individual districts and local SBDM Councils may decide the extent and length of coordinating classroom seminar experiences affiliated with their internships. Examples may include, but are not limited to, the following options:

- Semester course covering workplace issues and/or other specifics of the field of interest, in conjunction with the work-based learning experience or having work experience continue after the conclusion of the semester course.
- Seminar one day per week throughout the course of the work-based learning experience.

## **Integration of ILP Components**

The Individual Learning Plan can be used in a variety of ways to aid in planning and carrying out the internship and related course instruction/seminar:

- Career Matchmaker can be used to identify areas of career interest for internship placement.
- The four-year planning tool on the ILP can be used to identify four-year course pathways that can lead to internship placement.
- Several functions of the ILP can be used to explore career settings, educational requirements, sample work schedules, interviews with people in careers, advice for students interested in careers and income information. This can be the basis of several classroom lessons.

## **Work-Based Learning Plan/Agreement**

A Work-Based Learning Plan/Agreement needs to be developed for each participating student. It should include the responsibilities of the work-site mentor, student and school system. It is to identify what each party will contribute and receive from the experience. Individual teachers may develop standards/rubric for student assessment. A system needs to be developed for student accountability (for example., sign out from school and sign in at worksites). The system needs to provide accountability measures for supervising and mentoring the program.

## **Forms**

Work Based Learning Plan/Agreement (Appendix A, Forms)

Medical Consent Form (to be used if no other medical consent is in place—page 7-7)

Internship Employer/Supervisor/Mentor Evaluation (page 7-9)

Student Internship Self-Evaluation (page 7-10)

Sample Employer Evaluation Report (page 7-11)

## **Resources**

*Making the Most of Your Internship*, Kaser, Kev, John R. Brooks, Jr., Kellye Brooks, Cengage Learning 2007.

Additional resources in Appendix B, Resources.

*SAMPLE*  
**MEDICAL AUTHORIZATION**  
Office of Career and Technical Education

Should it be necessary for my child to have medical treatment while participating in the internship, I hereby give the school district and/or work-site personnel permission to use their best judgment in obtaining medical service for my child, and I give permission to the physician selected to render whatever medical treatment he/she deems necessary and appropriate.

\_\_\_\_ Yes

\_\_\_\_ No

Permission is also granted to release emergency contact/medical history to the attending physician or to work-site personnel if needed.

\_\_\_\_ Yes

\_\_\_\_ No

**Student's Name** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Address** \_\_\_\_\_

**Daytime Phone for Parent or Guardian** ( \_\_\_\_\_ ) \_\_\_\_\_

**Contact other than Parent or Guardian** \_\_\_\_\_

**Relation to Student** \_\_\_\_\_

**Phone** ( \_\_\_\_\_ ) \_\_\_\_\_

**Family Doctor** \_\_\_\_\_

**Doctor's Phone** ( \_\_\_\_\_ ) \_\_\_\_\_

**Preferred Hospital Address** \_\_\_\_\_ **Phone** ( \_\_\_\_\_ ) \_\_\_\_\_

**Does your child require any special accommodations due to medical limitations, allergies, disabilities, dietary constraints, or other restrictions? Please explain any that are required.**

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**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

This form was adapted from *Job Shadow Guide for Staff*. Northwest Regional Educational Laboratory.

*SAMPLE*  
**STUDENT/TEACHER CONSENT FORM**  
Office of Career and Technical Education

**Student to Complete:**

I, \_\_\_\_\_, will participate in an internship experience, which will take place at \_\_\_\_\_ on \_\_\_\_\_ (day, month, year) from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

I understand that people outside of school are giving valuable time to help me learn about their jobs. By signing below, I agree to complete all the requirements of the internship and take responsibility for making up work in the classes I miss for my internship experience.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Teacher(s) to Complete:**

I authorize \_\_\_\_\_ (name of student) to be excused from my class to participate in internship during the date and time indicated above. The student will be responsible for all make-up work and will complete it according to a schedule that I determine with him or her.

1. Teacher's name: \_\_\_\_\_  
Dates/times of classes to be missed: \_\_\_\_\_  
Signature: \_\_\_\_\_
2. Teacher's name: \_\_\_\_\_  
Dates/times of classes to be missed: \_\_\_\_\_  
Signature: \_\_\_\_\_
3. Teacher's name: \_\_\_\_\_  
Dates/times of classes to be missed: \_\_\_\_\_  
Signature: \_\_\_\_\_
4. Teacher's name: \_\_\_\_\_  
Dates/times of classes to be missed: \_\_\_\_\_  
Signature: \_\_\_\_\_

Adapted from *Job Shadow Guide for Staff*. Northwest Regional Educational Laboratory.

**SAMPLE**  
**INTERNSHIP SITE SUPERVISOR/MENTOR EVALUATION**  
 Office of Career and Technical Education

Internship Site: \_\_\_\_\_

Site Supervisor/Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for participating in an internship experience with our students. Please complete this brief evaluation of your experience so we can continue to improve our program.

Please rate the following on a scale of 1 to 5 (1 indicates you strongly AGREE with the statement, and 5 indicates you strongly DISAGREE).

	<b><u>Strongly Agree</u></b>				<b><u>Strongly Disagree</u></b>
I was well prepared by school staff to be a host.	1	2	3	4	5
As a result of this experience, I gained a new perspective of my job.	1	2	3	4	5
I was at ease interacting with the student(s) during the internship.	1	2	3	4	5
In my opinion, the internship was a worthwhile learning experience for the student(s).	1	2	3	4	5
I enjoyed the experience and would be willing to do it again.	1	2	3	4	5

**For successful internship experiences in the future:**

1. What should we continue to do?

2. What should we change?

3. How could we better support you throughout the experience?

4. How would you rate the internship program?

a. Excellent\_\_\_\_ b. Good\_\_\_\_ c. Average\_\_\_\_ d. Fair\_\_\_\_

Any additional comments?

*SAMPLE*  
**STUDENT INTERNSHIP, SELF-EVALUATION**  
Office of Career and Technical Education

Intern: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Site Supervisor/Mentor: \_\_\_\_\_ Title: \_\_\_\_\_

**Reflections**

1. Describe the worksite where you worked.
2. To what career cluster did your internship relate?
3. What kinds of activities did you observe during your internship?
4. What did you like most about your internship?
5. What did you like least about the internship experience?
6. Did your internship experience change your perception of this career? Why or why not?
7. Did you learn anything new about this career? If so, what?
8. Would you consider a career in the field you observed? Why or why not?
9. How can the internship programs be improved?
10. How would you rate your internship experience?  
Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_

**SAMPLE**  
**Work-Based Learning (WBL) Employer Evaluation Report**  
 Office of Career and Technical Education

- ☐ Co-op      ☐ Internship      ☐ Mentoring      ☐ Shadowing  
☐ Apprenticeship      ☐ Service Learning      ☐ Entrepreneurship      ☐ School Enterprise

<b>Student's Name:</b>	<b>Grade Level:</b>
<b>School:</b>	<b>Program:</b>
<b>Employer:</b>	<b>Contact Person:</b>
	<b>Telephone #:</b>
<b>WBL Start Date:</b>	<b>WBL Ending Date:</b>

**Student Responsibility:** Turn in this form to the Teacher/WBL Coordinator at the end of each week of employment.

**Employer Responsibilities:** Please complete the two tables below; share your ratings with the student; give this form to the student to return to the Teacher/WBL Coordinator. Thank you.

### Evaluation

**Scale: 1 – Poor      2 - Needs Improvement      3 - Average      4 - Good      5 - Excellent**

Attendance/Punctuality	1	2	3	4	5	Cooperation	1	2	3	4	5
Appropriate Dress	1	2	3	4	5	Adaptability/Flexibility	1	2	3	4	5
Attitude	1	2	3	4	5	Relations with Co-Workers	1	2	3	4	5
Dependability	1	2	3	4	5	Time Management	1	2	3	4	5
Initiative	1	2	3	4	5	Quality of Work	1	2	3	4	5
Following Directions	1	2	3	4	5	Quantity of Work	1	2	3	4	5

Remarks:

### Attendance

	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Total Hours
<b>Date</b>											
<b>Hours Worked</b>											

### Earnings (If Applicable)

Total Hours: \_\_\_\_\_ X Hourly wage: \_\_\_\_\_ = Total Gross Earnings: \$ \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Equal Education and Employment Opportunities M/F/D

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# COOPERATIVE EDUCATION

### **Definition**

Cooperative education is a paid educational program consisting of in-school instruction combined with program related on-the-job work experience in a business or industrial establishment. These are planned experiences supervised by the school and the employer to ensure that each phase contributes to the student's Individual Learning Plan (ILP) and Career Pathway.

### **Rationale**

The fundamental purposes of cooperative education are to provide opportunities for students to learn under real-life work conditions and to develop occupational competencies (attitudes, technical skills, and knowledge) needed to be successful in their chosen career. The school selects as a training agency a firm that will provide and coordinate occupational career pathway-related experiences that will further the student's education and employability skills. The program provides students with an opportunity to graduate as individuals who practice 21st century skills and are considered to be college- and career-ready. Cooperative education also serves to reinforce the student's understanding of an industry and all aspects of a particular career pathway, as well as to give the student a chance to observe first hand "high skill, high wage or high demand" career areas (both important components of the federal Carl D. Perkins Act).

### **Steps in Planning a Cooperative Education Program**

- The student must be enrolled in a related career and technical education program within the current school year.
- The cooperative program is to be an integral part of the school's program of studies and be described in the local school catalog.
- On-the-job training must supplement the planned ILP and Career Pathway.
- The school arranges with the employer for on-the-job training utilizing the Work-Based Learning Plan/Agreement (See Appendix A, Forms, for a sample document).
- The school coordinates the training during the on-the-job phases of instruction.
- Credit is granted for the cooperative education training as approved by the Local School District and the Site-Based Decision Making (SBDM) Council.
- The parent or guardian agrees to accept responsibility for the student's safety and conduct while traveling to and from school, place of employment and/or home.



- The program teacher will visit the employer's site prior to sending students to ensure the proper safety and training conditions exist.
- Each work site/student should be visited periodically to check student's progress, attendance, appropriate work assignments, safety, etc.
- A Work-Based Learning Plan/Agreement is on file for each student.
- The student is paid wages, in accordance with Kentucky Wage and Hour Laws, for the on-the-job phase of instruction.
- Student must be covered by employer's Workers' Compensation Insurance or other approved form of liability insurance.
- Employer must comply with all related Labor Laws, Kentucky Child Labor Laws and Federal Child Labor Bulletins 101 and 102.
- The Addendum for Student Learner in Hazardous Occupations form must be on file for each student if they are working in sectors identified in the Federal Child Labor Bulletins 101 and 102.
- An Employer Evaluation Report is on file for each student.
- A Student Co-op Experience Evaluation is on file for each student.
- Follow Local School District policy.
- Co-op information must be entered into the Technical Education Database System (TEDS).

### **Required Forms** (See Appendix A, Forms)

- Work-Based Learning Plan/Agreement
- Log of Work-Based Learning Employer Contact
- Work-Based Learning Employer Evaluation Report
- Student Co-op Experience Evaluation
- Addendum for Student Learner in Hazardous Occupations, if applicable

### **Legal Issues**

The teacher/coordinator shall obtain a copy of and understand the most recent Kentucky Child Labor Laws and Federal Child Labor Laws. Cooperative Education is a paid work experience; the employer and student have an employer-employee relationship making the employer subject to all state and federal labor laws. The teacher/coordinator must check with and follow local district policy as it relates to cooperative education.

As a best practice, policy statement(s) regarding off-campus experiences for work-based learning should be components of the curriculum outlined by the School Based Decision Making (SBDM) Council, as well as local district policy.

### **References:**

- Kentucky Child Labor Law (See Chapter 1, Legal Issues)
- Federal Child Labor Law Bulletin 101: Nonagricultural Occupations\_  
[http://www.dol.gov/whd/regs/compliance/childlabor101\\_text.htm](http://www.dol.gov/whd/regs/compliance/childlabor101_text.htm)

- Federal Child Labor Law Bulletin 102: Agricultural Occupations  
<http://www.dol.gov/whd/regs/compliance/childlabor102.pdf>
- **705 KAR 4:041, Work-Based Learning Program Standards**  
([www.lrc.ky.gov/kar/705/004/041.htm](http://www.lrc.ky.gov/kar/705/004/041.htm)) (See Appendix B, *Resources*)
- **705 KAR 4:231, General Program Standards, Secondary Career and Technical Education** (<http://www.lrc.ky.gov/kar/705/004/231.htm>) (See Appendix B, *Resources*)
- **704 KAR 3:305, Minimum Requirements for High School Graduation**  
(<http://www.lrc.ky.gov/kar/704/003/305.htm>) (See Appendix B, *Resources*)

### **Coordination**

Coordination is an educational activity directed toward the improvement of instruction by combining the efforts of all who influence the learner. Coordination involves selecting training stations, placing students and evaluating student progress on the job.

In some program areas one person serves as coordinator while another teaches; in such cases, communication and cooperation between two individuals must take place.

The cooperative education teacher/coordinator has many responsibilities. It is a complex role that involves teaching, coordination, guidance and counseling, public relations and administration.

The primary role of the teacher/coordinator is teaching. Teaching involves directing a learning program that will permit students/trainees to master the 21st century skills and knowledge necessary for success in the world of work. In addition to teaching, the teacher/coordinator must:

- help students make the transition to college and/or career
- teach students how to cultivate work ethics from their learning experiences outside of the classroom
- guide students in developing critical thinking, problem-solving and other necessary 21st century skills

The teacher/coordinator is the key to a successful cooperative education program. The success of the program depends upon the following:

- how effectively the teacher/coordinator performs the tasks included in these roles
- how effectively the teacher/coordinator is able to plan and organize the work to maintain balance among the various functions

The teacher/coordinator's effort should always be directed toward the primary program goal of preparing students to enter and advance in their careers. When assigning priority to tasks, the teacher/coordinator must constantly keep this objective in mind.

