

work-based learning



focus on the future

Work-Based Learning

Dr. Lea Folds

Work-Based Learning Coordinator

Work-Based Learning

- Work-based learning is your chance to discover things you can't learn in a classroom.
- Get inside information about the career you're interested in or simply get a taste of what it's really like on the job.
- Work-based learning includes internships, mentoring, and apprenticeship.
- It's a good way to test-drive a career.

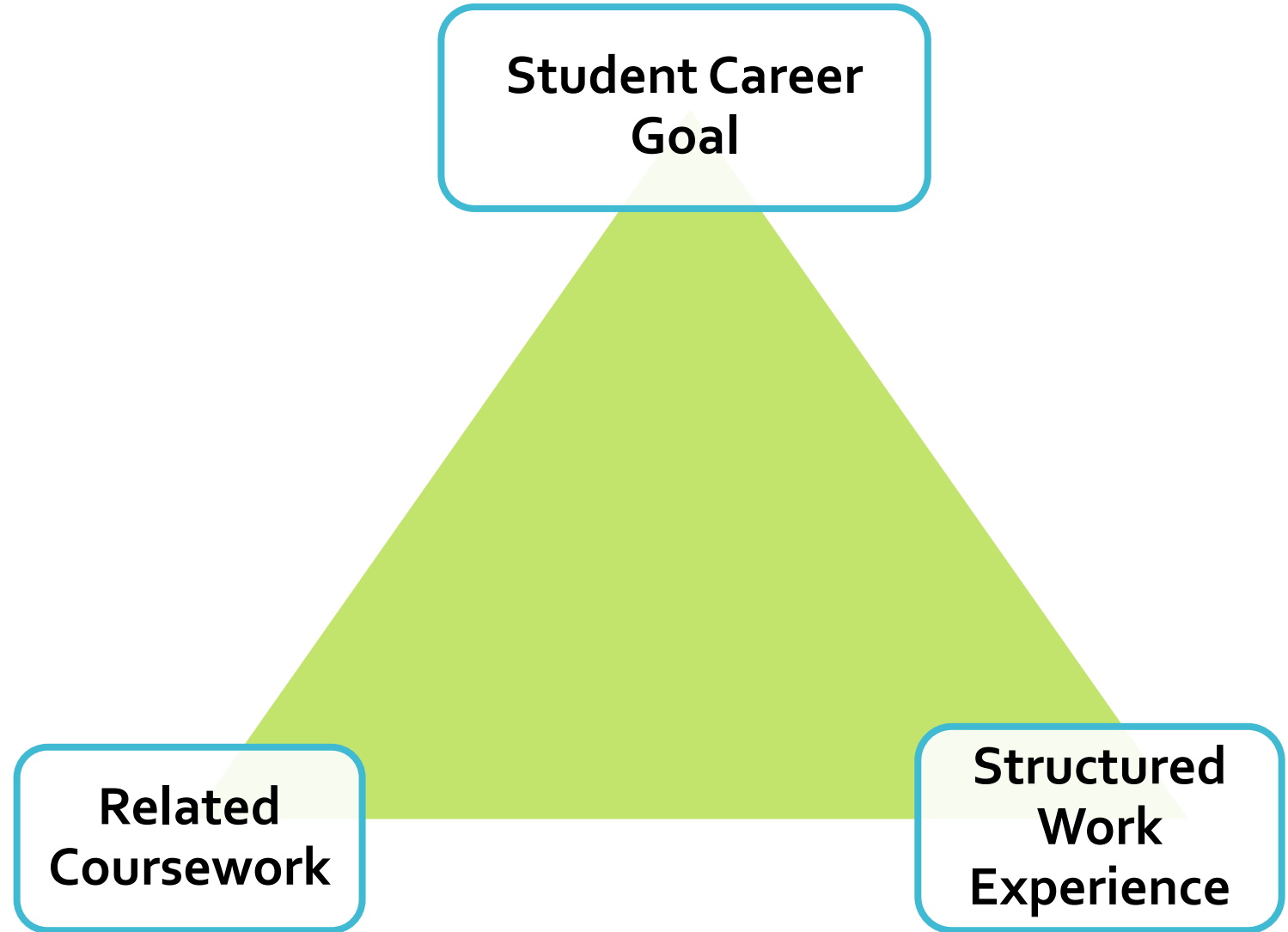


Work-Based Learning

- A structured experience that connects the student's career goal and classroom learning with a productive work environment.
- Work-Based Learning is NOT a program to get out of school early. It is an extension of the high school curriculum.



3 Interlocking Components of Work-Based Learning



Program Requirements

- ✓ Junior or senior at least 16 years old
- ✓ A 2.5/75+ grade point average
- ✓ Good attendance and discipline record
- ✓ Good recommendation from 3 teachers
- ✓ A defined career goal
- ✓ On track for graduation
- ✓ Completion of (or enrollment in) matching coursework in a career pathway
- ✓ Reliable transportation to and from the workplace
- ✓ Proof of health and automobile insurance
- ✓ Good attitude, grooming habits, and work ethic.

Additional Requirements

- Students, parents, employers, and the WBL Coordinator will sign a Training Agreement and a Training Plan reflecting work hours and tasks.
- Student job schedules must reflect the majority of the work hours between 7:30 AM and 8:00 PM Monday through Friday.
- WBL Coordinator must be able to make job-site visits during weekdays and regular working hours.
- Students will meet with the WBL Coordinator at least once each week.
- Students will create a portfolio with employability lessons to earn the Georgia Best Work Ready Certificate.
- Students may not work for parent/guardian.

Grading Policy

Students earn a grade and 1 elective credit per semester in this course.

Grading Scale

Portfolio Assignments (5 each sem.)	30%
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The completed portfolio will be submitted for the Final grade.

Employer Evaluations (3 each sem.)	30%
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Monthly Time Sheets (5 each sem.)	30%
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Attendance at Mandatory WBL Meetings	10%
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(one each week before school at 7:20am)

Failure to successfully complete ALL ASSIGNMENTS may jeopardize future participation in the Work-Based Learning Program.

Attendance Policy

- **Students are expected to be at school and at work on all regularly scheduled days.**
- Do not call out of work unless you have a contagious illness or other urgent matter. (Prom, exams, events, etc. are not urgent matters and can be planned for ahead of time).
- Attendance at school and work directly affects a students' ability to earn credit for the course.
- Students are responsible for letting employers know WELL ahead of time if they will miss work. (Athletes provide a schedule at the beginning of the season for all practices and games).

Employment

Student is responsible for having a job prior to the start of the semester.

Known open positions will be posted on the WBL FB page, school FB page, and the school website.

