***Work-Based Learning/Co-op Education Policies and Procedures Baldwin County Board of Education***

# Definition

Work Based Learning is a structured component of the Career and Technical Education curriculum that integrates classroom instruction with productive, progressive, supervised, work-based experiences/apprenticeships (Paid) and internships (Unpaid), related to students’ career objectives. Content is planned for students through a cooperative arrangement between the school and employer as a component of work-based learning.

WBL-Work-based Learning

Co-op-Cooperative Education

 **Purpose**

The purpose of the Work Based Learning Program is to provide work-based experiences/ apprenticeships (**paid**) or internships (**unpaid**) in licensed enterprises that typically cannot be obtained in the classroom.

 **Related Instruction**

Students participating in Work Based Learning experiences are required to submit a completed application to the Cooperative Education teacher and be approved prior to being accepted into the Work Based Learning/Coop course/courses.

All required reports and/or documentation may be submitted online, in person to the WBL teacher during regularly scheduled job visits, or in another manner deemed appropriate by the work-based teacher.

**State Department of Education Required Components**

It is recommended, but not required, that a student obtain concentrator status, (two courses within a Career Technical Education program prior to enrollment in Work-based learning/Co-Op). Students who have not obtained concentrator status must have successfully completed a minimum of one Career and Technical Education credit. The Career Preparedness course will count as a Career Technical course regardless of the instructor’s teaching certificate.

For a student to use Work Based Learning/Co-Op as the third course towards achieving the CTE Completer status, the work being performed must be directly related to the two previous CTE pathway courses.

 **Training Station**

A training sponsor (employer) should provide a student with an average of 8 to 15 hours of work experience per week for which the student will receive pay and school credit. A student must have a minimum of 140 hours of paid or un-paid employment. The 140 clock hours represents the required hours for a Carnegie Unit. The student will be awarded one credit, per Work-based learning/Co-op course that is successfully completed in accordance with the WBL/Co-op polices. When possible, a majority of these hours should be worked Monday through Friday.

*Per the State Department of Education, babysitting is not an approved WBL/Co-op opportunity.*

**Requirements for Work-based Learning/Co-op Participation:**

Have a clearly defined career objective.

1. Possesses the knowledge, skills, behavioral qualities, and abilities required for successful employment.
2. Must be at least 16 years old.
3. Is physically and mentally capable of performing the essential functions of the desired work-based experience. Essential functions are responsibilities that must be performed by the position.
4. Has successfully completed the minimum of one Career Technical Course. The Career Preparedness Course will fulfill the minimum requirement of a CTE course.
5. Entering the 11th or 12th grade.
6. Is on track for graduation.
7. Has acceptable attendance, grade and discipline record as validated by the coordinator.
8. Submit a completed Application for consideration for participation in the program.
9. Has provided the names of a minimum of three educators that know and are not related to the student who will complete recommendation forms including the teacher of the career cluster course, if applicable.
10. Has participated in a student interview to review information on the application, discuss parental/guardian support of participation, and discuss possible training stations.
11. Has the ability to provide transportation to and from the training station.
12. Has provided proof of current health or accidental insurance coverage and, if driving to and from the training station, proof of automobile liability insurance.
13. Have parental/guardian permission and support.

***Baldwin County Work-Based/Co-op Rules & Policies***

Student, (you) are the most important component in this work-based learning experience. The success of your cooperative education experience depends on you. A positive attitude, good work habits and eagerness to learn will bring you advancement on the job and substantial earnings that accompany success. It all depends on **YOU**.

**As a WBL/Co-Op student-trainee, you must accept all the responsibilities to make this work-based learning experience a success. Failure to adhere to co-op policies will result in removal from the co-op program and/or a failing grade.**