<b>ROLES OF TEACHER/COORDINATOR</b>				
<b>Teaching</b>	<b>Coordinating Activities</b>	<b>Guidance/ Counseling</b>	<b>Public Relations</b>	<b>Operation/ Administration</b>
Safety of student	Safety of student	Explains cooperative education program to students, parents, and school officials	Explains program to business, labor, civic and school groups	Plans a well-rounded program of work
Develops instructional plans	Selects appropriate work-based learning agencies	Selects students for the cooperative education program and keeps records of each one	Participates in local community functions	Arranges for adequate classroom facilities
Follows plans and timetables for the instructional program	Prepares a Work-Based Learning Plan/Agreement with each student	Places students in appropriate work-based learning stations	Plans and prepares publicity	Makes a community survey
Determines program objectives	Coordinates classroom activities with on-the-job, work-based learning	Counsels with students	Takes part in extra-curricular activities and other school duties	Organizes and supervises student organization
Reviews and updates objectives	Evaluates student progress on the job with employer	Acts as a work-based learning consultant to business and industry	Keeps in direct contact with school principal, superintendent, parents, business, industry, labor and community	Works with advisory committee
Identifies instructional objectives and content	Makes on-the-job coordination and home visits and keeps records of them	Follows up on student progress	Arranges and directs special events related to the program	Prepares necessary reports and budgets
Correlates instructional content with work-based learning experiences and student career objectives	Gives needed information to work-based learning sponsors	Works cooperatively with school guidance counselors	Develops promotional materials regarding the program	Conducts practical research.
Expands related instruction to meet changing technology	Makes sure safety provisions and labor laws are followed at work-based learning stations	Assists students in making adjustments	Plans and conducts special events	Evaluates cooperative education programs.
Evaluates student performance and progress	Evaluates work-based learning stations	Maintains student records		
Utilizes activities appropriate for the objectives, content and students				
Maintains resources files				
Directs learning process				
Obtains assistance from others				
Evaluates the results of his/her teaching				

## **BENEFITS OF COOPERATIVE EDUCATION**

### **STUDENTS have an opportunity to**

- learn, both in class and on the job, through significant experiences
- develop a greater sense of responsibility and dependability
- obtain an understanding of employment opportunities and responsibilities through direct on-the-job experience
- acquire attitudes, skills and knowledge necessary for success in chosen career
- develop employability skills that are better taught in the work setting
- develop work habits necessary for individual maturity and job competence
- obtain work-based learning that can lead to full-time employment for the student after graduation from high school or any postsecondary institution
- engage in activities that contribute to school-to-work adjustment
- enter the full-time employment market with work experience, thus enhancing chances of success and advancement
- secure a higher salary when employed on a permanent job than would be received without the experience
- achieve a positive attitude toward work and co-workers as well as improve interpersonal skills resulting from work-based learning with experienced workers
- develop self-motivation for education and work-based learning
- develop self-confidence and self-esteem

### **SCHOOLS benefit because the cooperative education program**

- allows utilization of community resources to expand the curriculum and provides individualized instruction
- enriches the curriculum by providing school-to-work experiences needed in the effective preparation of specific career major goals
- assists students in clarifying career goals and providing a practical means of reaching them
- provides an opportunity for school personnel to stay up to date on constantly changing procedures and practices; thus, course content can be updated accordingly
- uses the facilities of cooperating employers in the community as a laboratory for practical work-based learning
- enables a stronger school-to-work system to be developed by combining the efforts of employers and school personnel in work-based learning
- furthers and maintains a close relationship between school and community
- furnishes the school with an excellent method of giving students a better understanding of the elements of good human relations in the work environment

### **EMPLOYERS have an opportunity to**

- reduce future orientation costs by facilitating student transition
- obtain a highly motivated part-time worker who is receptive to instruction
- participate in a community endeavor to prepare people for an occupation and adult citizenship
- receive assistance in selecting qualified personnel
- benefit from better communication between educators and employers
- improve the public image of the firm
- participate in planning the work-based learning for the student

### **THE COMMUNITY benefits because cooperative education**

- introduces local employment opportunities to students
- reduces the number of unemployed students at the conclusion of their instructional program
- encourages students to stay in the community provides constant labor resources
- encourages a number of youth to stay in school and thus decreases the dropout rate
- provides a means for developing good community-school relations

### **INITIATING A COOPERATIVE EDUCATION PROGRAM**

Planning for the cooperative phase of an education program should begin at least a year in advance. Administrative approval must be obtained for initiating a new program as well as the adoption of necessary local policies. Operational procedures need also to be adopted. Occupational surveys of the community must be made and student interest determined. The curriculum may need to be determined and/or revised, and enrollment procedures must be identified.

The cooperative education program may be initiated by an interested teacher, coordinators, school administrators and/or business and industry representatives.

### **Administrative Responsibilities**

1. Secure permission from all necessary school officials to investigate the need.
  2. Learn how cooperative education operates, who is responsible for organization and administration, and determine the responsibilities and functions of teacher/coordinator and related subject teachers.
  3. Contact program area state staff for appropriate information about state requirements.
  4. Prepare a basic outline of the plan and schedule you intend to follow in determining the need for cooperative education and submit to appropriate administrative officials.
-

5. Appoint a planning committee. This may be your program area advisory committee.
6. Conduct a student survey to determine student needs and interests and to determine businesses that already employ students as part-time workers. Factors to consider are:
  - a. students' career plans and interests
  - b. students' plans for further education
  - c. students' interests in occupations for which work-based learning can be provided
  - d. students' type of part-time employment, hours worked, and income earned
  - e. students' perceived relevance of school's offerings for personal needs
  - f. cumulative records such as results of aptitude, achievement and interest assessments, as well as student's progress and adjustment to the school environment
7. Conduct a local occupational survey to determine the number and types of work-based learning sites available.
  - a. Planning committee
  - b. Department for Employment Services
  - c. Comprehensive human resource planning committee for local area
  - d. Chamber of Commerce
  - e. United States Census
  - f. Labor marketing contact
  - g. Labor groups
  - h. Counselors
  - i. Trade associations
  - j. School placement and follow-up officer
8. Determine whether cooperative education will fit into the total school program by answering the following questions:
  - a. Are sufficient physical facilities, room and equipment available for related instruction?
  - b. Can instructional materials be obtained?
  - c. Are instructional personnel available in the occupational area?
  - d. Is the school close to the employment community so that students can get to the work-based learning sites from school and home without undue difficulty?
  - e. How many students are currently employed?
  - f. What courses, if any, must be added for effective program operation?
9. Determine the feasibility of offering cooperative education using the following sources of data:
  - a. Student interest survey
  - b. Parent interest survey
  - c. School board recommendations
  - d. Guidance Counselor recommendations
  - e. Faculty recommendations
  - f. Employment data

### **Teacher/Coordinator Responsibilities**

1. Identify prerequisites.
2. Specify how students' grades will be determined for both the related instruction and on-the-job experiences.
3. Describe characteristics of students to be served.
4. Identify occupations for which training will be available.
5. Secure space, classrooms, telephone, office, instructional materials, etc.
6. Plan the appointment of an advisory committee. (This may be your program area advisory committee.)
7. Publicize continuous progress in the development of the co-op program.
8. Inform school faculty of cooperative education objectives and how the program will operate.
9. Inform parents and the community about cooperative education.
10. Identify individual students who would benefit from and be interested in cooperative education. Survey other faculty members who can provide this type of information as well as information relative to students' strengths and weaknesses.

### **Local Cooperative Education Guidelines**

The cooperative method of education must place each student in a job that will further develop his/her occupational goal. While other forms of work experience may be worthwhile in teaching work values or helping to alleviate economic problems of the student, unless the educational objectives of the occupation for which they are in training can be met by the work activities, the placement is not justifiably called cooperative education. The need for the student to become employable in the phase of an occupation for which that student is most suited must be the uppermost goal of each co-op placement.

#### **1. Participating Student Requirements**

- a) Students must have proof of age on file with the employer. This may be a birth certificate, a baptismal record, Bible record, driver's license, or other comparable record. Students under 18 must comply with special labor laws. For information see the Kentucky Child Labor Bulletins and the Federal Wage and Hour Publication #101 and #102.
- b) Enrollees must complete the basic skill prerequisites required by the career and technical program and career pathway that they are pursuing and be recommended by their teacher before placement into cooperative training.
- c) A student in the cooperative program must be enrolled in a pathway course during the school year.

- d) Co-op will provide employment opportunities for all students, regardless of race, color, national origin, sex, disability, age, religion or marital status.

## **2. Student Attendance Accounting**

- a) Each program area may establish a minimum amount of class time for which credit may be received.
- b) To receive attendance credit, co-op students must be on the job at least as many hours as they would have been in school in full-time attendance.
- c) Each co-op teacher/coordinator is to have a system for documenting the total hours worked by each student who is to be counted in school attendance for the time on the job. A system is to be provided for an employer to report student non-attendance at the worksite.

## **3. Student Evaluation**

A system for evaluating the performance of the student should be incorporated into all programs.

## **4. Awarding Credit**

Credit is contingent upon two factors: performance in the related class and time spent on the job during school hours or an equivalent amount of time based on daily work schedules identified in the Learning Plan/Agreement. Credit is to be awarded for both the related class and work-site experiences. The credit for work-site experiences may be awarded based on the number of class hours spent at the worksite on an hour-for-hour basis for a maximum of two credits per related class.

## **5. Work-Based Learning Plan/Agreement**

Each student is to have a Work-Based Learning Plan/Agreement that explains what is needed to learn and practice while at the co-op training site. There must be a Work-Based Learning Plan/Agreement written and signed by the student, the parent/guardian, the employer and the school. The plan/agreement will explain the responsibilities of each party and serve as a basis for the employer's complying with the plan. Each student's Work-Based Learning Plan/Agreement is to be kept on file and available for review by office staff and federal and state auditors.



### **6. Program Reporting**

Co-op data is reported electronically through the Technical Education Database System (TEDS) for reporting career/technical enrollments. It is crucial that all students participating in co-op be identified via this system.

### **7. Approvable Expenditures**

Funds may be available to reimburse teacher travel for supervision, as well as purchase equipment and materials, if identified in the Comprehensive School Improvement Plan.

### **8. Teacher/Coordinator Requirements**

- a) Help the students understand the duties they will be expected to perform, and introduce the students and employers to one another.
- b) Help the students acquire the proper attitude and maturity to be successful employees.
- c) Serve as a communication link between the school and the community.
- d) Develop Work-Based Learning Plans/Agreements between the students and the employers.
- e) Inform employers of the appropriate state and federal laws (for example, Child Labor, Wage and Hour, Revenue, Equal Rights, etc.).
- f) Work closely with the administration and faculty members to promote the co-op program.
- g) Keep up to date with the professional duties and responsibilities of the job such as
  1. continuing education and training
  2. professional in-service opportunities sponsored by the Kentucky Department of Education, Office of Career and Technical Education
  3. membership in professional associations

### **9. Requirements for an Approvable Co-op Plan**

- a) Each program utilizing cooperative education as an instructional method should submit or update its local Comprehensive School Improvement Plan.
- b) Local plans must consider the following:
  1. purpose and objectives of the program
  2. plan of operation
  3. number of students expected to be served
  4. occupational area(s) to be served
  5. funds available to operate program

6. evidence of seeking input from the community including an active advisory committee
7. development of evaluation procedures

### 10. Sources of Further Information

- a) Comprehensive School Improvement Planning\_  
<http://education.ky.gov/school/csip/Pages/default.aspx>
- b) Kentucky Department of Education, Office of Career and Technical Education  
(502) 564-4286  
<http://education.ky.gov/CTE/Pages/default.aspx>
- c) KY Tech Program Assessment (See Standard 14, Work-Based Learning)  
<http://education.ky.gov/CTE/PA/Pages/default.aspx>

### CO-OP ADVISORY COMMITTEE

In cooperative education, program goals involve the preparation of individuals for specific careers. Therefore, the teacher/coordinator increases the effectiveness of the cooperative education program by working closely with an advisory committee for advice and information concerning the nature of the programs to be offered.

The major purpose of the advisory committee is to advise the teacher/coordinator and other decision makers regarding planning and implementing programs. The educational institution, however, remains the governing body for establishing policy.

#### **Functions**

An effective advisory committee may serve as a sounding board, advising on such topics as:

- goals and objectives of the program
- public relations programs
- resources for employment/work-based learning opportunities
- job performance standards
- follow-up studies
- criteria for evaluation of programs
- evaluation materials (e.g., forms)
- recommendations to the administration
- relating instruction to the needs of the community
- curriculum development
- development of a program of work

### **Membership**

Members of the advisory committee should be selected from individuals within the community who represent:

- employers in business and industry
- governmental agencies
- news media
- workers from the occupational area
- civic organizations
- students (current or former)
- unions (if appropriate)
- occupationally related organizations
- school personnel (ex-officio member)
- parents/guardians

Advisory committee members should be appointed for a specific term. Terms should rotate so that some new members are added each year while others remain to provide continuity. The following procedures are recommended for appointing members:

- The teacher/coordinator should recommend proposed committee members to the school administrator for consideration. A list of alternates should be prepared for consideration in the event the person cannot serve or is unwilling to serve.
- After receiving the approval of the administrator, the teacher/coordinator prepares a letter of invitation (see sample letter in this chapter) asking the individual to serve. This mailing should include information relative to purpose, function, etc., of the advisory committee. This letter is prepared for the administrator's signature.
- Shortly after the letter has been received by the prospective member, visit and briefly explain the purpose of the committee.

After receiving notification of acceptance from each member, an agenda with a cover letter is sent to the members. The letter should include an expression of appreciation as well as time, date, place, etc., of the upcoming meeting.

***NOTE: Consider using your program area advisory committee if you think it will be too difficult to seat another committee for Co-op.***

### **Role of Teacher/Coordinator in Establishing an Advisory Committee**

- help select members
- inform members of the meetings
- serve as temporary chairperson until a chairperson is selected
- serve as recorder (see sample meeting minutes later in this chapter)
- plan agenda for the committee meetings

### **Steps in Planning Advisory Committee Meeting**

- prepare the agenda (see Sample Agenda in this chapter)
- prepare materials to be presented
- reserve a meeting room
- notify the members of meeting date
- mail agenda with supporting papers to committee members

***NOTE: Program needs should dictate the frequency of meetings. There should be at least two formal meetings per academic year.***

### **Guidelines for a Successful Advisory Committee Meeting**

- Respect the committee members' limited time; stay within the time scheduled.
- Be prompt in the preparation of records (such as minutes, etc.).
- Inform the committee of facts about the program.
- Set a realistic scope of objectives for the advisory committee.
- Keep the committee within the scope of its original objectives.
- Consider the committee's recommendations. Appropriate action should be taken as soon as possible on appropriate suggestions. Committee members should be told why any of the proposals are not adopted.

