

# Worksite Learning

## Student Instructions and Packet

**Directions:** Complete ALL **yellow highlighted** sections in the packet. Print packet for signatures, scan completed packet with signatures, and **email to your College and Career Specialist**. If you do not have a printer or scanner, please contact your College and Career Specialist for assistance.

1. Worksite Learning Course Syllabus
2. Benefits of Worksite Learning
3. Student Information Sheet and High School and Beyond Alignment
4. Training Agreement
5. Student Learning Plan and Evaluation  
*Complete after every 180 hours recorded.*

Once packet has been submitted, check your email for instructions for reporting hours and evaluations.

**Do not delay! Hours cannot be counted until the packet has been turned in!**

# Cooperative Worksite Learning Experience

## Course Syllabus

Please initial each section to verify that you have read and will comply:

Student Initials	Parent/Guardian Initials	
		Work hours cannot be counted until all paperwork is complete and turned in, according to the Office of Superintendent of Public Instruction
		Student will report work hours monthly to your WSL Coordinator/College and Career Specialist and hours are Monday – Sunday, using the <b>Student Work Hours Form</b>
		Students are able to earn ½ credit for every 180 hours reported (AFTER the paperwork is completed/received).
		When resigning from a job; student will give a verbal and written two (2) weeks' notice to the employer.
		When resigning from a job; <b>student will let the WSL Coordinator/College &amp; Career Guidance Specialist know</b> that all hours have been reported and that they no longer work for the employer.
		When changing jobs, <b>the student will notify the teacher</b> in order to complete the appropriate paperwork for the new job.
		Student will initial/sign all periodic evaluations and closing paperwork for class.

\*Instructions will be emailed once forms have been received, student will need to check school email & any personal email, if provided.

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

### Grading

Grading for this class is Pass/Fail. Students must complete a minimum of 180 hours of work for each .5 credit awarded. In addition, students will have to sign a training agreement (included in this packet), turn in work hours on a monthly basis, and participate in a formal evaluation process before credit can be awarded.

# **Benefits of Worksite Learning**

Worksite Learning (WSL) is a learning experience that connects knowledge and skills obtained in the classroom to those needed in the work environment.

## **Student Benefits**

- Provides opportunities to apply academic proficiencies
- Establishes a clear connection between education and work
- Provides opportunities to explore possible careers
- Enhances skill development
- Improves post-graduation job prospects
- Develops workplace responsibility
- Provides opportunities to learn about workplace realities
- Provides opportunities for leadership development
- Establishes professional contacts for future employment and mentoring
- Establishes positive work habits and attitudes
- Excellent entry on academic and work résumés
- Earn high school credit (.5 credit for every 180 hours)

## **Employer Benefits**

- Provides a source of skilled and motivated employees
- Reduces the cost of recruitment and training
- Improves employee retention
- Provides developmental opportunities for current workforce
- Offers opportunities to provide community service
- Encourages involvement in the curriculum development process
- Increases employer visibility in education

## **School Benefits**

- Enhances education's ability to meet the needs of diverse student populations
- Makes education more relevant and valuable for students
- Increases student retention and graduation rates
- Increases interaction between education and the business community

## **Community Benefits**

- Provides an informed, competent, and productive workforce
- Ensures cooperation and understanding between education and community
- Generates opportunities to benefit from the energy and creativity of students
- Provides needed services
- Builds confidence in the educational system
- Encourages respect and tolerance among different groups

# High School and Beyond Information



**Complete this entire page.**

Worksite Learning provides students the opportunity to learn in the workplace, while applying skills and knowledge obtained in a qualifying course. Worksite Learning occurs at a qualified worksite outside the classroom and must connect to the student’s post-high school goals (High School and Beyond Plan).

**Employer:**                      **Job Title:**

**Duties and Tasks**

List some of your responsibilities at your job and/or the skills you need:

**Career Area Interest:** Check one.

- |   |   |
|---|---|
| <input type="checkbox"/> Agricultural/Natural Resources     | <input type="checkbox"/> Human Services                 |
| <input type="checkbox"/> Business, Marketing, Finance, & IT | <input type="checkbox"/> Technical Arts & Communication |
| <input type="checkbox"/> Health Sciences                    | <input type="checkbox"/> STEM and Skilled Trades        |

**Lake Washington School District Qualifying CTE Courses**

*Check/circle any of the following Career and Technical Education (CTE) courses you have taken and passed OR are currently taking. If you cannot check any of these courses, you do not qualify for Worksite Learning at this time.*