* 1. Student acknowledges that the primary purpose of Work-Based Learning is educational and, therefore, agrees to abide by the Work-Based Learning/C0-Op (WBL) program policies and decisions of the WBL/Co-Op teacher, including those regarding specific job placements.
	2. Student acknowledges that the school, through the Cooperative Education teacher is acting as an intermediary between the training mentor and student and that the Cooperative Education Teacher has a legitimate right to know and a significant role in determining the outcome of any placement issues including, termination, scheduling, assignments, and all other aspects of student placement.
	3. Work-Based Learning students who fail to perform satisfactorily in all subject areas during any grading period and who fail to improve during the next grading period should be asked to resign from his/her placement.
	4. A student suspended from school should not be allowed to attend their WBL placement during the suspension. On the second offense he/she may be dropped from the Work Based Learning program with a loss of all credit. (A student receiving discipline for Drug Use will be dropped from the Work Based Learning Program.)
	5. A student must comply with the Baldwin County School System’s attendance policy to participate in the program. (Excessive Attendance and Tardies will place a student in jeopardy to continue in the Work Based Learning Program.)
	6. A student losing his/her WBL/Co-op placement due to any action deemed unacceptable by the school and WBL/Co-Op Teacher will be removed from the program with possible loss of all credit.
	7. A Student whose WBL/Co-Op placement is terminated for any reason is to report to the Cooperative Education Teacher. Failure to do so may result in the student being removed from the WBL/Co-op program.
	8. A student not attending regular school classes during a school day, cannot work at the WBL placement on the day he/she is absent.
	9. In a case of absence, the student is required to call the WBL/Co-Op Teacher and his/her training mentor before class or working period.
	10. Personal business handled at the WBL/Co-Op training site is prohibited.
	11. Friends or family are not to visit the student at the WBL/Co-Op placement.
	12. A student is to be on time at school as well as the WBL/Co-Op placement.
	13. Parents should understand the student’s responsibility to the training WBL placement and not interfere with the performance of his/her duties.

 Business rules for dress and personal hygiene will be observed.

*Since training is the primary objective, a student is expected to remain with the WBL/Co-Op placement to which he/she is assigned. Students may resign or change placement only with the express written permission of the WBL/Co-Op Teacher and following business practices for resignation. Students who fail to follow these procedures are subject to being removed from Work-Based Learning program*.

1. Students are placed to train and are under the supervisions of the WBL/Co-Op Teacher and training mentor where they are placed.
2. Students must abide by all school rules and regulations for other students and consider themselves under the jurisdiction of the school while at WBL placement.
3. Transportation to and from the WBL Placement is to be arranged by the student/parent/guardian. Transportation problems do not justify absence from the WBL placement.
4. Students will leave the campus immediately following the last scheduled class. If for any reason a student needs to remain on campus, permission must be obtained from the Cooperative Education Teacher or School Administrator.
5. Students are expected to work with the WBL/Co-Op teacher to find employment. Students should put forth effort to find employment. If a student is unsuccessful in finding employment (for whatever cause) after a reasonable amount of time, the student may be removed from the WBL/Co-Op program. (examples: not completing the required number of applications and job contacts each week, failure to follow up on job leads from the teacher coordinator or job coach, failing to show up for interviews, etc.)
6. Students must keep a weekly wage-hour report of your co-op hours. Failure to do so will affect your grade. Hours must be accurately documented and maintained before WBL/Co-Op credits will be awarded.
7. Students must exhibit honesty in all dealings of your employment with money, merchandise, time, and effort. Failure to do so will result in a failing grade and removal from the WBL/Co-Op program.
8. Grades for WBL/Co-Op are determined by the WBL/Co-Op teacher through utilization of written evaluations of your job performance and consultation with the employment supervisor. Your teacher will make periodic contacts/or visits to your training station to discuss your progress on the job. Student’s will have an opportunity to review your evaluation with your training sponsor and/or teacher.

This evaluation is designed to assist the trainee in becoming a better employee--- all comments, suggestions, etc. are to be accepted in a mature fashion. This evaluation will be used in determining your co-op grade as outlined in the course syllabus.

1. The WB/Co-Op class requires a work component. Students may not quit a job after working the minimum amount of hours for co-op credit (140=1 credit/280 = 2 credits/420=3 credits/additional credits may be applied per WBL teacher approval) Regardless of the type of job you are performing, you will conduct yourself in a professional manner.
2. It is recommended that WBL/Co-Op students have school insurance or appropriate hospital coverage as required by the school’s driving and parking on campus policies.
3. All co-op forms (training agreements, training plans, policies, etc.) must be signed and returned within **two weeks** of starting the WBL/Co-Op program.

 ***I understand that failure to adhere to the Baldwin County Board of Education Work Based Learning/Co-op policies will affect my grade and/or continued participation in the program. I understand that if any problems occur relating to my on-the-job training, I must first consult with my WBL/Co-Op teacher before any decisions are made. To fail on the job reflects not only on me, but also on all others placed in jobs by the cooperative education program. My co-op experience will reflect on all pupils who hope to secure part-time employment through this program. Therefore, as a cooperative education student-trainee, I agree to uphold the above policies in order to maintain the reputation of my school, and more importantly, of myself.***

Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_