*SAMPLE*  
**INVITATION LETTER**

February 25, 20--

Mr. John Andrews, President  
Chamber of Commerce  
845 Park Avenue  
Somewhere, KY 53000

Dear Mr. Andrews:

It is my pleasure to ask you to serve as a member of our Cooperative Business Education Program Advisory Committee. You have been selected because of your extensive knowledge of business and office procedures. Your appointment has been approved by the Board of Education of the Somewhere School District #1 for a term of one year.

This Cooperative Business Education Program has been established to help prepare students for careers in office occupations.

Your acceptance of this appointment will be of great value to the students in our school district. Through the activities of the members of this committee, assistance will be given to the promotion and acceptance of this program by the business people and other members of the community.

Sincerely,

Richard Gordon  
Superintendent of Schools

Enclosed (Advisory Committee Brochure)

***SAMPLE***  
**AGENDA**

**COOPERATIVE EDUCATION  
ADVISORY COMMITTEE MEETING**

**BUSINESS EDUCATION**

**GOLDBLUME CENTER**

**FEBRUARY 25, 20--**

1. Introduction of committee members
2. Explanation of cooperative education program and the need for an advisory committee
3. Responsibilities of advisory committee
4. Functions of advisory committee
5. Term of appointment
6. Selection of meeting place
7. Election of chairperson
8. Appointment of committees
9. Other business

***SAMPLE***  
**MINUTES**

**Cooperative Business Education**  
**Advisory Committee Meeting**  
**April 19, 20--**

The following individuals were in attendance at the second luncheon meeting held in the Burgundy Room at the Holiday Inn on April 19, 20--.

June Ashman, Personnel Director, A.E.R.P. Co.  
Susan Ching, Unit Director, V.O.C. Co.  
Lucinda Dickens, Department Head, South Co. Tom  
Garcia, President, S.O.W. Co.

The meeting was called to order by Melanie Rae, Chairperson.

1. June Ashman mentioned that the Business Education Department does not have a medical or legal program now because of lack of funds for cooperative education.
2. Lucinda Dickens proposed the development of a cooperative work station at the local hospital. Tom Garcia will contact Mr. Tom Wesley regarding this possibility and will report to June Ashman.
3. A discussion of fundraising ideas to obtain money for sending students to national meetings followed. It was suggested that we look to individual businesses and clubs such as Business and Professional Women for funds. Various money-raising projects were suggested, including selling candy, car washes, and concessions.
4. A discussion of the length of terms for committee members was postponed until the next meeting.
5. Fletcher Norman of First National Bank was suggested as a prospective member representing the downtown area. Dick Wagner will call Mr. Norman, who he knows personally.
6. John Lawrence discussed the possibility of developing a handbook for training sponsors. A sub-committee—Don Richards, Bill Zoby, and Carol Sutherland—was appointed to develop an outline of topics for the handbook. These will be considered at our next meeting.
7. Teachers/Coordinators will report on action taken in previous recommendations.
8. The committee wishes to express its thanks for the luncheon provided through the Memorial Fund.
9. The next meeting will be in August or September.

Tom Garcia, Secretary

## PUBLIC RELATIONS

The cooperative education program must have public support. A well-planned public relations and promotional program is an important element that aids in obtaining this support.

A sound program that produces entry and advancement level positions is the basis for an effective public relations program. Public relations involve being knowledgeable about the product and communicating this knowledge to others.

### 1. Program Image

Despite all the new technologies and the media, the most effective means of advertising continues to be word of mouth. Therefore, the public image of a program is created through what various groups feel and say.

- a) **Through the students**: The program image is largely a reflection of the students – their job and their school performance. Employers judge the merits of the program by the success they have in hiring satisfactory workers. Students' appearances before various groups in the community are usually much more effective than anything the coordinator can report.
- b) **Through teamwork**: Satisfied employers, co-workers, faculty members, students, advisory committee members and parents who are convinced of the program's merits are much more effective in developing a program image than the teacher/coordinator's single-handed efforts in publicizing the program. Printed materials and letters bearing the endorsement of employers and other groups, in addition to those of school officials, emphasize the cooperative feature of the program. Recognition of the contributions made by all groups to the development of students is an important means of maintaining teamwork that gives the program a good image.

### 2. Develop a Publicity Plan

A plan is necessary to formalize the public relations program. Developing a good public relations plan involves a series of steps, often called the eight-point plan.

The steps are:

- 1. establish objectives
- 2. research the subject
- 3. re-evaluate objectives
- 4. determine theme
- 5. select strategy
- 6. organize campaign
- 7. plan activities
- 8. select tactics



Publicity must be well planned and delivered continuously. Therefore, organize a yearly plan and then schedule it on a monthly calendar.

### 3. Guidelines for Publicity Campaign

- a. Adjust all publicity to fit the audience. Stress the benefits of the co-op program to a specific audience.
- b. Give recognition for contributions in as many formats as possible and to all appropriate audiences.
- c. Maintain a resource file. For example:
  - (1) Web sites, photographs and videos of student activities and projects for use in articles, displays, etc.
  - (2) a listing of resource people
  - (3) information on careers and other literature
- d. Evaluate activities.

### 4. Teacher/Coordinator's Responsibilities

- a. Maintain a sound program that results in well-trained employees.
- b. Maintain continuous contact with the business and industrial community.
- c. Get individuals or groups (such as trade and professional organizations) involved in publicizing the program.
- d. Give visibility to student activities and achievements.
- e. Plan and implement a system for giving recognition to all individuals or groups who contribute to the development of students.

### 5. Employer Appreciation and Recognition

People like to be recognized and appreciated for the work they do. A variety of methods may be used for showing appreciation to employers. Many programs sponsor an employer appreciation event such as a banquet, picnic, potluck supper, breakfast, or luncheon.

The appreciation event is used to achieve several goals. Whether this event is a banquet or other type of activity, its arrangement should reflect these goals:

- a. Acquaint individuals with the scope of the program.
- b. Aid others in becoming acquainted with the program.
- c. Keep the school administration in touch with the relationships of the program.
- d. Recognize individuals and groups who have made outstanding contributions.
- e. Recognize student leadership.
- f. Develop pride and group spirit.

The most widely used professional activity for employer appreciation is the Employer/Employee Banquet. This format is used more than any other single activity to create

goodwill in the community. A successful Employer/Employee Banquet is the result of thorough planning and the assignment of specific responsibilities.

The program for the Employer/Employee Banquet should be as follows:

1. A Master of Ceremonies (student) should be carefully selected and trained. Also, an alternate should be selected and trained.
2. Students should be prepared and practice speeches. Notes or index cards may be used.
3. Program activities may include the following:
  - a. speaker
  - b. student skits, plays, talent shows, and entertainment
  - c. brief talks by several students or several training sponsors
  - d. visuals of training stations (if time permits)
4. Use a speaker from outside the school environment. Recognition of training sponsors, however, can be equally effective.
  - a. A speaker should be selected who will inform (within 20 minutes) as well as entertain the audience.
  - b. Speakers should include males, females, minority and individuals with disabilities.
  - c. Consider as speakers:
    - i. Company representatives
    - ii. State Senators and State Representatives
    - iii. Advisory Committee members
    - iv. Local civic club representatives
5. The speaker is not to be paid as this is a public service. All necessary arrangements should be made, however, for the speaker. For example, a student may arrange transportation.
6. The speaker's biographical sketch and picture should be secured for publicity.
7. Publicize the appreciation event in the local newspaper. Be sure the names of all training sponsors, as well as their company and student/trainee, are identified.
8. Present Certificates of Appreciation to all employers.
9. Present a few Outstanding Service Awards to individuals who have made a special contribution in support of your program this year.

## **RELATED CAREER/TECHNICAL INSTRUCTION**

Students participating in cooperative education are to be enrolled in a related class during the school year. The instruction is designed to provide individuals with learning experiences that enable them to progress toward a career objective. The related class is individualized and related to the student's Work-Based Learning Plan/Agreement.

In cooperative education, three environments are conducive to achieving the balanced pattern needed by all students – the classroom/laboratory, the work site and the student organization. Classroom instruction involves the organized presentation and application of knowledge, skills and attitudes. Supervised occupational experiences (co-op) require students to apply knowledge, skills and attitudes in an actual employment setting, utilizing the Work-Based Learning Plan/Agreement to ensure that students have opportunities to apply the theoretical concepts in the job setting. Student organizations make teaching more effective by providing experiences in group dynamics which enable students to accept themselves within the total group situation.

The teacher/coordinator is a director of learning who coordinates the learning experiences in the classroom, at the training station and through the student organization. The teacher/coordinator tailors the instruction to the individual's needs and learning styles. Utilizing appropriate resources for achieving the desired outcomes, the coordinator individualizes the instructional plan for each student.

Under certain circumstances, the correlation between the on-the-job training and the classroom related instruction may be jointly developed by a full-time coordinator working with a related-subject teacher. In such cases, there is an increased need for communication and cooperation in determining responsibilities and sequencing for instruction and job activities.

Programs of instruction are built around the needs of the students. In order to design such a program, student needs and characteristics must be clearly defined. The skills, knowledge, interests, attitudes and other attributes of students must be known in order to plan appropriate instruction. No other factor is more important in the planning process than the students' needs – both those that are common to all group members and those that are individual.

### **Types of Instructional Content**

In cooperative education programs, the goal is to assist students in developing career competencies. The instruction is said to be correlated; that is, there is a direct relationship between the study in school and the activities of the training job, both of which are based on a career objective. This correlation involves both the sequence of learning (what is studied when) and the application of learning (what is learned in school and then applied on the job, with the results being reported to the classroom). In addition, the student will have some individual instruction in school; that is, the student will study some things not studied by other students due to individual job needs and an individual career goal.

### **Criteria for Related Instruction**

- A student in cooperative education shall be enrolled in a related class in the current school year.
- Enrollees shall have taken basic skill prerequisites required by the occupational program they are pursuing.
- The student shall work in a salaried position which provides work experience directly related to the student's Individual Learning Plan.
- Instructional materials should be provided to supplement the teaching of a related class.
- Enrollment in a related class or a supervised out-of-school setting should not exceed 31 students or the number of available work stations.

### **Specific Related Competencies**

This instruction includes the teaching of specific skills, knowledge and attitudes required to progress in a career field. The instruction is directed toward the following kinds of competencies:

- manipulating tools or equipment
- gathering, processing, communicating, or applying technical information
- constructing, assembling, or combining elements
- performing a service

### **General Related Competencies (Occupational/Adjustment Competencies)**

General related instruction is classified into the following groups:

#### **1. Occupational Adjustment and Career Development Capabilities**

Occupational adjustment abilities relate to the ability to adjust to employment environments and personalities at the plant, office, store or institution. By teaching students to interact effectively with other employees, supervisors and the conditions under which they must work, the students will acquire capabilities which will persist as they progress in their careers and take positions in other employment environments. Occupational adjustment capabilities include the following:

- a. learning how to learn at the training station
- b. interacting with co-workers, supervisors, and employers
- c. participating in groups as a member and leader
- d. developing desirable employment habits and attitudes
- e. making rational economic decisions about employment, spending, saving and participating in a private enterprise economy
- f. preparing for future employment
- g. managing employment time and leisure time

- h. keeping abreast with current developments in the occupation
- i. drawing from the environments where the occupation is found

Career development capabilities enable students to find satisfying occupational roles in which they can get a sense of achievement and self-realization. The instruction focuses on learning about the occupational field and the lives of individuals in the occupation and on looking at one's potential needs, abilities, and aspirations as they relate to occupations and careers. These capabilities include the following:

- a. Assess and analyze one's own needs, interests, abilities, and aspirations.
- b. Assess and analyze the potential opportunities and satisfactions of an occupational field.
- c. Predict chances of being successful and satisfied in the occupational field.
- d. Make decisions and plans to achieve goals and aspirations.

### **2. Employability Skills**

Every student needs to acquire at least a minimum level of competence in employability skills. Some students may need considerable assistance in developing these skills while others do not. Utilize lessons for the various topics for individuals who need to improve in such areas as choosing a job, searching for a job, applying for a job, entering a new job, succeeding on the job, changing jobs, economics awareness, and occupational safety.

Instruction should be organized to produce competencies which are needed by

- (1) all employees
- (2) employees in an occupational field
- (3) employees of a specific occupation only
- (4) a particular employee at a specific place of employment

This may be achieved through tutoring or small group activities in addition to specific instructions for the particular position.

### **Basic Skills Competencies**

The teacher/coordinator has an opportunity to assist students in attaining practical competencies needed to function in society. Emphasis can be placed on basic skills, career awareness and decision making as they relate to the student's career goal.

Experienced teacher/coordinators have found that students see reading, writing and math competencies as relevant and necessary when related to the training station learning experiences. Like all educators, teacher/coordinators need to keep basic skill competencies in mind when teaching the related class.

The student should be able to read, comprehend and interpret materials an adult encounters in daily living, such as newspapers, magazines, income tax instructions, credit contracts, instructions for operating or maintaining equipment or household appliances and job descriptions.

The student should be able to use basic computational skills such as computing interest, making change, balancing a checkbook against a bank statement, computing miles driven per gallon of gasoline, constructing a budget and computing sales tax in the context of everyday tasks and problems encountered by adults.

The student should have the ability to listen and communicate in employment situations, demonstrating skills in organizing and presenting ideas or solutions to problems, giving informative answers to questions, comprehending and giving directions and listening effectively.

The student should have the ability to write an acceptable report, essay or resume. Emphasis should be placed on structure, spelling, grammatical correctness, punctuation, clarity and organization.

