Work-Based Learning
Cherokee County School District

Frequently Asked Questions

1. **Will I earn school credit?**

   Yes. Each period of WBL is ½ a credit per semester. For example, a student taking 7th period WBL for the entire school year would earn 1 credit (½ a credit in semester 1 and ½ a credit in semester 2) and a student taking 6th and 7th period WBL for the entire school year would earn 2 credits (1 credit in semester 1 and 1 credit in semester 2).

2. **How many periods can I take? When can I take it?**

   Students may take 1 to 3 periods of WBL. Courses must be taken in either the morning, afternoon or a combination but not the middle of the day unless paired with dual enrollment. Ex. 1&7, 1-3, 5-7, 1,6 &7 but not 1,3,7.

3. **Is transportation available?**

   No, CCSD does not provide transportation. Students in the WBL program must provide reliable transportation daily. Additionally, students may not provide transportation to other WBL students. All students must provide their own transportation.

4. **Can I do WBL and dual enrollment?**

   Yes, you can participate in the WBL Program if your dual enrollment schedule allows. Please note that occasionally dual enrollment schedules do not allow for the adequate time needed to complete the required work hours.

5. **What do I have to do for this class?**

   There are two main components of the WBL class:

   1. Work: For each release period, you must work 5 hours per week.
   2. Assignments: Canvas assignments will be due throughout the year. *assignments will vary by school*

6. **How will I be graded?**

Worksite Mentor/Employer Evaluation • Evaluated a minimum of 4 times per year	20%
Portfolio Evaluation AND Coordinator Evaluation • Canvas assignments • Required file documents • Attendance at meetings and sessions and/or emails with WBL Coordinator	40%
Work/Wage Reporting • Fulfilling the minimum weekly required hours • Submitting documentation of Work Hours (timesheets with copy of paystubs)	40%

7. **How many hours must I work each day/week?**

   Students are required to work an average number of hours per week, not a set number per day. The student must work a minimum of 5 hours per week for each class period in which he/she is enrolled in the WBL program and for which the student could earn ½ unit per semester for each class period in which he/she is enrolled in WBL.

   - A student enrolled for 1 period must work/intern for a minimum of 5 hours per week.
   - A student enrolled for 2 periods must work/intern for a minimum of 10 hours per week.
   - A student enrolled for 3 periods must work/intern for a minimum of 15 hours per week.

8. **Do all of my work hours have to be during school hours or on school days?**

   The majority of these hours must be worked from Monday through Friday; students employed only on Saturday and Sunday are not eligible for Work Based Learning. There may be some days that you do not have to work during your release time. However, you have to leave campus at your scheduled release time every day.

   Students are also required to remain employed even if they meet the total number of required hours prior to the end of the semester.

9. **Do I have to work on school breaks?**

   Although the student is not required to work during school holidays for the purposes of the WBL program, the employer or unpaid internship site coordinator may require the student to work. If this is the case, the student must abide by the employer/site coordinator's decision.

10. **What if I am assigned ISS/OSS/Alt School?**

    The student must maintain acceptable discipline records to remain good standing in the WBL program. If a student is in ISS or Alternative School, he/she must stay the entire school day and is not permitted to report to work that day.

    A student receiving three or more days of ISS will be removed from the WBL program the following semester. A student receiving any days of OSS will be removed from the WBL Program.

11. **Do I have to find my own job or internship? Does the school provide a job?**

    Yes. Students are expected to obtain their own job. The school does not provide employment. However, the WBL Coordinator is available to assist the student in locating employment. When employers contact us looking for student employees, we make every effort to find suitable candidates, but the employment decision is ultimately up to the employer.

    All work locations must be approved by the WBL teacher and meet WBL requirements. Unpaid internships must go through an approval process with the CCSD.

12. **What are eligible student work locations?**

    The students must be employed in approved worksite. The student must be employed by a place of business which keeps regular business hours and operates out of a store front or office. Work in "home offices" is not allowed. Additionally, all employment sites must have a business phone line and must have a registered name and Tax Identification Number (TIN).

    The student must always have a supervisor on duty, and the supervisor must be directly responsible for the supervision of the student's performance on the job.

    WBL students may not be considered independent contractors and for IRS purposes cannot be issued an IRS Form 1099.

Unacceptable worksites may include, but are not limited to, the following: in-home Nanny's or babysitters (or similar employment), seasonal jobs, weather dependent jobs, delivery jobs and self-employment jobs. Students must not drive or be utilized to make deliveries as part of their employment.

13. **If I already have a job can I use it for the WBL program?**

    The student must ALWAYS receive prior approval from the WBL Coordinator before accepting a job or unpaid internship for the purposes of the WBL program. Retroactive approval of an existing job/unpaid internship for purposes of the WBL program is at the WBL Coordinator's discretion.

14. **Can my employer be family?**

    The student must not be evaluated or mentored by a parent or other family member. As such, employment in a student's family business is strongly discouraged.

15. **Am I allowed to change jobs if I have a better opportunity?**

    Students must be employed by the same company for the entire semester. Any mid-semester job changes must be "for cause or considered a step up" and must be approved by the WBL Coordinator prior to the change taking place. A step up includes items such as moving from fast food to a doctor's office if your goal is to eventually work in the medical field.

    The student must NOT resign/quit his/her position without obtaining the approval of the WBL Coordinator.

16. **What happens if I become unemployed?**

    The student must inform the WBL Coordinator promptly of any problems that arise on the job or unpaid internship placement site that may affect his/her employment or intern status. If the student is terminated from the job or released from the internship for any reason, the student must notify the WBL Coordinator within two school days following the termination/release. The student must NOT resign/quit his/her position without discussing this with the WBL Coordinator.

    Any student who is fired/terminated/released during the semester or resigns/quits his/her job or unpaid internship without proper notification/approval may receive a failing grade for that portion of the semester.

    Continuation in the WBL program at this time will depend upon the circumstances of the termination and the student's ability to secure suitable employment or internship. Continuation in WBL is not guaranteed if a student loses employment/intern status.

17. **Can I be removed from the WBL Program?**

    YES. Students can be removed for WBL during the semester if they are not meeting the required guidelines, signing in daily and turning in assignments. If a student loses a job and is not employed within two weeks of the job loss, then they can be removed.

    Students can be removed from WBL at the end of 1st semester for a variety of reasons. Some of these include but are not limited to: failure to maintain employment, GPA falls below 2.5, attendance issues at school and/or work.

18. **What documentation needs to be submitted once accepted?**

STUDENT/PARENT FORMS	EMPLOYER FORMS
• Syllabus • Program Guidelines • Early Release/Late Arrival Approval & Program Consents Unpaid Internship Agreement *(Unpaid Interns Only)*	• Employment/Internship Verification • Educational Training Agreement • Training Plan Development District Sign Off on Internship *(Unpaid Interns Only)*