- |   |   |   |
|---|---|---|
| Accounting I-A, I-B<br>Advanced Projects in JAVA<br>Aerospace Engineering<br>American Sign Language I, II, III, IV<br>Anatomy and Physiology<br>AP Art and Design<br>AP Computer Science A<br>AP Computer Science Principles<br>AP Environmental Science<br>AP Macroeconomics or Microeconomics<br>AP Psychology<br>AP Statistics<br>Architecture and Construction Foundations<br>Architecture and Engineering I, II<br>Art and Design<br>Biotechnology I, II<br>Business and Marketing Foundations<br>Business and Marketing Management<br>Business and Personal Law<br>Career Preparation (Career Choices)<br>Child Development I, II<br>Commercial Art and Design<br>Community Emergency Response Team<br>Computer Integrated Manufacturing<br>Culinary Arts and Catering<br>Culinary Arts I, II | Data Structures<br>Digital Marketing and Social Media<br>Economics<br>Engineering and Entrepreneurship Foundations<br>Engineering Design and Development<br>Engineering I, II, III (EYW)<br>Environmental Science<br>Family Health<br>Finance and Wealth Management<br>Financial Algebra<br>Food Science<br>Forensic Science<br>Graphic Production & Design<br>Industrial Design-3D Printing<br>International Foods<br>Intro to Engineering Design<br>Introduction to Computer Science<br>Leadership & Project Management<br>Leadership Development<br>Marine Science, Climate Change, Human Impact<br>Material Science I, II<br>Microsoft Office Specialist I, II<br>Personal Finance<br>Photography I-A, I-B, II-A, II-B<br>Principles of Engineering<br>Psychology | Retail Management<br>Retail Operations<br>Robotics I, II<br>Sports and Entertainment Marketing<br>Sustain Design & Environmental Engineering<br>Teacher Education Academy I, II<br>Technical Theater<br>Urban Agriculture I, II<br>Video Game Design<br>Video Production I, II<br>Yearbook I, II<br>WANIC-Automotive Technology Year 1, Year 2<br>WANIC-Baking and Pastries<br>WANIC-Building Industry Tech/CORE Plus<br>WANIC-Cisco Networking Academy 1, 2<br>WANIC-Culinary Arts 1, Advanced Year, 2<br>WANIC-Dental Careers<br>WANIC-DigiPen Art & Animation 1, 2<br>WANIC-DigiPen Data Analytics & Visualization<br>WANIC-DigiPen Game Design<br>WANIC-DigiPen Music & Sound Design 1, 2<br>WANIC-DigiPen Video Game Programming 1, 2<br>WANIC-FIRE & EMS Year 1, Year 2<br>WANIC-Health Science Careers<br>WANIC-Medical Careers<br>WANIC-Sports Medicine |
|---|---|---|

**Qualifying Course**

Considering what you learned in the CTE course(s) you checked above, which CTE course did you learn something that you can use or continue to learn at your current job? Course: \_\_\_\_\_

State at least three Learning Goals you will focus on as you complete this Worksite Learning experience:

1.	
2.	
3.	
4.	



Worksite Learning (WSL)
Student Information Sheet

QUALIFYING CLASS

Complete this page.

Student Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ [ ] Male [ ] Female
(Must be at least 16 years old to participate.)

High School \_\_\_\_\_

Contact Information

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

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

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

Career Plans/Goals

- Career Area [ ] Agriculture/Natural Resources [ ] Business, Marketing, Finance, IT [ ] Health Sciences
[ ] Human Services [ ] STEM & Manufacturing [ ] Skilled & Technical Sciences /Digital Arts

Career Goals

Describe how this job will help you meet your career goals as it relates to your high school and beyond plan:

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

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

WORKSITE LEARNING COORDINATOR USE ONLY

Documentation Checklist

- [ ] WSL Employer Orientation (on file at CTE office) Date Completed \_\_\_\_\_
[ ] WSL Student Information Sheet Date Completed \_\_\_\_\_
[ ] WSL Training Agreement Date Completed \_\_\_\_\_
WSL Learning Plan(s)
[ ] 0-180 hours Date Learning Plan Completed \_\_\_\_\_
[ ] 181-360 hours \_\_\_\_\_
[ ] 361-540 hours \_\_\_\_\_
[ ] 541-720 hours \_\_\_\_\_
[ ] WSL Student Work Hours Documentation Hours reported for FTE \_\_\_\_\_

NOTES/COMMENTS

School Year

## *Lake Washington School District Worksite Learning Agreement and Plan*

**Complete this entire section.**

Student Name:		
Date of Birth    /    /	Current Age:	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>
Address (Street, City, ZIP):		
School:	Affiliated CTE Worksite Learning Class:	
Career Path/Goal:	Graduation Year:	
Employer/Company Name:		
Address (Street, City, ZIP):		Phone Number:
Beginning Date of Agreement    /    /	Trainee's Job Title:	