### **Career Awareness and Decision Making**

The student needs to acquire substantial information about employment in one or more career fields. The information should include the following:

- the roles and functions of the position and its relation to other positions
- how one qualifies for entry and advancement (education, experience, aptitudes) and possible routes of entry and advancement in a career
- the employment conditions associated with the position, including physical environment, social setting, hours of work, how the position affects the employee's lifestyle and other conditions
- the monetary, psychological and other rewards which employees receive from employment
- the current and projected demands for employees in the field, opportunities for advancement and lateral movement within the career
- a personal evaluation of the occupation in relation to the student's interests, values, goals and abilities

### **Instructional Methods and Materials**

Personnel responsible for the related instruction are expected to select instructional methods that are appropriate for the student and contribute to the development of employment qualifications. In addition to providing occupational experiences which lead to mastery of the technical content, the teacher/coordinator must also be able to stimulate student interest and use a variety of techniques that develop multiple skills necessary for success on the job.

### **Guidelines for Selecting Appropriate Methods**

- Choose activities that develop multiple capabilities and competencies.
- Use adult techniques with students.
- Use applied methods. (See applied learning strategies in this chapter.)
- Use appropriate instruction materials. A variety of books, periodicals, occupational materials, plus other media and materials should be available.
- Correlate job and related instruction.

### **Guidelines for Correlating Job and School**

- Select related instruction activities that are job based
- Involve the training sponsor in developing course content
- Use career-oriented resources and references
- Exchange resources and references from school to job and vice versa

**APPLIED LEARNING STRATEGIES  
FOR TEACHING RELATED INSTRUCTION**

**A. Occupational Contact**

1. Job performance activities
2. Field observation
3. Field interview
4. Field trip
5. Resource visitor
6. Fashion show
7. Shopping reports

**B. Active Problem Solving**

1. Case problem or study
2. Role playing
3. Socio-drama
4. Conference method
5. Buzz sessions
6. Brainstorming
7. Questioning
8. Quiz games

**C. Demonstration and Practice**

1. Demonstration by teacher
2. Demonstration by students
3. Demonstration and skit
4. School store
5. Practice and drill

**D. Audio-Visual**

1. DVDs, CDs
2. Internet
3. Overhead projectors
4. Chalkboard
5. Smart/white boards
6. Tapes (audio, video, cassette)
7. Charts, maps, pictures, and posters
8. Video

**E. Individual Instruction**

1. Programmed instruction
2. Performance contract
3. Competency-based instruction

**F. Auditory-Verbal**

1. Informal discussion
2. Symposium
3. Forum
4. Debate
5. Panel
6. Dialogue
7. Round table
8. Lecture
9. Committee

**G. Reading and Writing**

1. Themes, essays, and written reports
2. Survey of literature
3. Trade publication of activities
4. Magazine and newspaper activities
5. Reference book activities
6. Resource files
7. Research files
8. Workbooks
9. Manuals, notebooks, and scrapbooks

**H. Measuring and Evaluating**

1. Pre-test/post-test
2. Classroom test
3. Classroom test designed by student
4. Standardized test
5. Performance tests
6. Contest
7. Judging others and their work
8. Self-appraisal
9. Measuring goal performance

**I. Miscellaneous**

1. Team teacher
2. Simulation
3. Class chairperson
4. Student reporter
5. Student organizations
6. Rotation plan
7. Project methods



### **Coordinating Visits**

Timing the Visits – The number of visits, as well as their timing, must be carefully planned for effectiveness and efficiency. Once a student has been placed in a co-op position coordination visits are necessary for

- assessing the student's learning progress
- improving the quality of the training stations
- correlating related instruction and job experiences
- making changes in training plans when necessary

Some coordination visits are conducted throughout the entire school year, while other types are "seasonal" or occur only at specific intervals. Some types should be considered "constant" – such as the public relations visit, the identification and evaluation of work-based learning stations, and the student progress visits. Anticipate and plan time carefully.

Frequency of Visits – Visitations should be made frequently and for specific purposes, thus avoiding visits for only crisis situations or problems.

The actual number of visits to each work-based learning site will depend primarily upon the conditions and nature of the work-based learning site and the maturity and ability of the student.

Stagger visits so that the student is observed through the full spectrum of working hours; in other words, don't visit the work-based learning site at the same hour on the same day each week.

### **Guidelines to Observe**

- Conduct visits in a manner that promotes effectiveness and enhances efficiency.
- Make visits at a time convenient to the work-based learning sponsor.
- Make an appointment for any visit requiring the work-based learning sponsor's time.
- Make the purpose of the visit clear to the work-based learning sponsor when making the appointment and/or arriving at the work-based learning location.
- Plan for the visit carefully.
- Do not interfere with the student's work.
- Summarize and maintain records of all visits.
- Keep all information and records concerning the work-based learning location and the student confidential.
- Discuss the student's problems and/or weaknesses only in a private session with the work-based learning sponsor (mentor) and/or student.
- As a common courtesy, take a few minutes to see the employer or a designated representative first when making a call and again when leaving.
- Know and adhere to any legal regulations and/or company policies concerning your movement within the work-based learning station.

- Comment on any strengths or successes observed. Positive reinforcement encourages and motivates the person to even more and better work.

Initial Visits – A series of coordination calls are made prior to the opening of school. Some of these calls may be made during the preceding spring or during extended employment time in the summer to:

- Evaluate a company as a potential training station including safety evaluation
- Seek cooperation as a work-based learning site
- Develop a Work-Based Learning Plan/Agreement
- Orient the work-based learning sponsor (mentor) to his/her cooperative program responsibilities.
- Discuss legal issues – Workers' Compensation Insurance, Child Labor Laws, Wage and Hour regulations

First Visit Following Placement – Visit the work-based learning site during the first week the student starts to work to ensure that the student and work-based learning sponsor (mentor) are getting started in the right direction. Observe and discuss the following work related activities with the student and/or work-based learning sponsor:

- Purpose of related instruction
- Punctuality of student
- Dress and behavior guidelines of the company
- Work-Based Learning Plan/Agreement review
- Future visits for discussing job related activities

Provide the work-based learning sponsor with a file folder at this time. A folder should contain a full set of information about the cooperative program, including items such as the following:

- Benefits of the program (company, student, and school)
- Work-Based Learning Plan/Agreement
- Student's school schedule
- Business card and how you can be reached
- Sample copy of the Employer Evaluation form
- School's policy regarding co-op
- Other items you feel will promote the work-based learning sponsor's interest and knowledge of the program

Periodic Visits – Visits to check on student progress, supervision by a work-based learning sponsor (mentor), and job-related issues may be made as often as once every two weeks. During these visits you may check on a variety of things such as

- Working situation/safety conditions
- Attitudes of student, co-workers, and work-based learning sponsor

- Use of skills and knowledge from related instruction
- Need for additional related instruction
- Attendance
- Exploitation of students
- Training provided by training sponsor
- Need to readjust the Learning Plan/Agreement

If the work-based learning sponsor has little or no previous supervisory experience and/or has not been involved with the cooperative program before, he/she should visit more frequently to ensure a successful partnership.

Some visits may be termed public relations visits; they occur on various occasions as time permits. Some visits may involve visiting members of the advisory committee, civic and community leaders and parents.

Coordination of visits to training locations on a regular basis is very important to a successful co-op program. However, keep visits short and businesslike. Business and industry personnel are busy people.

Problem Visit – Problems do arise at times. You may detect early signs of these from daily contact with the student in the related instruction class, from the student's attendance and evaluation reports, and by requested visits to the training location.

These visits are usually made in addition to the regularly scheduled visits. Or you may receive a phone call or letter from the training site about an emergency. Problems should be dealt with as soon as possible.

### **Working with Job-Related Issues**

One important purpose of evaluation is to uncover problems/issues that the student may be experiencing. Teacher/coordinators should be aware of the many types of issues that may arise. Some problems can be avoided altogether or reduced considerably if the various techniques described in this manual are utilized.

From time to time, students have problems at the work-based learning station and/or at school. Your program plan, as well as the general school policies and regulations, should specify in advance the appropriate actions for handling most problems. Also, general school policies should specify due process guidelines to be followed. The recommended student's Work-Based Learning Plan/Agreement provides additional policies and regulations.

Ways to Handle Problems/Issues – Regardless of the source or causes of the problems, handle them calmly and give fair treatment to all parties. Publish all rules and regulations in advance and follow them. Such rules prohibit certain problem situations from occurring. If an unusual case occurs, follow established procedures as far as possible and act only after ensuring each party due

process. Follow these guidelines whenever problems do arise, either with students at the work-based learning site or in school:

- Apply rules and regulations, policies, and procedures stated by school for all students.
- Act as the student's representative when appropriate.
- Work with the student and then let the student try to work out the problem independently but under your supervision.
- Be a referee and/or arbitrator when necessary. Serve as the representative for the school.
- Inform administrators of problems.
- Involve parents when appropriate.

The Referee Process – Refereeing means determining what the issue/problem is, what caused it and how to solve it; then the referee assists in gaining the cooperation of both parties in taking action to solve it. Balancing the needs, interests and problems of the student/learner, the training sponsor and the school's responsibility demands many refereeing and arbitration skills by the teacher/coordinator. This aspect of the teacher/coordinator's job is equally as important as the development of the technical skills for a specific occupation.

The referee role is a difficult one to fulfill – it takes finesse and persuasion, calmness and an understanding of human beings.

Absenteeism – The school teacher/coordinator is required by law to account for students' attendance in school and, consequently, at the work-based learning site.

Written procedures are to be built into the cooperative program to address absenteeism.

Students sign an agreement form at enrollment time.

- Students submit attendance and work reports on which employers certify the work hours. Students are to call both the work-based learning sponsor and the teacher/coordinator when an illness or emergency occurs.
- The work-based learning sponsor is to phone the teacher/coordinator when the student is absent without prior excuse.
- A system is developed in advance for the teacher/coordinator to secure an excused absence from the employer for doctor's appointments, funerals for immediate family, etc.
- Absent from school means absent from co-op unless prior approval is obtained from the teacher/coordinator.

Transfers – Once students are placed at a work-based learning location, they should not be transferred to another company without good cause. Rotations from job to job or between departments within the same company are usually part of the work-based learning plan. Transfers should be made only after the situation becomes unsolvable by other means. Transfers may be necessary if the student is unable to do the work the work-based learning sponsor requires, if a safety or health problem occurs, or if there is a serious personality conflict between the student

and the work-based learning sponsor.

Also, the work-based learning sponsor may refuse to follow the Work Based Learning Plan/Agreement (they may not always rotate a student at a specified time, but this is not usually serious enough to cause a transfer) or simply have no work for the student.

As part of your local program plan, specify the procedures for making transfers – when they may or should be made, who is responsible for initiating the transfer and what procedures are to be followed to ensure due process and protection of students' rights. Also, identify some alternatives (such as a different job, reassignment to an in-school class, independent study, in-school supervision, simulation or some other activity) if there is a time lag when making transfers.

Dismissals – A student may be fired because of lack of skill or poor attitude. The work-based learning sponsor should agree to notify the teacher/coordinator before taking such action – and this statement should appear on the Work Based Learning Plan/Agreement. This notification provides the teacher/coordinator time to serve as referee and may allow the problem to be solved without dismissal.

General school policies should provide guidelines and procedures for handling problems such as theft on the job and insubordination. Great care must be taken to ensure the student's right to due process so that accusations are not made unfairly.

### Interviewing

An interview is defined here as any meeting between the coordinator and one or more persons for the purpose of exchanging ideas and information and determining a plan of action.

As a coordinator, you will be involved in many interviews or meetings with a variety of people, such as students, job supervisors, work-based learning sponsors, school administrators, business or trade people, parents, faculty, and counselors. Therefore, it is extremely important that you be effective and efficient in conducting interviews.

Coordination calls are often a form of interviewing; hence an "interview" may be

- (a) any initial interview with a student, a job supervisor or other person
- (b) a coordination call with a job supervisor, or
- (c) any meeting in which questioning and communication take place

Successful interviews increase the understanding and cooperation between all parties while unsuccessful interviews or meetings cause frustrations, misunderstandings, and additional problems.

## KEEPING RECORDS

Because of the diversity of coordination activities, a good system of keeping records and managing paper flow is essential. Functionally designed forms and a central data storage system will avert many problems and facilitate program operation.

Documentation and/or supporting evidence for annual reporting is highly recommended. When using the forms recommended through this manual, simply add the school name with transfer letters or the school's letterhead. Color code forms for easier reference (for example, blue for a form used only by students, pink for forms used by the coordinator, yellow for forms used with the work-based learning sponsor and green for forms used for reports such as those sent to the state department or the school administration office, etc.).

Set up a recordkeeping system for the different types of records and forms already in use or available in this handbook. Computerized recordkeeping may be utilized when it can provide the same information.

The system may be divided into three parts:

- (1) student files
- (2) program administration files, and
- (3) student's related instruction files

### **Student Files**

**Student Co-op Record Folder.** Many of the records may be considered confidential and should remain in a secure location.

## STUDENT CO-OP RECORD FOLDER

Student Name:

- Student Identification (SID) Number, Home Address, Home Phone

Parent's/Guardian's Name:

- Business Address, Business Phone, Other Pertinent Data

1. Analysis of Recruitment Interview
2. Student Profile
3. School Record
4. Teacher Recommendations
5. Work-Based Learning Plan/Agreement
6. Home Visit Report (if appropriate)
7. Work Schedule
8. Log of WBL Employer Contact
9. Employer Evaluation Report
10. Student Co-op Experience Evaluation

### **Program Administration Files**

Blank forms for planning visits, recruiting and selecting students, and other operational forms should be kept in this file.

Keep copies of any correspondence with employers, state supervisors, school administrators and others in folders with appropriate captions.

Keep copies of current legal regulations on hand at all times.

File materials promptly and in the appropriate folders for ease in compiling monthly and yearly reports. These files become an important part of periodic program reviews and state audits.

## **ENROLLMENT PROCESS**

Students who are selected for co-op should have a career objective in a specific occupational area. Equal access should be provided for all students.

There should be a common understanding between employers and the school concerning program entry criteria and standards. The advisory committee may fulfill this purpose. The prerequisites and criteria should be reviewed periodically by the teacher/coordinator, the faculty, the work-based learning sponsors, the administration and counselors, and the advisory committee. A recruitment plan can then be developed to specifically attract appropriate students.

