Cooperative Worksite Learning (WSL) Learning Plan & Evaluation
180 Hours (.5 credit) - 360 Hours (1.0 credit)

Student Name

Employer

Supervisor

Job Title/Duties and Tasks

How will this job help you meet your career goals?

Please evaluate the student on their Learning Plan and on the Skills below.
Rating Scale: 3 = Exceeds workplace standards, 2 = Meets workplace standards, 1 = below workplace standards, NA = Not Applicable

<table>
<thead>
<tr>
<th>LEARNING PLAN 0-180 HOURS</th>
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Evaluate after approx. 180 hrs.

Goal 1 | Goal 2 | Goal 3 | Goal 4 | Goal 5

Related CTE Power Standards and/or 21st Century Skills – see back

WORK SKILLS EVALUATION

<table>
<thead>
<tr>
<th>BASIC SKILLS</th>
<th>COMMENTS</th>
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<tbody>
<tr>
<td>1</td>
<td>Reading/writing skills for job</td>
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<tr>
<td>2</td>
<td>Math skills for job</td>
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<tr>
<td>3</td>
<td>Technology skills for job</td>
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THINKING SKILLS

| 4 | Follows job safety and health rules |
| 5 | Follows directions and ask for clarification |
| 6 | Shows good judgment and decision Making |
| 7 | Shows good Problem solving |
| 8 | Prioritizes tasks appropriately |

PERSONAL QUALITIES

| 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 | Shows appropriate organizational skills |
| 14 | Shows initiative (self starter) |

Evaluation Initiate

Supervisor

WSL Coordinator

Student

Evaluate after approx. 360 hrs.

<table>
<thead>
<tr>
<th>LEARNING PLAN 181-360 HOURS</th>
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Related CTE Power Standards and/or 21st Century Skills – see back

WSL 1

REV 9/22
Highline School District CTE Power Standards

### CCSS-ELA

#### College and Career Readiness Anchor Standards for Reading
- 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.
- 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.

#### College and Career Readiness Anchor Standards for Writing
- 4. Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

#### College and Career Readiness Anchor Standards for Speaking and Listening
- 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.
- 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.

#### College and Career Readiness Anchor Standards for Language
- 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.

### CCSS-Math

#### Number and Quantity
- N-Q Quantities | Reason quantitatively and use units to solve problems

#### Statistics and Probability
- S-MD Using Probability to Make Decisions | Use probability to evaluate outcomes of decisions

### Washington State Educational Technology Standards

#### Digital Citizenship – Operate Systems
- 2.2.1 Develop skills to use technology effectively

### American School Counselor Association (ASCA) Standards

#### 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.
- C.A1 Develop Career Awareness
- C.B1 Acquire Career Information

### 21st Century Skills

#### Learning and Innovation Skills
- 1B Work creatively with others
- 2C Make judgments and decisions

#### Life and Career Skills
- 7B Be flexible

### 21st Century Skills

#### LEARNING AND INNOVATION

**Creativity and Innovation**
- Think Creatively
- Work Creatively with Others
- Implement Innovations

**Critical Thinking and Problem Solving**
- Reason Effectively
- Use Systems Thinking
- Make Judgments and Decisions
- Solve Problems

**Communication and Collaboration**
- Communicate Clearly
- Collaborate with Others

#### INFORMATION, MEDIA AND TECHNOLOGY SKILLS

**Information Literacy**
- Access and evaluate Information
- Use and Manage Information

**Media Literacy**
- Analyze Media
- Create Media Products

**Information, Communications and Technology (ICT) Literacy**
- Apply Technology Effectively

#### LIFE AND CAREER SKILLS

**Flexibility and Adaptability**
- Adapt to Change
- Be Flexible

**Initiative and Self-Direction**
- Manage Goals and Time
- Work Independently
- Be Self-Directed Learners

**Social and Cross-Cultural**
- Interact Effectively with Others
- Work Effectively in Diverse Teams

**Productivity and Accountability**
- Manage Projects
- Produce Results

**Leadership and Responsibility**
- Guide and Lead Others
- Be Responsible to Others
Cooperative Worksite Learning (WSL)

Training Agreement

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

1. Complete all required forms. Worksite learning 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-site learning program.

Parent/Guardian ___________________________ Signature ___________________________ Date ______________________

☐ 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 an orientation/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 ______________________

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.
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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 an orientation/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.
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Employer __________________________ Signature __________________________ Date ______________

(print)

NONDISCRIMINATION AGREEMENT FOR WORKSITE LEARNING PROGRAM

The Highline School District and the Worksite Learning 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.

Highline Public School - Work Based Learning – Career and Technical Education