

# Worksite Learning Student Packet

## Completion Instruction

### Training Agreement

Read, sign and complete the following **highlighted** sections:

- Student Responsibilities section
- Parent/Guardian Responsibilities
- Employer Responsibilities (Completed by your employer.)

(Do not complete Worksite Learning Coordinator section.)

### Student Learning Plan and Evaluation

Complete the following **highlighted** sections:

- Student Name
- Employer (Name of business)
- Name of your supervisor
- Your Job Title
- “How will this job meet your goals” question
- Learning Plan Signatures (In upper right hand corner.)
- Completing the back side is not necessary.

Once the attached forms are completed and returned to Mrs. Polwarth, the Work Based Learning Coordinator will meet with your supervisor to discuss specific goals for student learning and evaluation procedures. **(Only then can you begin to document your hours, so don't procrastinate on the paperwork.)**

Credits(s) will be awarded based on the number of documented hours the student works. Hours will be reported by the student via Google Classroom.

Join Remind: **The code is @2ge398**



# Worksite Learning (WSL) Student Application

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

Student ID \_\_\_\_\_

Date of Birth  Male  Female

(Must be at least 16 years old to participate.)

High School  Foster  Other \_\_\_\_\_

Where are you working?  
 \_\_\_\_\_  
 Job Title \_\_\_\_\_  
 Describe what you do:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Contact Information

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell (Optional) \_\_\_\_\_ Email (REQUIRED) \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Daytime Phone \_\_\_\_\_

### Career Plans/Goals

- Career Area  Arts & Communication  Health & Human Services  Technology & Engineering  
 Business & Marketing  Science & Agriculture  Other

Career Goal \_\_\_\_\_

Post-secondary training/education  O.J.T.  Apprenticeship  Technical School  2-year College  4-year University  Military (volunteer program, etc.) \_\_\_\_\_

Where do you plan to pursue your post-secondary training/education? \_\_\_\_\_  Undecided

(Coordinator use only.)

Qualifying Class: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



# Worksite Learning (WSL) Training Agreement

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

### Student Responsibilities (Failure to comply with any of the following may result in termination from the program)

1. Complete all required forms. WSL hours cannot be counted towards credit until paperwork is completed and signed.
2. Provide your own transportation to and from the job using public transportation or in a legally licensed and insured vehicle.
3. Correctly document all hours worked.
4. Become familiar with and conform to all student employee regulations and policies set forth by the employer and the coordinator.
5. Notify the Worksite Learning Coordinator within 24 hours if there is a change of work hours or if termination occurs.
6. Keep regular attendance at school and on the job and notify the employer of any anticipated absences.
7. Understand the in-school class is a vital part of the Worksite Learning program. Failure in the class will also result in failure of the work credit.
8. Understand that short and long-term school suspension policies will also apply to the Worksite Learning program.
9. Be aware that if the student is expelled, he/she will be in violation of the agreement and the agreement will be terminated.
10. Abide by the dress code of the learning/training site.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

### Parent/Guardian Responsibilities (if student is under 18 years old)

1. Assume responsibility for the conduct and safety of the student from the time they leave school until reporting to work and from the time they leave the work site until returning to school or home. Highline Public Schools assumes no responsibility or liability for student's travel, conduct, or safety once the student leaves school grounds.
2. Encourage the student's active participation, punctuality, attendance, and personal growth in this program.
3. Support this agreement during the student's participation in the work-credit program.

Parent/Guardian \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

(print)

Student is 18 years of age and does not require Parent/Guardian Signature.