### **Recruitment Process**

Recruitment activities should be conducted indirectly throughout the year. However, most activities are concentrated at certain points in the year:

- (1) during pre-enrollment or pre-registration time, and
- (2) at the beginning of the school year

Some activities are long range and others are immediate.

Develop a definite plan of yearly activities as well as activities for the recruitment period just prior to enrollment time. The steps in the process are outlined in this section and a variety of recruitment activities are also suggested.

### **Guidelines for Providing for Equity during Recruitment**

Students must be given information about all occupations available to them. Care must be taken to avoid stereotyping when presenting the programs to prospective students by

- using unbiased information regarding programs available to all students
- including program area teachers in the recruitment and selection of students

- using recruitment procedures that are based on occupational objective, interest and aptitude, and not on the basis of race, color, national origin, disability, and/or sex of the student
- having individuals available to serve as role models for non-traditional programs; represent individuals of different race, gender, national origin and/or disability
- involving parents/guardians in presenting information
- gaining support of parents/guardians when a student is interested in a non-traditional program
- using recruitment materials depicting diversity of individuals and occupations

Securing Teacher Recommendations – Select teachers to provide recommendations in two ways:

- (1) those teaching the prerequisite occupational course(s) and/or
- (2) those listed by the student (including either occupational or general course)

The teachers' recommendations, whether low or high, should be used as a guide only; a low rating or identification of weakness should not mean automatic rejection. It may be the result of a personality conflict and/or discipline problems with the teacher rather than lack of ability. Comments should be used in counseling with the student, for scheduling in occupational courses, enrollment in the cooperative program, placing the student in an appropriate training station and planning related instruction. Low ratings in vital areas, by all teachers, may result in rejection for the co-op experience. Some personal attention from the teacher/coordinator may result in an excellent co-op placement.

### **Selection Process**

At this point determine which students are eligible for enrollment and selection for the program. Indicate tentative approval, conditional approval, full approval, or rejection. Usually full approval is not given until two more steps are completed:

- (1) parental permission for enrollment is received and
- (2) the student has been placed on a job and the Work Based Learning Plan/Agreement has been signed by all parties

Bias on grounds of race, color, national origin, sex and/or disability is prohibited in education. Education must be available to all individuals who can benefit from these programs.

- Do individuals of different race, color, national origin, sex and/or disability show interest in the program through application?
- Is selection made without bias on grounds of race, color, national origin, sex or disability?
- Are disabled individuals mainstreamed into the program?
- Do program enrollments reflect individuals from the local community balance of race, color, national origin, sex and/or disability?



### **Guidelines for Selection of Cooperative Students**

1. The student must have a career objective in the occupational area.
2. Select students who
  - a. are enrolled in the related class
  - b. have the necessary prerequisites
  - c. have parental consent
  - d. have an appropriate job placement
  - e. agree to the cooperative program procedures
  - f. are willing to forego some after-school activities
  - g. need an alternative approach to learning
  - h. have met general policies regarding discipline, attendance, and academics

Some students should not be selected in the cooperative program if they are

- interested only in earning money
- interested only in getting out of school early
- participating in too many extra-curricular activities or in those scheduled at the end of the day
- emotionally immature

The student should receive notice that he/she will or will not be accepted for the program either in person or by letter. Many teacher/coordinators use a letter as a courteous gesture. The same courtesy should be extended to students who are given tentative or conditional approvals.

Record the decision about each student and file this information along with the acceptance or rejection letter.

Review the student profiles and other papers; identify a tentative job title or area in which to seek placement for that particular student. Record information and place in the student's file.

### **The Work-Based Learning Plan/Agreement**

The Work-Based Learning Plan/Agreement (See sample in Appendix A, Forms) must be completed and signed by all appropriate persons and kept on file in the co-op office. The WBL Plan/Agreement is the official document outlining the student's off-campus work-site experience. Failure to follow this procedure could seriously jeopardize the program and the coordinator. All parties identified for signatures on the Work Based Learning Plan/Agreement must sign.

## **Home Visits**

The home visit is most often used during recruitment time at or near the time of the student's acceptance. Some program areas require the teacher/coordinator to make home visits; others may not choose to do so. These visits are useful for understanding the student, developing the student's program, interpreting the cooperative program and its procedures to the parents and securing the parental cooperation.

## **PLACEMENT**

The work-based learning location is an extension of the school. A good portion of the success of the cooperative program depends on the quality of the work-based learning site; hence, only those businesses and industries that provide appropriate work-based learning should be utilized as work-based learning sites.

## **Maintain a Work-Based Learning Site Resource File**

Develop a work-based learning site file that identifies companies and industries that may have the potential to be good work-based learning sites. Keep this file up-to-date and current by visiting companies and industries throughout the year, especially new ones. Visit others on regular employer contact calls.

## **WORKING WITH POTENTIAL WORK-BASED LEARNING SITES**

### **Before a Visit**

- Set up appointment with appropriate human resource personnel.
- Arrive on time.
- Take professional-looking printed materials that describe the program and its benefits.

### **During a Visit**

- Greet the person by name; introduce yourself; use your business card.
- State the purpose of the visit.
- Explain briefly the purpose of the cooperative program emphasizing benefits to the company, the community, and the occupational area.
- Encourage the manager to ask questions and suggest problem areas.
- Answer questions carefully, meet problems calmly, admit areas of concern, and avoid controversial issues when they are not related to the co-op program.
- Give a brochure briefly outlining the program, roles of each party, and some procedures.
- Ask to tour the business to observe equipment, facilities, safety compliance, and working conditions.

Get acquainted with personnel director and department supervisors, if possible.

- Ask for the manager's cooperation. (Avoid questions with a possibility of a "no" answer such as "Will you employ a student?" Rephrase the question: "Will you employ one or two students?")
- If the manager gives a "yes" answer, describe the type of job needed and/or determine what job(s) are available; ask for the name of the mentor to contact either that day or tomorrow about further arrangements.
- Whether getting a "yes" or "no" answer, conclude the interview by thanking the manager. Leave information and your business card.

### **After a Visit**

- Record your impressions of the evaluation visit.
- Send a thank you letter to the manager.

### **Making Placement Visits**

After selecting students for the cooperative program, match their career objectives, interests and abilities with jobs at specific work-based learning stations.

If a student is selected for enrollment but there is not a specific job opening related to his/her career objective, check the Work-Based Learning Station Resource file for reputable companies that employ individuals for the type of job needed.

### **Sending a Yearly Letter**

In established programs, many coordinators send letters to past and potential work-based learning sites just prior to starting the placement of students. They ask employers to call or write them if they have immediate part-time openings or anticipate having them in the near future.

### **Keeping Placement Records**

Keep records of students who have been placed at a specific work-based learning site; record comments about their experiences and yours in working with the company. File these comments with the Evaluation of Work-Based Learning Site forms.

### **Maintaining Work-Based Learning Site**

After a work-based learning site has been established, work to maintain it. This may be done in the following ways:

- Develop a sponsor development plan and provide continuous assistance
- Sponsor employer appreciation events
- Send thank you letters (both teacher/coordinator and student)
- Write news releases to give public recognition of the contributions made by employers
- Give recognition through speeches, comments to the Advisory Committee, and school meetings

### **Preparing for Placement**

The teacher/coordinator is responsible for making an appropriate placement for each student. The job must be related to the student's career objective; matched to the student's curriculum, interests, abilities and potential; and with a company or industry that is willing to cooperate fully in the program.

The student is not fully accepted in the cooperative program until he/she has been placed in a suitable job and a Work Based Learning Plan/Agreement is developed and signed. This placement must be mutually acceptable to the employer and the student (as well as the parents/guardians of a minor) and have the teacher/coordinator's approval.

### **When to Place Students**

The school should have written policies and procedures concerning placement. Generally, students should be interviewed and employed when they are occupationally proficient and have the required competencies.

Some teacher/coordinators select students in the spring and find suitable work-based learning sites for them at that time. Students should begin work in the spring or summer only if the teacher/coordinator is able to provide adequate and continuous coordination and supervision.

Some high school teacher/coordinators should select students in the spring and work with counselors in preparing dual class schedules for the fall. If students are not placed when school begins, they attend a regular class schedule.

### **The Placement Process**

Placement begins when the teacher/coordinator attempts to match the students selected for the program with the job openings available. Job openings seldom just occur; therefore, prior to and during the placement process, the teacher/coordinator will also be searching for job openings at approvable firms. Review the earlier materials on selecting work-based learning stations. Remember, it may be necessary to search for a specific job for an unusual or different career objective; at times information regarding a specific request may not be available on file.

Secure permission to release records based on school policies. It will be necessary at times to inform prospective employers about students' qualifications; yet at the same time the teacher/coordinator may be legally restricted from doing so.

Securing a release from the parents/guardians so that school records can be shared with the prospective employer may not satisfy compliance with FERPA law regarding confidentiality of records, although it may be desirable to have it signed anyway. Therefore, request that students take transcripts with them on job interviews and insist that employers interview all student/applicants and require them to complete job application forms, thus relieving the teacher/coordinator from responsibility for release of records. Insist that employers make the final decision on hiring.

Student Introduction Cards – Give each student an introduction card that tells the employer that this is the cooperative program student sent for the interview. It also tells the student the name of the company and interviewer as well as the time and place of the interview. Some teacher/coordinators make appointments for the students; others have students make their own. The teacher/coordinator should inform the interviewer of the names of students.

Employers should select those hired to avoid accusations and problems later. Thus, the student is hired under relatively the same conditions as regular workers. Furthermore, the student experiences the competition of securing a job, a real life situation.

Students' Interviews – Exceptions to the three applicants per job and three interviews per student can and should be made occasionally. The shy, timid, reserved and less mature student will seldom be selected if competing with the extroverted, mature student. Students should be sent to interview for jobs for which they qualify. In some cases, consider sending only one applicant to be interviewed. For example, a student may have specific job needs depending on ability level. On occasion a student may have a different career objective than any other student enrolled; thus, only one student can be sent for a matching job opening.

Some teacher/coordinators ask students to prepare a standard job application form for the occupational cluster, type application letters, and prepare resumes. The student takes a file folder with these materials to the interview and gives it to the interviewer. Suggest that they add a copy of their school transcript to the folder and/or a copy of their Individual Learning Plan.

Students' Report on the Interview – As soon as students have been interviewed, they should report their impressions both in writing and orally. Set a time and place for them to do this.

Students are to indicate in which position they are most interested and why. At the same time let them know they will not necessarily be employed for the preferred position. The employers will make those decisions while the teacher/coordinator will do his/her best to secure a good, appropriate job for them.

If a student dislikes a specific situation, he/she should be permitted to decline employment. The teacher/coordinator should determine the reason and decide if it is legitimate. The interviewer

returns the employer's half of the Introduction Card. Collect the results of the interviews as soon as possible after the last applicant has been interviewed by visiting the prospective employer personally if at all possible. The personal visit is much preferred to a phone call.

The employer confers with the teacher/coordinator before making any commitment to a student/applicant. This procedure enables the teacher/coordinator to confer with the employer while developing the Work-Based Learning Plan/Agreement process. The teacher/coordinator is responsible for supervising the employment situation and reviewing with the employer the legal requirements of

- Child labor laws (total hours, time of day to work, hazardous work)
- Social security
- Wage and hour laws
- Equal opportunity for employment

Ideally, students should be sent for a second interview only after the teacher/coordinator learns that they were not selected by the first company; however, because of the time involved in having each company interview three applicants, some students may be sent on a second interview before the first company makes a selection. Therefore, one student may be selected by two different companies. If companies confer with the teacher/coordinator prior to making definite offers to students, the problem of students switching at the last minute can be avoided.

Develop the Work-Based Learning Plan/Agreement – See section on "Work-Based Learning Plan/Agreement." Complete this suggested form for each student. (Sample form in Appendix A)

Determine a definite date for the student to start work. All papers and legal forms (Employment Certificate, social security number, etc.) must be filed in appropriate places before the student starts work. Coordinate the student's orientation to the job.

Discuss new employee orientation with the work-based learning sponsor and a job mentor/supervisor. Provide an orientation checklist such as the one included in this chapter. Develop the Work-Based Learning Plan/Agreement with the training sponsor and job supervisor.

Prepare a Supervisor's (Mentor) File Folder – Prepare and deliver a file folder on the student to the appropriate work-based learning sponsor or mentor. Include copies of the Work-Based Learning Plan/Agreement, brochures about the cooperative program, orientation checklist and other materials. You may want to include a sample of the Evaluation or Progress Report to be completed at a later date and forms for Student's Attendance and Evaluation.

## 18 STEPS FROM RECRUITMENT TO PLACEMENT

1. Carry out a recruitment campaign.
2. Collect applications for enrollment and start an Action Checklist form.
3. Develop the student profile:
  - a. Interview each applicant.
  - b. Collect student's school record.
  - c. Assemble teacher recommendations.
  - d. Make home visit (required by some programs).
4. Make a decision about student's acceptance or rejection.
5. Send the student a letter of acceptance or rejection.
6. Identify appropriate job title(s) for placement.
7. Re-evaluate the student profile.
8. Select approved training site with appropriate job opening.
9. Set up job interviews for each student.
10. Prepare an introduction card for student's use at an interview.
11. Talk to student after job interview.
12. Secure results on employer's half of the introduction card in a personal visit.
13. Work with student and employer to develop the various components of the Work-Based Learning Plan/Agreement.
14. Check for completion of all legal forms before the student starts the job.
15. Prepare a student file for job supervisor and student.
16. File a formal detailed Work-Based Learning Plan/Agreement with the training sponsor/job supervisor, student, and teacher/coordinator.
17. Plan related instruction activities.
18. Plan and schedule the first month's visits.



## ORIENTATION CHECKLIST

Instructions: Use one check list for each student. Review information with the student after five days to ensure thorough comprehension.

