

# Work Based Learning Program

## Student Application 2020 / 2021

**Student Name:**

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**Mentor Name\*:**

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**Business Partner / Employer\*:**

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**WBL Site Coordinator Name:**

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All documents in this 5-page packet, as well as other required documents as described on page 3, must be completed and submitted together.

\* If a mentor and/or business partner has not yet been identified, leave those lines blank.

## Program Syllabus & Parent Consent

### PREREQUISITE

Students must be in, or have completed, the final Carnegie unit (credit) of their CTE program sequence, and be at least 16 years old.

### COURSE DESCRIPTION

The FUSD Work Based Learning (WBL) Program combines classroom instruction with at least 120 hours of structured work experience in a career area of interest. Mentor evaluations during the semester will be reflected in the student grade. The course is eligible for academic credit upon student completion of course requirements.

### WORK-BASED LEARNING RULES

No one has the right to interfere with the learning, safety, or well-being of others. All school handbook rules and policies will be enforced in this program. You are responsible for you own work and your own actions. Students may lose credit in the program for excessive absences during the semester, regardless of whether or not the absences are verified.

### STUDENT EXPECTATIONS

Students will attend the program and work diligently on projects and assignments. Students will turn in work to their personnel files for grading. Students will notify teacher in advance of days that will be missed due to extracurricular activities so that assignments can be obtained in advance. Students will actively participate in a WBL experience that enables them to meet the 120 hour requirement. If the student meets the 120 hour requirement before the end of the course, they are still required to participate at the coordinator's discretion. If the student has not secured employment by the end of 1<sup>st</sup> semester, they may be removed from the course and will be eligible for a maximum of .5 credit.

### TRANSPORTATION

I understand that transportation to and from the internship site will be the sole responsibility of the student, and the Flagstaff Unified School District #1 and FUSD Administration assumes no responsibility when a student travels in a private vehicle.

### RELEASE/FLEXTIME

Please note that during the student's internship time, they **might not** be in class. Some students will complete their WBL hours during their scheduled class time and others will complete their hours after school and/or on weekends. This flextime schedule means that if the student is released for WBL purposes, they **should not be on campus** (unless the WBL is taking place on campus).

### PORTFOLIO

I understand that my student will create a portfolio, and may be required to do so in an electronic format.

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Student signature

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Date

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Parent / Guardian signature

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Date

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Student name (please print)

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Parent / Guardian name (please print)

## Student Application

Work based learning programs provide a structured work based experience for qualified students. Job placement assistance may be available via the WBL Site Coordinator, but students are ultimately responsible for securing their own employment. Students should be available to work such times during the WBL program as to ensure completion of at least 120 hours of work experience.

To be considered for the WBL Program students must fulfill the following:

- submit completed Student Application to WBL Site Coordinator
- submit two teacher recommendations (if applicant is a CTE student, at least one recommendation must come from a CTE teacher)
- submit a current transcript

Additionally, to be considered for the CTE diversified cooperative education (DCE) course:

- must have completed a CTE course sequence, or be currently enrolled in the last course of a sequence

**Applications are due to the WBL Site Coordinator by the April 30th.**

The WBL Site Coordinator will notify the student if he/she is accepted into the program by May 14th. If student is accepted into the program, the student and parent/guardian will be required to complete an acceptance packet. **The WBL Site Coordinator will notify the student via email of dates, times, and any additional required elements.**

Student name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Age: \_\_\_\_\_

Student phone: \_\_\_\_\_ Driver's license: ☐ Yes ☐ No

Student e-mail: \_\_\_\_\_

Parent / Guardian name: \_\_\_\_\_

Parent / Guardian phone: \_\_\_\_\_

Parent / Guardian e-mail: \_\_\_\_\_

Mark which CTE programs you are, or have been, enrolled in through FUSD, CAVIAT, CCC, or another school district:

<input type="checkbox"/> Automotive Technologies <input type="checkbox"/> Business Management & Admin. Services <input type="checkbox"/> Cabinet Making <input type="checkbox"/> Culinary Arts <input type="checkbox"/> Digital Photography <input type="checkbox"/> Early Childhood Education <input type="checkbox"/> Engineering Sciences <input type="checkbox"/> Fashion Design & Merchandising <input type="checkbox"/> Film & TV Production <input type="checkbox"/> Graphic Design <input type="checkbox"/> Interior Design & Merchandising <input type="checkbox"/> Sports Medicine & Rehab. Services <input type="checkbox"/> Welding Technologies	<input type="checkbox"/> Alternative Energy <input type="checkbox"/> Bioscience <input type="checkbox"/> Certified Nursing Assistant <input type="checkbox"/> Computer Information Systems <input type="checkbox"/> Emergency Medical Services <input type="checkbox"/> Hospitality Management <input type="checkbox"/> Marine Power & Extreme Sports Tech. <input type="checkbox"/> Medical Assisting <input type="checkbox"/> Pre-Health Careers <input type="checkbox"/> Veterinary Assisting <input type="checkbox"/> Other: _____  <input type="checkbox"/> I have not been enrolled in a CTE program
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Skills or training – *can include skills you have used in classes, in your home, or in a job:*

Work history – *where you have been employed in the past (paid or unpaid):*

Why did you leave the above place(s) of employment?

Why do you want to be in the WBL program?

Occupational choices for WBL – *What type of work would you like to do? For example: work as an automotive technician, child care worker, in a health care field, in a culinary field, etc.*

What are your career goals after graduating from high school?

## Teacher Recommendation for WBL Program

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

Teacher Name: \_\_\_\_\_

Subject / Program Area: \_\_\_\_\_

Please indicate your responses to the items below regarding the student named above:

Worst → Best

1 2 3 4 5

Demonstrates responsibility in individual and group settings					
Demonstrates a solid work ethic and desire to improve himself/herself and others					
Demonstrates ability to work and get along well with others					
Takes pride in his/her work					
Demonstrates resilience, or "grit", in personal and/or academic settings					

Any other information regarding this student's potential participation in the Work Based Learning Program?

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Teacher Name: \_\_\_\_\_

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