### Employer Responsibilities

Business Name \_\_\_\_\_

Business Street Address \_\_\_\_\_

City/Zip \_\_\_\_\_

Supervisor Phone \_\_\_\_\_

Supervisor Email \_\_\_\_\_

1. Comply with state and federal guidelines and regulations concerning health & safety, nondiscrimination, harassment, work rules for minors, and employee rights.
2. Comply with the nondiscrimination statement listed on the back of this agreement.
3. Provide the student employee with the same considerations given a regular beginning employee with regard to safety, health, social security, general working conditions, and other regulations of the organization. Employer shall adhere to all federal and state wage and hour laws.
4. Monitor the number of hours worked by the student. The maximum working hours are dependent upon the student's ability to work and still maintain satisfactory grades and comply with State L & I regulations.
5. Notify the coordinator of any problems the student is having on the job when, in the employer's opinion, the existing situation could be detrimental to the student's continued employment.
6. Confer with the coordinator regarding the student's on-the-job performance and complete and return to the coordinator progress reports for grading the student.
7. Verify student work hours.

Employer \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

(print)

### Worksite Learning Coordinator Responsibilities

1. Contact the employer/supervisor at the learning worksite periodically and become acquainted with the immediate job-site supervisor.
2. Become familiar with the nature of the work that the student is expected to perform and assist the student if conflicts arise which may be detrimental to success on the job.
3. **Endeavor to resolve any problems that arise from the student's employment to the mutual satisfaction of all parties concerned.**

Worksite Learning Coordinator Signature \_\_\_\_\_

Date \_\_\_\_\_

**Employer Responsibilities (if more than one employer)**

Business Name \_\_\_\_\_

Business Street Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Supervisor Phone \_\_\_\_\_ Supervisor Email \_\_\_\_\_

1. Comply with state and federal guidelines and regulations concerning health & safety, nondiscrimination, harassment, work rules for minors, and employee rights.
2. Comply with the nondiscrimination statement listed on the back of this agreement.
3. Provide the student employee with the same considerations given a regular beginning employee with regard to safety, health, social security, general working conditions, and other regulations of the organization. Employer shall adhere to all federal and state wage and hour laws.
4. Monitor the number of hours worked by the student. The maximum working hours are dependent upon the student's ability to work and still maintain satisfactory grades and comply with State L & I regulations.
5. Notify the coordinator of any problems the student is having on the job when, in the employer's opinion, the existing situation could be detrimental to the student's continued employment.
6. Confer with the coordinator regarding the student's on-the-job performance and complete and return to the coordinator progress reports for grading the student.
7. Verify student work hours.

Employer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(print)

**Employer Responsibilities (if more than two employers)**

Business Name \_\_\_\_\_

Business Street Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Supervisor Phone \_\_\_\_\_ Supervisor Email \_\_\_\_\_

1. Comply with state and federal guidelines and regulations concerning health & safety, nondiscrimination, harassment, work rules for minors, and employee rights.
2. Comply with the nondiscrimination statement listed on the back of this agreement.
3. Provide the student employee with the same considerations given a regular beginning employee with regard to safety, health, social security, general working conditions, and other regulations of the organization. Employer shall adhere to all federal and state wage and hour laws.
4. Monitor the number of hours worked by the student. The maximum working hours are dependent upon the student's ability to work and still maintain satisfactory grades and comply with State L & I regulations.
5. Notify the coordinator of any problems the student is having on the job when, in the employer's opinion, the existing situation could be detrimental to the student's continued employment.
6. Confer with the coordinator regarding the student's on-the-job performance and complete and return to the coordinator progress reports for grading the student.
7. Verify student work hours.

Employer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

(print)

**NONDISCRIMINATION AGREEMENT FOR WORKSITE LEARNING PROGRAM**

The Tukwila School District and the learning work site employer assures compliance with state and federal guidelines and regulations regarding nondiscrimination against any employee/student on the basis of race, color, national origin, gender, or disability in recruitment, responsibility, and pay. Harassment of any employee/student with regard to race, color, national origin, gender, or disability is strictly prohibited.



# Student Learning Plan and Evaluation

0-360 Hours (1 credit)

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

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title/Duties and Tasks \_\_\_\_\_

How will this job help you meet your career goals? \_\_\_\_\_

LEARNING PLAN SIGNATURES	
Student signature	_____
Parent signature	_____
Employer signature	_____
WSL Coordinator	_____

Please evaluate the student on their Learning Plan and on the SCAN Skills below.