- ✓ Explain the business organization and give specific information about the department in which he/she will work.
- ✓ Introduce the student to all persons with whom he/she will have contact.
- ✓ Show the student the location of offices, equipment, and supplies with which he/she will need to be familiar.
- ✓ Tour the entire business during the first month if not done previously.
- ✓ Explain the duties of the student's first assignment.
- ✓ Inform student as to who will supervise him/her and from whom he/she should take orders.
- ✓ Inform co-workers of their relationship to student and solicit their cooperation.
- ✓ Inform student of arrival and quitting time, check-in procedures and check-out procedures.
- ✓ Inform student of lunch time and relief procedures and regulations.
- ✓ Inform student of time recording procedure, pay schedule, deduction from pay and computation of wages.
- ✓ Inform student of facilities available such as restrooms, lunchroom, telephone,
- ✓ Inform student as to appropriate clothing to be worn.
- ✓ Inform student about any information which is to be kept confidential.
- ✓ Familiarize student with employee benefits.
- ✓ Inform student of clauses in union agreement which pertain to him/her if such an agreement exists.
- ✓ Inform student of promotional possibilities in your firm.
- ✓ Provide special pamphlets, brochures and materials that include information about the company, its policies, fringe benefits and related terminology.
- ✓ Inform student of safety regulations as required by OSHA.





## EVALUATION PROCESS

Evaluation of the cooperative education program is a continuous process and includes evaluation of the total program, including the student learner, the work station and the related instruction. Continuous evaluation is required so that any deficiencies or problems can be identified in time to be corrected. More detailed periodic evaluations are required for the purpose of assigning grades.

### **Continuous Evaluation**

The continuous evaluation approach seeks to identify problems or potential pitfalls before they become serious. Continuous evaluation consists of

- (1) observations made by the teacher/coordinator during coordination visits and
- (2) analysis of the student's reports made at frequent intervals

Visits to the work-based learning site should be made periodically. Visits may be made to observe, to assess and to promote. If there appear to be problems relating to the student or the work-based learning station, more frequent visits should be made. The frequency should be determined by the teacher/coordinator, with some input from the employer. It is up to the teacher/coordinator to make good use of this time in fulfilling coordination responsibilities.

Following are some of the major reasons for making coordination visits:

1. Observe the type and quality of work being performed by student.
2. Ensure that a variety of experiences are provided according to the Work-Based Learning Plan/Agreement.
3. Secure the Employer Evaluation Report of student's performance.
4. Ensure that the work-based learning sponsor provides consistent guidance and supervision.
5. Verify the application of 21st century skills, knowledge and attitudes acquired in the school related classes.
6. Discuss with the work-based learning sponsor methods of improving instruction and training for the particular job the student is performing.
7. Become acquainted with management policies.
8. Verify compliance with all federal and state laws concerning the employment of minors.
9. Make certain students are not exploited.
10. Correct any problem relationships that arise between the student and the work-based learning sponsor.
11. Obtain suggestions for making selection and placement of other students more effective.
12. Secure supplementary teaching materials that will make the related instruction more valuable.
13. Discover potential work-based learning stations of high quality.
14. Extend and improve public relations between school and business.
15. Provide and follow up on plans for rotation.
16. Ensure safe working conditions.

### **Employer Evaluation Report**

The Employer Evaluation Report (see sample in this chapter) must be made frequently enough to be of use in identifying potential problems before they become serious. The Employer Evaluation Report should be completed weekly or biweekly and should be used for discussion in the related class.

Teacher/coordinators can use the information on the reports as a basis for discussion in the related class. The information might also signal the need for individual conferences with learners who are having problems.

The Employer Evaluation Report has a number of purposes, including the following:

- provides a record of work hours that need to be reviewed for compliance with child labor laws, total hours worked per week, and the time of day/evening worked
- provides a check for attendance in school with attendance on the job
- provides a running record of hours worked by dollars earned for compiling monthly/yearly program records as required by the Technical Education Database System (TEDS)
- provides employer's rating and remarks on student's progress

### **Student Co-op Evaluation Report**

Students may be asked to provide an evaluation report (see sample in this chapter) as often as the teacher/coordinator feels necessary. Students should comment about strengths, weaknesses and potential problems they are experiencing at the job-site. This information can be used in counseling the student and talking with the employer prior to the development of actual problems.

Read the comments carefully. Counsel with the student in a private setting. If any problems are suspected at the training site with the job supervisor, co-workers, or levels of tasks, try to provide "intervention" and/or preventive measures when possible.

### **Periodic Evaluation**

Each student's progress must be evaluated periodically at or near the end of the school evaluation period, the grading period. The periodic evaluation may come at the end of a job/task rotation. This type of evaluation is extremely important because it must:

- evaluate the student's strengths and weaknesses
- include a review of the WBL Plan/Agreement and revise if necessary.
- serve as a basis for rotating jobs.
- assist in identification of related instruction topics and upcoming projects.
- evaluate the training provided by the work station.
- evaluate safe working conditions

Prior to making an evaluation visit, the teacher/coordinator and possibly the related-subject teacher should review the student's file, progress made in the related class, Student Work-Based Learning Evaluation Report and the Employer Evaluation Report. Compare the progress on these reports with those activities identified on the Work Based Learning Plan/Agreement.

The evaluation visit to assess the student's progress on the job must be conducted in a businesslike manner; preferably, it should be a three-way conference between the work-based learning sponsor, the student, and the teacher/coordinator and/or related subjects teacher. The evaluation visit should be made personally by the teacher/coordinator, with an appointment made in advance.

Use a progress or evaluation form to record the work-based learning sponsor's evaluations. Ask for examples of both strengths and weaknesses and record them as they provide data for making improvements, assigning grades, and discussing concerns.

### **Guidelines for Making Periodic Evaluations**

- make an appointment
- meet with work-based learning sponsor in person
- involve the student
- get examples of both strengths and weaknesses
- review the Work-Based Learning Plan/Agreement
- revise the Work-Based Learning Plan/Agreement if necessary
- follow up on the action plan

Follow up the evaluation visit with a private conference with the student to discuss the comments made at the conference. The examples of strengths and weaknesses are especially useful in discussing why the student will remain with the same job tasks, determining related instruction and planning for the next evaluation period.

### **Assigning the Grade for On-The-Job Experience**

Various options are open for determining the on-the-job grade. The teacher/coordinator may take sole responsibility or it may be a joint responsibility between the teacher/coordinator and the work-based learning sponsor. If the teacher/coordinator is not the related-instruction teacher, that person should also be involved in assigning the grade. A disadvantage of teachers/coordinators having sole responsibility for the grade is that they are not at the work-based learning site on a continuous basis. On the other hand, care must be given to the weight of the grade assigned by the work-based learning sponsor. There may be little equity between the grades assigned from one trainer to another.

In general, the work-based learning grade is a combination and examples obtained from the work-based learning sponsor on the Employer Evaluation Report and the comments made by the teacher/coordinator on the Log of Work-Based Learning Employer Contacts (a sample is provided

in this chapter). Improvements in skills, production rates and attitudes, as well as taking on additional responsibilities, should be carefully considered. Review the Employer Evaluation Report for other criteria; the student should receive a copy of this form at the beginning of the year.

As part of the operational plans, identify guidelines and procedures that will determine the student's grade for the on-the-job experiences. Inform students of these procedures at enrollment time.

Guidelines for evaluating on-the-job experiences include the following:

- identify the factors to be evaluated
- identify who is responsible for the grade
- identify the process and procedures involved
- identify the time and frequency of grading
- identify how the forms will be utilized in assigning a grade

**SAMPLE**  
**Work-Based Learning (WBL) Employer Evaluation Report**  
 Office of Career and Technical Education

- ☐ Co-op                      ☐ Internship                      ☐ Mentoring                      ☐ Shadowing  
☐ Apprenticeship                      ☐ Service Learning                      ☐ Entrepreneurship                      ☐ School Enterprise

<b>Student's Name:</b>	<b>Grade Level:</b>
<b>School:</b>	<b>Program:</b>
<b>Employer:</b>	<b>Contact Person:</b> <b>Telephone #:</b>
<b>WBL Start Date:</b>	<b>WBL Ending Date:</b>

**Student Responsibility:** Turn in this form to the Teacher/WBL Coordinator at the end of each week of employment.

**Employer Responsibilities:** Please complete the two tables below; share your ratings with the student; give this form to the student to return to the Teacher/WBL Coordinator. Thank you.

**Evaluation**

**Scale: 1 – Poor      2 - Needs Improvement      3 - Average      4 - Good      5 - Excellent**

Attendance/Punctuality	1	2	3	4	5	Cooperation	1	2	3	4	5
Appropriate Dress	1	2	3	4	5	Adaptability/Flexibility	1	2	3	4	5
Attitude	1	2	3	4	5	Relations with Co-Workers	1	2	3	4	5
Dependability	1	2	3	4	5	Time Management	1	2	3	4	5
Initiative	1	2	3	4	5	Quality of Work	1	2	3	4	5
Following Directions	1	2	3	4	5	Quantity of Work	1	2	3	4	5

Remarks:

**Attendance**

	Mon	Tues	Wed	Thur	Fri	Mon	Tues	Wed	Thur	Fri	Total Hours
<b>Date</b>											
<b>Hours Worked</b>											

**Earnings (If Applicable)**

Total Hours: \_\_\_\_\_ X Hourly wage: \_\_\_\_\_ = Total Gross Earnings: \$ \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Equal Education and Employment Opportunities M/F/D

*SAMPLE*  
**Work-Based Learning Evaluation by Student**  
 Office of Career and Technical Education

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Co-op          | <input type="checkbox"/> Internship       | <input type="checkbox"/> Mentoring        | <input type="checkbox"/> Shadowing         |
| <input type="checkbox"/> Apprenticeship | <input type="checkbox"/> Service Learning | <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> School Enterprise |

Date: \_\_\_\_\_

**Student Responsibility:** Turn in this form to the Teacher/WBL Coordinator at the end of the WBL experience.

<b>Student's Name:</b>	
<b>Employer:</b>	<b>Contact Person:</b>
<b>Date WBL Began:</b>	<b>Date WBL Ended:</b>

**Evaluation of Work-Based Learning Experience**

**Scale:**    1 - Poor      2 - Needs Improvement      3 - Average      4 - Good      5 - Excellent

Work-Based Learning Experience	Rating				
Related to my career goal	1	2	3	4	5
Helped in planning my career	1	2	3	4	5
Still interested in this career	1	2	3	4	5
Received guidance and direction from the WBL supervisor on site	1	2	3	4	5
Used time wisely	1	2	3	4	5
Assigned appropriate amount of work expected; appropriate quality of work	1	2	3	4	5
Emphasized work ethics	1	2	3	4	5
Provided Work-Based Learning experience as outlined in agreement	1	2	3	4	5
Was of sufficient length	1	2	3	4	5
Was a positive experience overall	1	2	3	4	5

Remarks:

*SAMPLE*  
**Log of Work-Based Learning Contacts**  
 Office of Career and Technical Education

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Co-op          | <input type="checkbox"/> Internship       | <input type="checkbox"/> Mentoring        | <input type="checkbox"/> Shadowing         |
| <input type="checkbox"/> Apprenticeship | <input type="checkbox"/> Service Learning | <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> School Enterprise |

<b>Student's Name:</b>	<b>Grade Level:</b>
<b>School:</b>	<b>Program:</b>
<b>Employer:</b>	<b>Work Site Mentor:</b>
<b>WBL Start Date:</b>	<b>WBL Ending Date:</b>

**Purpose of Visit:** \_\_\_\_\_ Observation of student \_\_\_\_\_ Visit with worksite mentor \_\_\_\_\_ Evaluation  
 \_\_\_\_\_ Problem situation \_\_\_\_\_ Other:

1. It is recommended that each site be visited at least one time before the student is placed to ensure the safety and proper training of the student.
2. Each student should be visited periodically at the work-site to check progress, attendance, appropriate work assignments, safety, etc. A minimum of one visit per nine weeks is recommended for all students.
3. Please document visitation below.

Date of Visit	Person Making Visit	Observation / Suggestions / Recommendations

**Resources** (See Appendix B)

# REGISTERED APPRENTICESHIP AND PRE-APPRENTICESHIP

## **Rationale**

The Tech Ready Apprentices for Careers in Kentucky (*TRACK*) pre-apprenticeship program is a partnership between the Kentucky Department of Education's Office of Career and Technical Education and the Kentucky Labor Cabinet to provide secondary students with career pathway opportunities into registered apprenticeship programs. . This is a business- and industry-driven program to create a pipeline for students to enter postsecondary apprenticeship training.

Upon successful completion, the student will be awarded an industry certification by the employer or training organization through the Kentucky Labor Cabinet and all on-the-job hours worked will be counted toward the apprenticeship, if applicable. The certification will also count toward the local school district's college- and career-ready accountability index.

The specifics of the TRACK program vary and interested parties will need to confer with the Office of Career and Technical Education for the implementation process. There are no costs involved except wages for the student employee. The employer must have a registered apprenticeship program with the Kentucky Labor Cabinet. For more information, please refer to: <http://education.ky.gov/CTE/cter/Pages/TRACK.aspx>

The ultimate rationale for the program is that as career pathways continue to expand, if an employer is willing to implement a Registered Apprenticeship program, a pipeline at the secondary level can be developed utilizing the TRACK program.