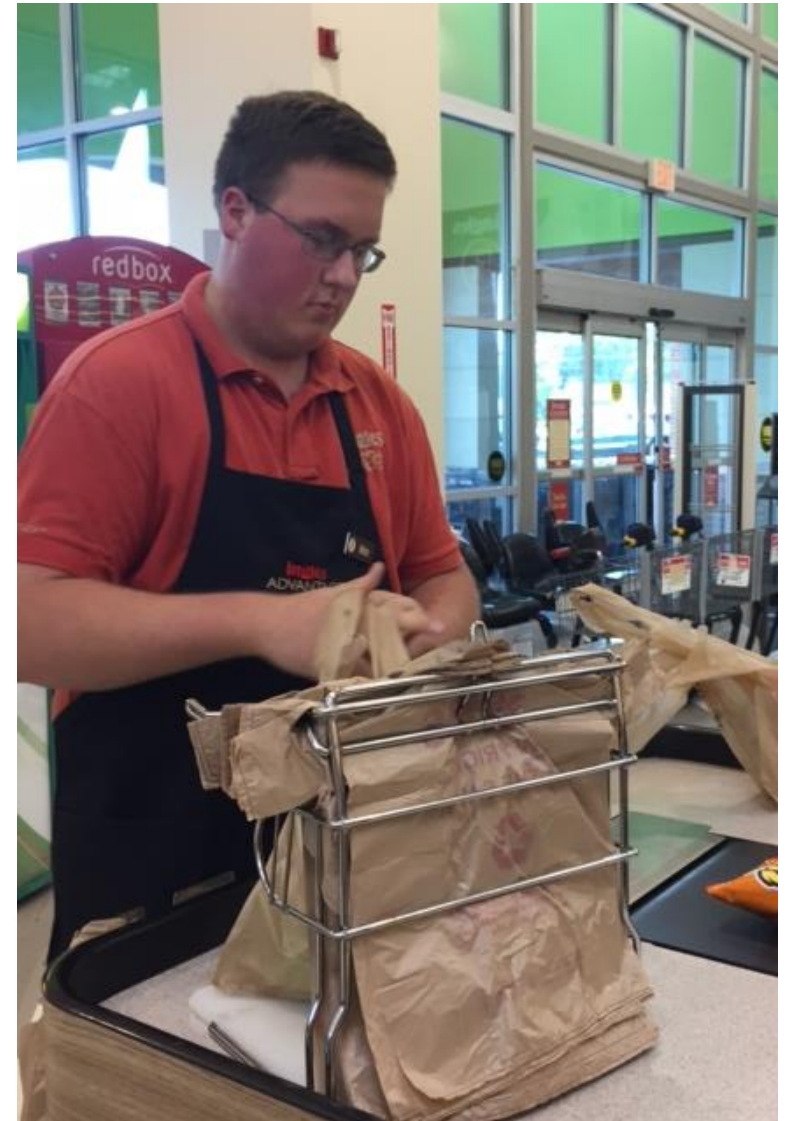
Student is responsible for maintaining a job the entire semester. Student may opt out of the program at the end of the semester.

If student loses a job – they will be placed in PE to ensure credit is earned.



Employment – Continued

- To earn one credit and one block off, student must work at least 10 hours between Monday – Friday. You may work additional hours on the weekend but 10 must be during the school week.
- To earn 2 credits and 2 blocks off, student must work at least 20 hours per week between Monday – Friday. You may work additional hours on the weekend but 20 must be during the school week.



Insurance and Transportation

- ❑ Insurance (health/life/accident) is provided by the parents/guardians. A copy of this information must be provided to Dr. Folds for the student's file.
- ❑ Transportation is provided by the student/parent/guardian.
- ❑ Parents assume responsibility for the student once they sign out for their WBL block and leave campus.
- ❑ Student driver's must submit a valid driver's license and current automobile insurance information.

Job Changes Firing Laid Off

- ❑ Students **are not permitted** to change jobs during the semester without talking to and receiving Dr. Folds permission first. Failure to follow guidelines can result in removal from the program and loss of credit for the course.
- ❑ A student fired will be given a zero (0) for the employer evaluation and be put on probation and may be removed from the program.
- ❑ A student “laid off” will be given a 10 day grace period to find employment.

Student Benefits

- ❑ Explore possible careers, enhance skill development, and apply academic proficiencies
- ❑ Develop employability skills including positive work habits and attitudes
- ❑ Make connections among school, post-secondary opportunities, and employers
- ❑ Improve job prospects after graduation
- ❑ Learn from skilled professionals
- ❑ Earn elective credit upon completion of required documented hours and class assignments

GeorgiaBEST



- The GeorgiaBEST program is sponsored by the GA Department of Labor and concentrates on teaching students the skills required to be successful in the workforce.
- These skills include discipline, character, attendance, punctuality, social media ethics, productivity, academic performance, communication, teamwork, time management, responsibility and organization, professional image, and attitude.
- Students earn a GeorgiaBEST certificate through everyday observation and teacher assessment. This certificate serves as validation to employers that students have displayed strong work habits and are ready for the workforce.

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