<i>Employer will:</i>	<ol style="list-style-type: none"><li>1. Provide employment on a regular basis</li><li>2. Provide a thorough orientation to the work site, safety training and meaningful supervision</li><li>3. Guide and instruct the student in learning the various duties of the job</li><li>4. Work with the school coordinator to develop a supervision and training plan</li><li>5. Verify student attendance and or time records, and evaluate student progress</li><li>6. Provide a safe working environment, and monitor employees that have direct contact with students</li><li>7. Conform to Federal laws prohibiting discrimination of employee based on sex, race, color, national origin, sexual preference or handicap, as well as worksite learning standards and school district policies</li></ol>
<b>Employer/Supervisor</b>	Printed Name:
	Signature and Date:
	Email:
	Best Phone Number:

<i>Student will:</i>	<ol style="list-style-type: none"><li>1. Maintain satisfactory grades in all classes during the work experience</li><li>2. Maintain satisfactory attendance at school and at the worksite</li><li>3. Strive to be honest, motivated, willing to learn, adhere to established dress codes at the work site</li><li>4. Report any changes in work experience or place of employment to the school coordinator</li><li>5. Turn in a record of work to the school coordinator each month</li><li>6. Strive to develop good work habits and follow employer directives and safety rules</li><li>7. Abide by school district WSL guidelines (failure may result in being removed from the program and possible loss of credit)</li></ol>
<b>Student</b>	Printed Name:
	Signature and Date:
	Email:
	Best Phone Number:

<i>Parent/Guardian will:</i>	<ol style="list-style-type: none"> <li>1. Assume responsibility and liability for student during any release time</li> <li>2. If necessary, provide transportation to and from the work site</li> <li>3. Provide support for the student's active participation, attendance and growth in the program</li> </ol>
<b>Parent/Guardian</b>	Printed Name:
	Signature and Date:
	Email:
	Best Phone Number:

<i>WSL Coordinator will:</i>	<ol style="list-style-type: none"> <li>1. Ensure that there is/has been related instruction to the student's career/educational path, serve as consultant to all parties concerned with this training agreement</li> <li>2. Ensure that all paperwork is on file before student is issued credit</li> <li>3. Determine the amount of credit and grade the student will receive</li> <li>4. Contact the worksite to evaluate the students training and to obtain an evaluation</li> </ol>
WSL Coordinator	Printed Name:
	Signature and Date:
	Email:
	Best Phone Number:

School Year \_\_\_\_\_

## Lake Washington School District

### Work Based Learning Student Worksite Learning Plan and Evaluation

**Complete top section and EMPLOYEE GENERATED LEARNING GOALS**

<b>Student</b>	<b>School</b>			
<b>Supervisor</b>	<b>Worksite</b>	<b>Phone# and Email:</b>	<b>Job Title</b>	<b>Job Description</b>

Learning Objectives: The following describe specific skills the student is to learn and/or tasks to perform as part of this workplace experience.

Learning Period: From \_\_\_/\_\_\_/\_\_\_ To: \_\_\_/\_\_\_/\_\_\_

The WSL Coordinator and student shall collaboratively decide on learning tasks/learning objectives. Please evaluate the student in the following areas: **3**=Exceeds work place standards, **2**=Meets workplace standards, **1**=below workplace standards, **NA**=Not Applicable

EMPLOYEE GENERATED LEARNING GOALS		1st Evaluation				2nd Evaluation			
		3	2	1	NA	3	2	1	NA
1									
2									
3									
4									
5									
SCANS FOUNDATION EVALUATION									
BASIC SKILLS		3	2	1	NA	3	2	1	NA
1	Reading skills for job								
2	Writing skills for job								
3	Math skills for job								
4	Speaking skills for job								
5	Listening skills for job								
6	Technology skills for job								
THINKING SKILLS									
7	Follows job safety and health rules								
8	Follows directions and ask for clarification								
9	Shows good judgment (plans tasks)								
10	Problem solving								
11	Decision making								
PERSONAL QUALITIES									
12	Demonstrates punctuality								
13	Meets attendance standards								
14	Gives timely notice of absences								
15	Maintains appropriate personal hygiene and dress								
16	Cooperates with co-workers								
17	Responds appropriately to supervisors								
18	Demonstrates appropriate work-site behavior								
19	Reacts appropriately to constructive criticism								
20	Completes tasks/assignments on time								
21	Shows initiative (self starter)								
22	Is responsible (business-like attitude)								

**1<sup>st</sup> Evaluation**

Site Supervisor Signature/Date \_\_\_\_\_

Student Signature/Date \_\_\_\_\_

WSL Coordinator/Date \_\_\_\_\_

**2<sup>nd</sup> Evaluation**

Site Supervisor Signature \_\_\_\_\_

Student Signature/Date \_\_\_\_\_

WSL Coordinator/Date \_\_\_\_\_