Rating Scale: 3 = Exceeds workplace standards, 2 = Meets workplace standards, 1 = below workplace standards, NA = Not Applicable

LEARNING PLAN 0-180 HOURS		0-180 Hours			
		3	2	1	NA
1	Work as a member of a team.				
2	Communicate clearly to supervisors.				
3					
4					
5					
▶ Related School District Goal(s) – see back <input type="checkbox"/> Goal 1 <input checked="" type="checkbox"/> Goal 2 <input type="checkbox"/> Goal 3 <input type="checkbox"/> Goal 4 <input type="checkbox"/> Goal 5		Evaluate after approx. 180 hrs.			
▶ Related CTE Power Standards and/or 21 <sup>st</sup> Century Skills – see back					

WORK SKILLS EVALUATION		180 Hours				360 Hours			
		3	2	1	NA	3	2	1	NA
<b>BASIC SKILLS</b>		<b>COMMENTS</b>							
1	Reading/writing skills for job								
2	Math skills for job								
3	Technology skills for job								
<b>THINKING SKILLS</b>									
4	Follows job safety and health rules								
5	Follows directions and ask for clarification								
6	Shows good judgment (plans tasks)								
7	Problem solving								
8	Decision making								
<b>PERSONAL QUALITIES</b>									
9	Is punctual and meets attendance standards								
10	Maintains appropriate personal hygiene and dress								
11	Responds appropriately to supervisors								
12	Reacts appropriately to constructive criticism								
13	Completes tasks/assignments on time								
14	Shows initiative (self starter)								

Evaluation Initials

Supervisor \_\_\_\_\_  
 WSL Coordinator \_\_\_\_\_  
 Student \_\_\_\_\_

LEARNING PLAN 181-360 HOURS		181-360 Hours			
		3	2	1	NA
1	Work as a member of a team.				
2	Communicate clearly to supervisors.				
3					
4					
5					
▶ Related School District Goal(s) – see back <input type="checkbox"/> Goal 1 <input checked="" type="checkbox"/> Goal 2 <input type="checkbox"/> Goal 3 <input checked="" type="checkbox"/> Goal 4 <input type="checkbox"/> Goal 5					
▶ Related CTE Power Standards and/or 21 <sup>st</sup> Century Skills – see back					

## Tukwila School District Goals

- Goal 1: **P/K-12 Achievement:** Each student will meet or exceed all state and district standards
- Goal 2: **College and Career Ready:** Each student will graduate with the necessary skills and appropriate plan to continue to postsecondary options
- Goal 3: **Equity and Access:** Each student will be valued, connected and achieving – no barriers
- Goal 4: **Business Operations** will support the educational process, increase student achievement and provide value through efficient and effective allocation of operational resources
- Goal 5: **Human Resources:** will use exemplary practices to recruit, train and retain a diverse, high quality staff for schools and departments across the district

