

# Workbased Learning (NON-CTE) Application and Participation Agreement

Workbased Learning (WBL) is an opportunity for students with a directed career path to gain high school credit simultaneously with an intentional on-the-job experience in high school. **This is a learning opportunity, not an open pass to merely work during your school day.** These placements must align with your career portfolio and Educational Development Plan (EDP) to be considered.

Participants must connect with the WBL Coordinator weekly and promptly complete all necessary paperwork, including weekly timecards/journals. Most paperwork is completed electronically, so the email provided must be checked weekly.

## Steps to Coordinating a WBL Placement:

- 1) Email your completed EDP to the WBL Coordinator, often worked on with your counselor:
  - Your WBL experience must be in line with your EDP AND future career goals
- 2) Email a copy of your transcript to the WBL Coordinator
- 3) Identify a potential worksite placement with contact information (provide below if known)
  - Hosting businesses must show proof of general liability and workers' compensation insurance.
- 4) Complete digital forms for training agreement information. (shared by WBL Coordinator by email)
- 5) Submit all documents to the WBL Coordinator (contact information below).

## Workbased Learning parameters:

- ✓ Can be paid or non-paid positions
- ✓ Must be less than 50% of the time in school. (i.e., schools that have 7 class periods, WBL can only be 3)
- ✓ Placements *should not* be in fields where CTE placements are made. (CTE includes Welding/Automotive Repair/Construction/Nursing/Education/Health Careers)
- ✓ The home school makes the final determination about WBL placements and credits earned
  - ✓ Determinations are made based on attendance records and on-track to graduate status

## WBL APPLICATION:

Student Legal Name: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Students High School: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Student Post-Graduation Plans: \_\_\_\_\_  
\_\_\_\_\_

*If known, please provide:*

WBL Hosting Business Name: \_\_\_\_\_

Job Title of WBL Experience: \_\_\_\_\_

Preferred Days & State/End Times: \_\_\_\_\_

Contact Person Name/Title: \_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

Workbased Learning experiences are coordinated by the WBL Coordinator with the Copper Country Intermediate School District. Return this information to the WBL Coordinator at [WBL@copperisd.org](mailto:WBL@copperisd.org). Questions may be referred to the same email address or by calling 906 482 4250 x311.

**Students Agreement to Participate in Workbased Learning:**

**Student Name:** \_\_\_\_\_ **agrees to;**

- 1) Student will sign up with their counselor to participate in Workbased Learning by June 15th
  - Workbased Learning must be included on the intended schedule, with less than 50% of student's FTE as determined by your school.
  - After June 15, the school will determine if they will add the WBLs.
- 2) Student will check their email in August, then weekly to do everything possible to set up their Workbased Learning before the start of the school year.
  - Preferred Student Email address is: \_\_\_\_\_
  - Preferred Parent Email address is: \_\_\_\_\_
  - Please email these addresses to [WBL@copperisd.org](mailto:WBL@copperisd.org) with the email subject as the student's name and high school (example: John Doe, Example High School)
- 3) (If the school requires) Student will complete all necessary pre-WBL training before starting at the placement. This could include online general and/or industry-specific OSHA training with a payment process determined by the school. The certificate is then shared with the WBL Coordinator.
- 4) Student will complete their Training Agreements within three weeks of being initially sent. Failure to comply will remove the student from the Workbased Learning opportunity.
- 5) Student will not miss turning in more than three (3) consecutive weekly timecards/journals to the Workbased Learning Coordinator by physical copy or electronically sent to [WBL@copperisd.org](mailto:WBL@copperisd.org). Failure to comply will remove the student from the Workbased Learning opportunity.
  - \* Appeals will be case-by-case determined by the student's principal and/or superintendent.
- 6) If student separates from their Workbased Learning employment and do not notify your school and Workbased Learning Coordinator within 48 hours, you will be ineligible for a new placement.
  - The preference is a minimum of two weeks' notice for any student leaving an employer.
- 7) Student will be awarded credit for completing WBL experiences per the rules set at their home district, not the CCISD. Grading is Pass/Fail and is determined based on timecard/journal completion and submission.

All students, even those 18 years of age, still require a parent/guardian to sign unless determined otherwise by the school. This signature acknowledges the student understands the expectations to participate in Workbased Learning through their High School. The Copper Country Intermediate School District Workbased Learning Coordinator's role is to facilitate the paperwork and program to ensure each school complies with the State regulations regarding Workbased Learning experiences.

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_