## **Definition**

### **Registered Apprenticeship**

**KRS 343.010, Definitions for chapter** (<http://www.lrc.ky.gov/Statutes/statute.aspx?id=42986>)

As used in this chapter unless the context requires otherwise:

(1) "Apprentice" means a worker at least sixteen (16) years of age, except where a higher minimum age standard is otherwise fixed by law, who is employed to learn an apprenticeable occupation as provided in 29 C.F.R. pt. 29;



- (2) "Apprenticeship agreement" means a written agreement, complying with 29 C.F.R. pt. 29 between an apprentice and either the apprentice's program sponsor, or an apprenticeship committee acting as agent for the program sponsors, which contains the terms and conditions of the employment and training of the apprentice;
- (3) "Commissioner" means commissioner of the Department of Workplace Standards, under the direction and supervision of the secretary of the Labor Cabinet, or any person authorized to act in his or her behalf, having jurisdiction over laws or regulations governing wages and hours of employees working in this state;
- (4) "Council" means the Commonwealth's Apprenticeship and Training Council, which provides advice and guidance to the Kentucky Labor Cabinet regarding the Commonwealth's apprenticeship program;
- (5) "Supervisor" means supervisor of apprenticeship and training;
- (6) "Trainee" means a person at least sixteen (16) years of age who has entered into an on-the-job training agreement with an employer or an association of employers or an organization of employees in a construction occupation under a program which has been approved by a federal agency as promoting equal employment opportunity in conjunction with federal-aid construction projects;
- (7) "Apprenticeship program" means a plan containing all terms and conditions for the qualification, recruitment, selection, employment, and training of apprentices as required under 29 C.F.R. pts. 29 and 30, including such matters as the requirement for a written apprenticeship agreement;
- (8) "On-the-job training program" means a plan containing all terms and conditions for the qualification, recruitment, selection, employment, and training of a trainee, including such matters as the requirement for a written on-the-job training agreement other than an apprenticeship program; provided, however, that said program has been approved by a federal agency as promoting equal employment opportunity in conjunction with federal-aid construction projects;
- (9) "Sponsor" means any person, association, committee, or organization in whose name or title the program is or is to be registered, irrespective of whether such entity is an employer;
- (10) "Employer" means any person or organization employing an apprentice or trainee whether or not such person or organization is a party to an apprenticeship or on-the-job training agreement with the apprentice or trainee; and
- (11) "Related instruction" means an organized and systematic form of instruction designed to provide the apprentice or trainee with knowledge of the theoretical and technical subjects related to the apprentice's occupation.

**Effective:** July 15, 2014

**History:** Amended 2014 Ky. Acts ch. 8, sec. 1, effective July 15, 2014. -- Amended 2010 Ky. Acts ch. 24, sec. 1863, effective July 15, 2010. -- Amended 1984 Ky. Acts ch. 414, sec. 40, effective July 13, 1984. -- Amended 1974 Ky. Acts ch. 91, sec. 1. -- Recodified 1942 Ky. Acts ch. 208, sec. 1, effective October 1, 1942, from Ky. Stat. sec. 1599c-34.

### **Steps for Implementing an Apprenticeship Program**

The Labor Cabinet has apprenticeship program standards that are in conformance with federal and state laws governing apprenticeship. These standards are used to register all apprenticeship programs in the Commonwealth of Kentucky.

If you have a collective bargaining agreement in place, a Joint Apprenticeship Committee should be established consisting of equal representation from both labor and management. If the bargaining unit does not wish to participate in the administration of the apprenticeship program, a letter of waiver from the union is obtained and the employer will operate the apprenticeship program according to the standards. If no collective bargaining agreement is in place, an employer can both register and administer the apprenticeship program.

Registered apprenticeship in Kentucky is very flexible and is tailored to individual employer's needs for on-the-job training of apprentices. In addition to on-the-job training, a minimum of 144 hours of related instruction classes are required for each year of apprenticeship. The related instruction is designed to teach the apprentice the theoretical and technical subjects related to the trade.

The basic requirements for registering an apprenticeship program are:

- (a) The standards must contain the equal opportunity pledge prescribed by the Kentucky State Plan for equal employment opportunity in apprenticeship.
- (b) The employment and training of an apprentice is in an approved occupation.
- (c) A term of apprenticeship, not less than 2,000 hours of work experience, is consistent with training requirements as established by industry practices.
- (d) An outline of work processes, in which the apprentice will receive supervised work experience and training on the job, and the allocation of the approximate time to be spent in each major process is established.
- (e) There is a provision for related instruction in technical subjects related to the trade. A minimum of 144 hours for each year of apprenticeship is required.
- (f) A progressively increasing schedule of wages is to be paid the apprentice consistent with the skill acquired. The entry wage shall not be less than forty (40) percent of the established journeyman rate of the employer, or not less than the applicable minimum

wage prescribed by state or federal law, whichever is greater. On projects where the wage rate has been set by law, the apprentice's rate of pay shall be based upon the established journeyperson rate.

- (g) There shall be a periodic review and evaluation of the apprentice's progress in job performance and related instruction; appropriate progress records will be maintained.
- (h) The ratio of apprentices to journeypersons consistent with proper supervision, training and continuity of employment are required. The ratio of apprentice to journeyperson is established by Kentucky statute.
- (i) A probationary period of not more than 25 percent of the entire apprenticeship is established; during this time, the apprenticeship agreement may be terminated by either party with full credit for such period toward completion of apprenticeship.
- (j) Adequate and safe equipment and facilities for training, supervision and safety training for apprentices is provided.
- (k) Credit is granted for previous experience, training, skills or aptitude for all applicants equally, with commensurate wages for any accorded progression.
- (l) Assurance of qualified training personnel is provided.
- (m) An apprentice is placed under an apprenticeship agreement as required by the state apprenticeship law and regulations. The agreement shall incorporate the standards of the program as part of the agreement.
- (n) The required minimum qualifications are established for persons entering an apprenticeship program with an eligible starting age of not less than 16 years old.
- (o) The successful completion of an apprenticeship program is recognized by evidence of an appropriate completion certificate.
- (p) The registration agency is identified.
- (q) The name and address of the appropriate authority to receive process and make disposition of complaints is available.
- (r) All required records are recorded and maintained.



## **TRACK Pre-Apprenticeship Roles and Responsibilities**

<b><u>Employer</u></b>	<b><u>Student Employee</u></b>	<b><u>School/Instructor</u></b>
<ul style="list-style-type: none"> <li>▪ Register an apprenticeship program with the Kentucky Labor Cabinet</li> <li>▪ Partner with local school system and CTE program</li> <li>▪ Collaborate with instructors to determine course work and structure of the TRACK program</li> <li>▪ Coordinate application process for program</li> <li>▪ Determine how students will be selected for the program</li> <li>▪ Complete work-based learning forms and TRACK agreement</li> <li>▪ Pay student for on-the-job training hours</li> <li>▪ Document paid hours and credit student at the acceptance into a registered apprenticeship</li> <li>▪ Maintain contact with instructor(s) in regards to student progress</li> <li>▪ Establish eight (8) OSH safety modules utilizing the Kentucky Labor Cabinet E-train safety modules <a href="http://www.laborcabinetetrain.ky.gov">http://www.laborcabinetetrain.ky.gov</a></li> <li>▪ At completion of a successful pre-apprenticeship, fill out completion form and submit to Kentucky Labor Cabinet</li> </ul>	<ul style="list-style-type: none"> <li>▪ Apply to participate in program</li> <li>▪ Meet and maintain expectations of employer and school requirements</li> <li>▪ Successfully complete pathway in regard to courses, end-of-program assessment (if applicable) and employer specifications</li> <li>▪ Complete eight (8) E-train safety modules as determined by the employer</li> <li>▪ Complete work-based learning forms and TRACK agreement</li> <li>▪ Document paid work hours</li> </ul>	<ul style="list-style-type: none"> <li>▪ Confirm with the Office of Career and Technical Education that an employer has a Registered Apprenticeship Program</li> <li>▪ Collaborate with employer to determine career pathway and structure of the TRACK program</li> <li>▪ Maintain contact with the employer in regards to student progress</li> <li>▪ Constantly update instructional strategies and curriculum, as needed to prepare student for the work environment</li> <li>▪ Ensure student is enrolled in courses needed for TRACK program</li> <li>▪ Complete all applicable work-based learning forms and TRACK agreement</li> </ul>

## **Resources**

Kentucky Labor Cabinet:  
[www.kentuckyapprenticeship.com](http://www.kentuckyapprenticeship.com)

Kentucky Labor Cabinet Policy on Youth Pre-Apprenticeship:  
<http://education.ky.gov/CTE/cter/Documents/Kentucky%20Labor%20Cabinet%20Pre-Apprenticeship%20Policy.pdf>

Office of General Counsel's Opinion on TRACK and Child Labor Law:  
<http://education.ky.gov/CTE/cter/Documents/GC%20childLaborOpinion%20TRACK.pdf>

TRACK:  
<http://education.ky.gov/CTE/cter/Pages/TRACK.aspx>

US Dept of Labor Office of Apprenticeship:  
<http://www.doleta.gov/oa/>

Kentucky OSH Etrain:  
<http://www.laborcabinetetrain.ky.gov/>



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# FORMS

One of the requirements for the various types of work-based learning is that each student must have a Work-Based Learning Plan/Agreement on file at the school. This appendix contains SAMPLE forms that may be printed and completed by the appropriate parties, as necessary, to meet the needs of the work-based learning program(s).

Each chapter of the *Work-Based Learning Manual 2015* also contains SAMPLE forms (in WORD format) specific to that type of work-based learning. For example, Cooperative Education, Internship, Mentoring and Shadowing forms may be used to meet the needs of the program(s).

Work-Based Learning Plan and Agreement .....	A-2
Addendum for Student Learner in Hazardous Occupations .....	A-6
Log of Work-Based Learning Contacts.....	A-10
Work-Based Learning Evaluation by Student.....	A-11
Work-Based Learning Employer Evaluation Report.....	A-12

**SAMPLE**  
**Work-Based Learning Plan and Agreement**  
Office of Career and Technical Education

- ☐ **Co-op**
☐ **Internship**
☐ **Mentoring**
☐ **Shadowing**
- ☐ **Apprenticeship**
☐ **Service Learning**
☐ **Entrepreneurship**
☐ **School Enterprise**

Student's Last Name:		Student's First Name:	
SSID Number:		Date of Birth:	
Address:			
	City		
Cell Phone Number:		Email Address:	

School:	
Address:	
Phone Number:	

CTE Program Area:		Career Pathway / ILP Career Goal(s)	
Teacher:			
Name of WBL Coordinator / Supervisor			

Company / Business Name:		Phone Number:	
Address:			
Work-Site Mentor:		Title:	
Student Work Schedule (Days and Hours):		Start and End Date:	
Total Hours per Week:		Hourly Wage: (if applicable)	
Copy of Background Check: Work-Site Mentor      Yes _____      No _____			

## APPENDIX A

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The Office of Career and Technical Education complies with all federal regulations prohibiting discrimination on the basis of race, color, national origin, sex, disabilities, religion, mental status or age.

Equal Education and Employment Opportunities M/F/D

Based on the Work-Based Learning type, complete the following:

### General Workplace Competencies

	Attendance / Punctuality		Adaptability / Flexibility
	Appropriate Dress		Relationships with Co-Workers
	Attitude		Time Management
	Dependability		Quality of Work
	Initiative		Quantity of Work
	Ability to Follow Directions		Abides by Company Rules / Regulations
	Job Knowledge		Safety
	Cooperation		Use of Equipment

### Technical Skills / Competencies (Hazardous Occupations\*)

1.
2.
3.
4.
5.
6.
7.

\*The addendum for “hazardous occupations” shall be completed if the co-op placement is associated with an exemption for hazardous occupations.

### Occupational Safety Competencies

1.
2.
3.
4.
5.
6.
7.

Student's Name		School Year	
----------------	--	-------------	--



The student agrees to:

- be courteous and considerate of the employer, co-workers, and others
- keep the employer's best interest in mind and to be punctual, dependable and loyal
- notify the employer and the coordinator as soon as possible if they are not able to attend work and/or school
- keep such records of work experiences and wages (if applicable) earned as required by the school and to submit them on or before specified deadlines
- conform to the policies, procedures and regulations of the employer and the school
- maintain a satisfactory performance level while on the job
- abide by the WBL Plan/Agreement developed by the teacher, coordinator and employer.

The teacher/coordinator agrees to:

- prepare, with assistance of the training supervisor, a WBL Plan/Agreement
- revise the WBL Plan/Agreement as needed to improve the student's work experience
- visit the student on the job as often as appropriate to the WBL experience to determine instructional needs and to ensure that the student receives job training and supervision, as well as a variety of job experiences
- maintain confidentiality related to the information gathered from the company/business
- adequately train and prepare the student for success, prior to the WBL placement

The parent/guardian agrees to:

- accept responsibility for the student's safety and conduct while traveling to and from school, place of employment and/or home
- support the concepts of work-based learning experiences
- abide by the WBL Plan/Agreement for hazardous occupations, when applicable

The employer agrees to:

- take an active part in the training and supervision of the student while providing instruction in accordance with the WBL Plan/Agreement
- provide safety training as required by OSHA
- assist the teacher/coordinator in the evaluation of the student's performance on the job by completing the necessary evaluation forms, when required
- provide close supervision by an experienced and qualified person to avoid subjecting the student to unnecessary or unusual hazards
- give the same consideration to the student as given to other employees in regard to safety, health, general employment conditions and other regulations of the business
- comply with all regulations prohibiting discrimination on the basis of race, color, national origin, sex, disabilities, religion, marital status or age
- comply with all laws regarding wages and hours of minors and student learners
- contact the teacher/coordinator prior to the student's dismissal from employment
- pay the student/trainee when an employer/employee agreement is negotiated
- ensure that all supervising employees have completed a criminal background check
- maintain confidentiality of student information in accordance with state and federal law

## APPENDIX A

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If this agreement is for a paid work-based learning placement, the employer certifies that this student is covered by Worker's Compensation Insurance and that the policy is now in force and registered with the Kentucky Department of Workers Claims as prescribed by KRS 342.630 (or with the appropriate agency, if the place of employment is outside of the state of Kentucky).