## Tukwila School District CTE Power Standards

<b>CCSS-ELA</b>	
<i>College and Career Readiness Anchor Standards for <b>Reading</b></i>	
<input type="checkbox"/>	1 Read closely to determine what the text says explicitly and to make logical inferences from it; cite specific textual evidence when writing or speaking to support conclusions drawn from the text.
<input type="checkbox"/>	4 Interpret words and phrases as they are used in a text, including determining technical, connotative, and figurative meanings, and analyze how specific word choices shape meaning or tone.
<i>College and Career Readiness Anchor Standards for <b>Writing</b></i>	
<input type="checkbox"/>	4 Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.
<i>College and Career Readiness Anchor Standards for <b>Speaking and Listening</b></i>	
<input type="checkbox"/>	1 Prepare for and participate effectively in a range of conversations and collaborations with diverse partners, building on others' ideas and expressing their own clearly and persuasively.
<input type="checkbox"/>	4 Present information, findings, and supporting evidence such that listeners can follow the line of reasoning and the organization, development, and style are appropriate to task, purpose, and audience.
<i>College and Career Readiness Anchor Standards for <b>Language</b></i>	
<input type="checkbox"/>	6 Acquire and use accurately a range of general academic and domain-specific words and phrases sufficient for reading, writing, speaking, and listening at the college and career readiness level; demonstrate independence in gathering vocabulary knowledge when considering a word or phrase important to comprehension or expression.
<b>CCSS- Math</b>	
<i>Number and Quantity</i>	
<input type="checkbox"/>	N-Q Quantities Reason quantitatively and use units to solve problems
<i>Statistics and Probability</i>	
<input type="checkbox"/>	S-MD Using Probability to Make Decisions Use probability to evaluate outcomes of decisions
<b>Washington State Educational Technology Standards</b>	
<i>Digital Citizenship – Operate Systems</i>	
<input type="checkbox"/>	2.2.1 Develop skills to use technology effectively
<b>American School Counselor Association (ASCA) Standards</b>	
<i>Standard A: Students will acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.</i>	
<input type="checkbox"/>	C:A1 Develop Career Awareness
<i>Standard B: Students will employ strategies to achieve future career goals with success and satisfaction.</i>	
<input type="checkbox"/>	C:B1 Acquire Career Information
<b>21<sup>st</sup> Century Skills</b>	
<i>Learning and Innovation Skills</i>	
<input type="checkbox"/>	1B Work creatively with others
<input type="checkbox"/>	2C Make judgments and decisions
<i>Life and Career Skills</i>	
<input type="checkbox"/>	7B Be flexible

## 21<sup>st</sup> Century Skills

<p><b>LEARNING AND INNOVATION</b></p> <p><b>Creativity and Innovation</b></p> <p><input type="checkbox"/> Think Creatively</p> <p><input type="checkbox"/> Work Creatively with Others</p> <p><input type="checkbox"/> Implement Innovations</p> <p><b>Critical Thinking and Problem Solving</b></p> <p><input type="checkbox"/> Reason Effectively</p> <p><input type="checkbox"/> Use Systems Thinking</p> <p><input type="checkbox"/> Make Judgments and Decisions</p> <p><input type="checkbox"/> Solve Problems</p> <p><b>Communication and Collaboration</b></p> <p><input type="checkbox"/> Communicate Clearly</p> <p><input type="checkbox"/> Collaborate with Others</p>	<p><b>INFORMATION, MEDIA AND TECHNOLOGY SKILLS</b></p> <p><b>Information Literacy</b></p> <p><input type="checkbox"/> Access and /evaluate Information</p> <p><input type="checkbox"/> Use and Manage Information</p> <p><b>Media Literacy</b></p> <p><input type="checkbox"/> Analyze Media</p> <p><input type="checkbox"/> Create Media Products</p> <p><b>Information, Communications and Technology (ICT Literacy)</b></p> <p><input type="checkbox"/> Apply Technology Effectively</p>	<p><b>LIFE AND CAREER SKILLS</b></p> <p><b>Flexibility and Adaptability</b></p> <p><input type="checkbox"/> Adapt to Change</p> <p><input type="checkbox"/> Be Flexible</p> <p><b>Initiative and Self-Direction</b></p> <p><input type="checkbox"/> Manage Goals and Time</p> <p><input type="checkbox"/> Work Independently</p> <p><input type="checkbox"/> Be Self-Directed Learners</p> <p><b>Social and Cross-Cultural</b></p> <p><input type="checkbox"/> Interact Effectively with Others</p> <p><input type="checkbox"/> Work Effectively in Diverse Teams</p> <p><b>Productivity and Accountability</b></p> <p><input type="checkbox"/> Manage Projects</p> <p><input type="checkbox"/> Produce Results</p> <p><b>Leadership and Responsibility</b></p> <p><input type="checkbox"/> Guide and Lead Others</p> <p><input type="checkbox"/> Be Responsible to Others</p>
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