

# WBL Application Instructions

(application is on the next page)

Enrollment in *CTE Work Based Learning Career Practicum* requires a completed application to be submitted to **Mrs. Giles in room 236** before you finalize your course registration. You will need to get signatures and information from others. **Please do not wait until the last minute** to get these—it is unprofessional and disrespectful to do so.

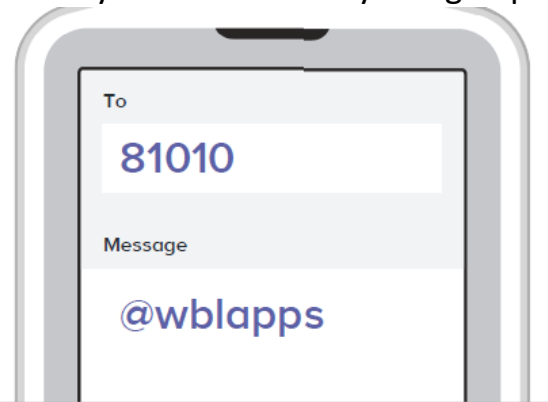
## Steps to Apply for WBL:

1. Obtain & complete an application for CTE WBL (available on the MHS Website and Mrs. Giles). Make sure you get all required signatures!
2. Sign up for Remind texts—I have to do quite a bit of work before you start the course and there are sometimes questions I need to ask of you. Here's how you sign up:

Text the message **@wblapps** to the number **81010**.

If you're having trouble with **81010**, try texting **@wblapps** to **(865) 268-8563**.

*\* Standard text message rates apply.*



3. Turn the application in to Mrs. Giles in Room 236 by the deadline.

## CTE Work Based Learning Career Practicum Application

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# CTE Work Based Learning Career Practicum Application

## Student Information

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

Date of Birth: \_\_\_\_\_

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

Student Email Address: \_\_\_\_\_

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

Parent/Guardian Phone & Email: \_\_\_\_\_

Grade Level (at the time the course will be taken): \_\_\_\_\_

CTE Focus Area: \_\_\_\_\_

Do you need CTE WBL to be in a specific term? (specific term placement is not guaranteed)  Fall  Spring  Either

### Check below if you meet the requirements (listed below) for taking WBL?

- Junior or senior and at least 16 years of age when course begins
- Reliable transportation to/from the work site.
- Will turn in assignments on time independently.
- Understand I am required to park on campus and purchase a parking pass.
- I understand I am responsible for securing my own work-based learning placement. Placements must be approved by Mrs. Giles and your CTE Focus Area teacher. Must have an approved placement by the 5<sup>th</sup> day of the term or my schedule will be changed.
- Have/will have successfully completed at least 2 credits in a CTE focus area (please list classes below).
  - CTE Class #1 \_\_\_\_\_ Grade Earned (circle one): A B C D F
  - CTE Class #2 \_\_\_\_\_ Grade Earned (circle one): A B C D F
  - If one of the classes above has not yet been completed, indicate when you are taking it: \_\_\_\_\_
- My WBL placement duties are/will be related to the CTE focus area courses listed above.

**Focus Area Teacher Recommendation:** Work Based Learning is an appropriate placement for this student (see requirements on back page).

Focus area teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_

### I have read & I understand the course expectations (listed below)? Yes No

- Off-campus experiential learning opportunities are a privilege. Above and beyond adhering to MHS and MCS rules and policies, students in the CTE WBL Career Practicum must maintain and reflect ethical and professional conduct. Behaviors that occur on or off MHS campus that are deemed unethical, illegal, or unprofessional will result in removal from the off-campus component of the course.
- I understand that this class is a time commitment above and beyond simply working hours. There are assignments such as a research paper, resume, reflective questions, portfolio, etc. that I will be required to complete independently (without direction or reminders from teacher).
- I have signed up for Remind text messages with my parent's approval (text the message **@wblapps to 81010**).

I am interested in completing a/an:  Paid WBL Placement  Unpaid Internship  Other \_\_\_\_\_

Do you currently work or do you already have a work placement arranged for CTE WBL?  Yes  No

If yes, where have you arranged placement? \_\_\_\_\_

Supervisor name: \_\_\_\_\_

Supervisor phone: \_\_\_\_\_

Supervisor email: \_\_\_\_\_

May we contact this employer?  Yes  No

Have you ever been fired from a job?  Yes (provide a detailed explanation)  No

If you do not have placement arranged, have you begun your job search?  Yes  No

I've already applied at (list all) \_\_\_\_\_

I plan to apply at (list all) \_\_\_\_\_

Have you ever been assigned detention (in school or after school) or suspended from school?  Yes (provide explanation)  No

## CTE Work Based Learning Career Practicum Application

### STUDENT AND PARENTAL SIGNATURE/ACKNOWLEDGMENT:

I have read the course requirements above and can comply with them. I certify that all information on this application is true and correct. I acknowledge that upon discovery of misleading or false information, my application will be null and void. In addition, if acceptance into the course is based on misleading or false information, it will be sufficient grounds for immediate dismissal from the class, regardless of date or tenure within the school term.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/guardian:

I have read and acknowledge the CTE Work Based Learning Application, including the course requirements, and give permission for my child to enroll in the CTE Work Based Learning course next year. I understand that they must have transportation, health and auto insurance coverage, legal eligibility to work, and there may be additional requirements which will be communicated to me via the work based learning guidelines at the beginning of the term. Maryville City Schools does not make employment decisions for partnering businesses and is not responsible for activities occurring at these businesses. Like any employment decisions for their child, parents should investigate each business to determine if it is appropriate for their child.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please print parent/guardian name: \_\_\_\_\_

Parent contact information: (phone number and email) \_\_\_\_\_

### For Selection Committee Use Only (Do not write in this box)

**Focus Area Teacher Recommendation:** The following questions should be considered before recommending a student's WBL application:

- **What is this student's academic competency level in their focus area classes?** Students must demonstrate appropriate academic proficiency and skills in their focus area courses before being placed in this program.
- **How was this student's attendance?** Students must show up to their work site regularly.
- **How well did this student interact with other students in the class?** Students must be able to work well with others in a team environment.
- **Does the student accept responsibility for his/her action/inaction in a positive manner?** Students must be responsible and able to take direction from supervisors.
- **Will this student represent the WBL program in a positive way?** As a program, we must be able to build relationships with partners in the community. Students in this program represent MHS as well as determine whether a community partner will accept future WBL students.
- **Can the student work on assignments responsibly and independently?** This class does not meet on a regular basis with the teacher and students must be able to complete assignments on the LMS independently and without classroom reminders.

**I recommend this student for CTE WBL Career Practicum:**

- Without reservation**
- With reservation** (Please attach additional requirements/forms that the student must complete in order to receive a recommendation for WBL along with a deadline)
- Not recommended at this time** (Please note a focus area class that would be a more appropriate placement for this student: \_\_\_\_\_)

Focus Area Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Only students who represent our school well will be approved for WBL opportunities. Employers seek people who are dependable (attendance records), who get along with others (self-discipline), and who are responsible.**

Attendance

Discipline

Comments: \_\_\_\_\_

WBL Participation:  Approved  Denied

WBL Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_