Signatures		Date
Employer:		
Principal:		
Student:		
WBL Coordinator: (when applicable)		
Teacher:		
Parent/Guardian:		

Copies of this WBL Plan/Agreement have been sent to:

- ☐ Employer
- ☐ Principal
- ☐ Student
- ☐ WBL Coordinator
- ☐ Teacher
- ☐ Parent /Guardian

## Addendum for Student Learner in Hazardous Occupations and Cooperative Education Training Plan (for minors under 18 years of age)

*To be attached to the WBL Plan/Agreement*

### Non-Agricultural Hazardous Occupations Prohibited for Minors Ages 16-17

HO 1	Manufacturing and storing of explosives
HO 2	Motor-vehicle driving and outside helper on a motor vehicle
HO 3	Coal mining
HO 4	Occupations in forest fire fighting, forest fire prevention, timber tract operations, forestry service, logging and sawmilling
HO 5*	Power-driven woodworking machines
HO 6	Exposure to radioactive substances
HO 7	Power-driven hoisting apparatus, including forklifts
HO 8*	Power-driven metal-forming, punching and shearing machines
HO 9	Mining, other than coal mining
HO 10*	Operating power-driven meat processing equipment, including <b>meat slicers and other food slicers</b> , in retail establishments (such as grocery stores, restaurants kitchens and delis) and wholesale establishments, and most occupations in meat and poultry slaughtering, packing, processing or rendering
HO 11	Power-driven bakery machines including vertical dough or batter mixers
HO 12*	Power-driven balers, compactors and paper processing machines.
HO 13	Manufacturing bricks, tile and kindred products
HO 14*	Power-driven circular saws, band saws, chain saws, guillotine shears, wood chippers and abrasive cutting discs
HO 15	Wrecking, demolition and shipbreaking operations
HO 16*	Roofing operations and all work on or about a roof
HO 17*	Excavation operations

*\* These HO's provide limited exemptions for 16- and 17-year-olds who are bona fide student learners and apprentices.*

*\*\* Please reference the Child Labor Bulletin #101 for HO's that pertain to students under the age of 16.*

### Agricultural Hazardous Occupations Prohibited for Minors Under the Age of 16

These prohibitions on employment in hazardous occupations in agriculture do not apply to youth employed on farms owned or operated by their parents.

HO 1*	Operating a tractor of over 20 power-take-off (PTO) horsepower or connecting or disconnecting an implement or any of its parts to or from such a tractor
HO 2*	Operating or assisting to operate (including starting, stopping, adjusting, feeding or any other activity involving physical contact associated with operation) any of the following machines: <ul style="list-style-type: none"> <li>a) corn picker, cotton picker, grain combine, hay mower, forage harvester, hay baler, potato digger or mobile pea viner;</li> <li>b) feed grinder, crop dryer, forage blower, auger conveyer or the unloading mechanism of a non-gravity type self-unloading wagon or trailer; or</li> <li>c) power post hole diggers, power post driver or non-walking type rotary tiller</li> </ul>
HO 3*	Operating or assisting to operate (including starting, stopping, adjusting, feeding or any other activity involving physical contact associated with operation) any of the following machines: <ul style="list-style-type: none"> <li>a) trencher or earthmoving equipment</li> <li>b) forklift</li> <li>c) potato combine</li> <li>d) power-driven circular, band, or chain saw</li> </ul>
HO 4*	Working on a farm in a yard, pen or stall occupied by: <ul style="list-style-type: none"> <li>a) bull, board, or stud horse maintained for breeding purposes; or</li> <li>b) a sow with suckling pigs, or a cow with a newborn calf (with umbilical cord present)</li> </ul>
HO 5*	Felling, bucking, skidding, loading or unloading timber with butt diameter of more than 6 inches.
HO 6*	Working from a ladder or scaffold (painting, repairing or building structures, pruning trees, picking fruit, etc.) at a height over 20 feet
HO 7	Driving a bus, truck or automobile when transporting passengers or riding on a tractor as a passenger or helper
HO 8	Working inside: <ul style="list-style-type: none"> <li>a) a fruit, forage or grain storage designed to retain an oxygen deficient or toxic atmosphere</li> <li>b) an upright silo within two weeks after silage has been added or when a top unloading device is in operating position</li> <li>c) a manure pit</li> <li>d) a horizontal silo while operating a tractor for packing purposes</li> </ul>
HO 9	Handling or applying toxic agricultural chemicals (including cleaning or decontaminating equipment, disposal or return of empty containers or serving as a flagman for aircraft applying such chemicals). Such toxic chemicals are identified by the word "poison," or "warning," or are identified by a "skull and crossbones" on the label.
HO 10	Handling or using a blasting agent, including but not limited to, dynamite, black powder, sensitized ammonium nitrate, blasting caps, and primer cord.
HO 11	Transporting, transferring, or applying anhydrous ammonia.

*\* These HO's provide limited exemptions for minors under the age of 16 who are bona-fide student learners.*

As noted in Chapter 1 of this manual, the conditions for an exemption include the following:

- 1) The student learner is enrolled in a course of study and training in a vocational education training program in agriculture under a recognized state or local educational authority or in a substantially similar program conducted by a private school,
- 2) Such student learner is employed under a written agreement which provides:
  - a) that the work of the student learner is incidental to the training
  - b) that such work shall be intermittent, for short periods of time, and under the direct and close supervision of a qualified and experienced person
  - c) that safety instruction shall be given by the school and correlated by the employer with on-the-job training
  - d) that a schedule of organized and progressive work processes to be performed on the job shall have been prepared
- 3) Each such written agreement shall contain the name of the student learner, and shall be signed by the employer and by a person authorized to represent the educational authority of school.
- 4) Copies of each agreement shall be kept on file by both the employer and either the educational authority or the school. 29 CFR 570.72(a).

**SAMPLE**  
**Written Agreement for Employment in Hazardous Occupations**

<b>Job Title</b>	
Hazardous Occupation Category and Exemption*	<p><b><u>Choose One:</u></b></p> <p>Non-Agricultural Occupation _____ Exemption Order # _____</p> <p>Agricultural Occupation _____ Exemption Order # _____</p>
Tasks to be performed at work-site:	
Specific hazardous tasks to be performed at the worksite:	

**Supervision**

Identify areas of general supervision to be provided for the student learner at the work site:

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Identify areas where direct supervision is to be provided for the student learner performing hazardous tasks at the work site.

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*This agreement is an exemption from Child Labor Order Number from the identified hazardous occupation list specified above. The exemption is effective when all parties abide by the terms of the agreement.*

WBL Coordinator / Supervisor (School) \_\_\_\_\_

Date \_\_\_\_\_

Supervisor (Employer) \_\_\_\_\_

Date \_\_\_\_\_

Parent / Guardian \_\_\_\_\_

Date \_\_\_\_\_

**SAMPLE**  
**Log of Work-Based Learning Contacts**  
 Office of Career and Technical Education

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Co-op          | <input type="checkbox"/> Internship       | <input type="checkbox"/> Mentoring        | <input type="checkbox"/> Shadowing         |
| <input type="checkbox"/> Apprenticeship | <input type="checkbox"/> Service Learning | <input type="checkbox"/> Entrepreneurship | <input type="checkbox"/> School Enterprise |

<b>Student's Name:</b>	<b>Grade Level:</b>
<b>School:</b>	<b>Program:</b>
<b>Employer:</b>	<b>Work Site Mentor:</b>
<b>WBL Start Date:</b>	<b>WBL Ending Date:</b>

**Purpose of Visit:** Observation of student: \_\_\_\_\_ Visit with worksite mentor: \_\_\_\_\_ Evaluation: \_\_\_\_\_  
 Problem situation: \_\_\_\_\_ Other: \_\_\_\_\_

1. It is recommended that each site be visited at least one time before the student is placed to ensure the safety and proper training of the student.
2. Each student should be visited periodically at the work-site to check progress, attendance, appropriate work assignments, safety, etc. A minimum of one visit per nine weeks is recommended for all students.
3. Please document visitation below.

Date of Visitation	Person Making Visit	Observation/Suggestions/Recommendations

**Resources**

See Appendix B.

**SAMPLE**  
**Work-Based Learning Evaluation by Student**  
Office of Career and Technical Education

- ☐ Co-op                      ☐ Internship                      ☐ Mentoring                      ☐ Shadowing  
☐ Apprenticeship                      ☐ Service Learning                      ☐ Entrepreneurship                      ☐ School Enterprise

Date: \_\_\_\_\_

**Student Responsibility:** Turn in this form to the Teacher/WBL Coordinator at the end of the WBL experience.

<b>Student's Name:</b>	
<b>Employer:</b>	<b>Contact Person:</b>
<b>Date WBL Began:</b>	<b>Date WBL Ended:</b>

**Evaluation of Work-Based Learning Experience**  
**Scale: 1 - Poor    2 - Needs Improvement    3 - Average    4 - Good    5 - Excellent**

Work-Based Learning Experience	Rating				
Related to my career goal	1	2	3	4	5
Helped in planning my career	1	2	3	4	5
Still interested in this career	1	2	3	4	5
Received guidance and direction from the WBL supervisor on site	1	2	3	4	5
Used time wisely	1	2	3	4	5
Assigned appropriate amount of work expected; appropriate quality of work	1	2	3	4	5
Emphasized work ethics	1	2	3	4	5
Provided Work-Based Learning experience as outlined in agreement	1	2	3	4	5
Was of sufficient length	1	2	3	4	5
Was a positive experience overall	1	2	3	4	5

Remarks:



**SAMPLE**  
**Work-Based Learning (WBL) Employer Evaluation Report**  
Office of Career and Technical Education

- ☐ Co-op                      ☐ Internship                      ☐ Mentoring                      ☐ Shadowing  
☐ Apprenticeship                      ☐ Service Learning                      ☐ Entrepreneurship                      ☐ School Enterprise

<b>Student's Name:</b>	<b>Grade Level:</b>
<b>School:</b>	<b>Program:</b>
<b>Employer:</b>	<b>Contact Person:</b> <b>Telephone #:</b>
<b>WBL Start Date:</b>	<b>WBL Ending Date:</b>

**Student Responsibility:** Turn in this form to the Teacher/WBL Coordinator at the end of each week of employment.

**Employer Responsibilities:** Please complete the two tables below; share your ratings with the student; give this form to the student to return to the Teacher/WBL Coordinator. Thank you.

**Evaluation**

**Scale: 1 – Poor      2 - Needs Improvement      3 - Average      4 - Good      5 - Excellent**

Attendance/Punctuality	1	2	3	4	5	Cooperation	1	2	3	4	5
Appearance	1	2	3	4	5	Adaptability/Flexibility	1	2	3	4	5
Attitude	1	2	3	4	5	Relations with Co-Workers	1	2	3	4	5
Dependability	1	2	3	4	5	Time Management	1	2	3	4	5
Initiative	1	2	3	4	5	Quality of Work	1	2	3	4	5
Following Directions	1	2	3	4	5	Quantity of Work	1	2	3	4	5

Remarks:

**Attendance**

	Mon.	Tues.	Wed.	Thur.	Fri.	Mon.	Tues.	Wed.	Thur.	Fri.	Total Hours
Date											
Hours Worked											

**Earnings (If Applicable)**

Total Hours: \_\_\_\_\_ x Hourly wage: \_\_\_\_\_ = Total Gross Earnings: \$ \_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Equal Education and Employment Opportunities M/F/D

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## RESOURCES

Publications/Articles .....	B-2
Website Resources.....	B-3
Applicable Kentucky Administrative Regulations.....	B-4

- ❖ **705 KAR 4:231, General Program Standards for Career and Technical Education Program**
- ❖ **705 KAR 4:041, Work-Based Learning Program Standards**
- ❖ **704 KAR 3:305, Minimum Requirements for High School Graduation**
- ❖ **780 KAR 2:110, Student Medical and Accident Insurance**

## PUBLICATIONS / ARTICLES

***Handy Reference Guide to the Fair Labor Standards Act.*** U.S. Department of Labor, Employment Standards Administration Wage and Hour Division, Room 31, Gene Snyder U.S. Courthouse and Customhouse, 601 West Broadway, Louisville, KY 40202.

***Child Labor Requirements in Nonagricultural Occupations Under the Fair Labor Standards Act.*** U.S. Department of Labor Employment Standards Administration, Wage and Hour Division, Room 31, Gene Snyder U.S. Courthouse and Customhouse, 601 West Broadway, Louisville, KY 40202.

***Kentucky Occupational Outlook to 2020.*** Department for Workforce Investment, Office of Employment and Training, Frankfort, KY 40601.

***Licensed Occupations.*** Provides an overview of the specific minimum standards required by the Commonwealth of Kentucky for careers requiring a license or certificate before practice of these occupations may begin. The information is provided by the regulatory agencies following each regular session of the Kentucky General Assembly.

Symonds, William C. 2010. “*College, Careers, Citizenship: Pathways to Prosperity.*” *Educational Leadership*: v69(7), p35-39.

Carnevale, Anthony P., Hanson, Andrew R., Gulish, Artem. 2013. “*Failure to Launch: Structural Shift and the New Lost Generation.*”

National Association of State Directors of Career and Technical Education Consortium, 2014. “*The State of Career and Technical Education: Employer Engagement in CTE.*”

National Association of State Directors of Career and Technical Education Consortium, 2012. “*Promoting Work-Based Learning: Efforts in Connecticut and Kentucky.*”

# WEBSITE RESOURCES

CTE and Work-Based Learning Resources –  
Kentucky Department of Education, Office of Career and Technical Education  
<http://education.ky.gov/CTE/cter/Pages/default.aspx>

National Career Clusters Framework –  
National Association of State Directors of Career and Technical Education Consortium  
<http://www.careertech.org/career-clusters>

Kentucky Labor Cabinet  
<http://www.labor.ky.gov/Pages/Labor-Home.aspx>

Kentucky Career Center  
<http://www.oet.ky.gov>

Kentucky Workforce Investment Board  
<http://kwib.ky.gov/>

Career Rookie  
<http://www.careerrookie.com>

Occupational Outlook Handbook –  
United States Department of Labor  
<http://www.bls.gov/ooh/>

Youth Rules! Preparing the 21st Century Workforce  
<http://www.youthrules.dol.gov/>

# KENTUCKY ADMINISTRATIVE REGULATIONS

- ❖ **705 KAR 4:231, General Program Standards for Career and Technical Education Program**  
<http://www.lrc.state.ky.us/kar/705/004/231.htm>
- ❖ **705 KAR 4:041, Work-Based Learning Program Standards**  
<http://www.lrc.state.ky.us/kar/705/004/041.htm>
- ❖ **704 KAR 3:305, Minimum Requirements for High School Graduation**  
<http://www.lrc.ky.gov/kar/704/003/305.htm>
- ❖ **780 KAR 2:110, Student Medical and Accident Insurance**  
<http://www.lrc.state.ky.us/kar/780/002/110.htm>

The Office of Career and Technical Education complies with all federal regulations prohibiting discrimination on the basis of race, color, national origin, sex, disabilities, religion, mental status or age.  
Equal Education and Employment Opportunities M/F/D