

### Ms. Jessica Hall

Worksite Learning (WSL) Coordinator

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(425) 837-7260

**Instructions:** Please initial each section to verify that you have read and will comply.  
(if student is 18 years old, parent/guardian initials and signature below are not required)

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 weekly (Monday – Sunday) by submitting their <i>Student Work Hours</i> spreadsheet on *Canvas.
		Students can earn ½ credit for every 180 hours reported (AFTER the paperwork is completed/received).
		Student will check ISD email and/or Canvas daily (M-F) and respond to any requests from WSL Coordinator. If WSL Coordinator doesn't receive a response in a reasonable amount of time, and an in-person school visit is unsuccessful, parent/guardian will be contacted.
		When resigning from a job, student will give a verbal and written two (2) weeks' notice to the employer and then inform the WSL Coordinator of resignation.
		When resigning from a job, student will let the WSL Coordinator know that all hours have been reported and that they no longer work for the employer.
		When changing jobs, the student will notify the WSL Coordinator to complete the appropriate paperwork for the new job.
		Student will initial/sign all periodic evaluations and closing paperwork for the course in order to receive the high school credit.

\*Instructions will be emailed once paperwork has been received. The student will need to check their email provided in this packet to receive instructions.

**Student Name (Printed):** \_\_\_\_\_

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

**Parent/Guardian Name (Printed):** \_\_\_\_\_

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

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

# High School and Beyond Information

## Worksite Learning (WSL)

Complete this entire page

Worksite Learning provides students the opportunity to learn in the workplace, while applying skills and knowledge obtained in a qualifying CTE 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: \_\_\_\_\_

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### Liberty High School Qualifying CTE Courses

Check 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.

- |   |   |
|---|---|
| <input type="checkbox"/> Accounting                     | <input type="checkbox"/> Intro to Culinary Arts     |
| <input type="checkbox"/> Advanced CS Topics & Projects  | <input type="checkbox"/> Intro to Engineering       |
| <input type="checkbox"/> Advanced Sports Med            | <input type="checkbox"/> Intro to Sports Medicine   |
| <input type="checkbox"/> Aerospace Manufacturing        | <input type="checkbox"/> Intro TV/Video Productions |
| <input type="checkbox"/> AP Computer Science A          | <input type="checkbox"/> Journalism                 |
| <input type="checkbox"/> AP Computer Science Principles | <input type="checkbox"/> Learn and Earn             |
| <input type="checkbox"/> AP Economics                   | <input type="checkbox"/> Material Science           |
| <input type="checkbox"/> Child Development              | <input type="checkbox"/> Metal Fabrication          |
| <input type="checkbox"/> Culinary Arts                  | <input type="checkbox"/> Navel Science              |
| <input type="checkbox"/> Cybersecurity                  | <input type="checkbox"/> Personal Finance           |
| <input type="checkbox"/> Economics                      | <input type="checkbox"/> Photography                |
| <input type="checkbox"/> Fashion Design & Merchandising | <input type="checkbox"/> Sales and Marketing        |
| <input type="checkbox"/> Food Science                   | <input type="checkbox"/> Teaching Academy           |
| <input type="checkbox"/> Future Ready                   | <input type="checkbox"/> Technical Theater          |
| <input type="checkbox"/> Graphic Design                 | <input type="checkbox"/> TV/Video Production        |
| <input type="checkbox"/> Health                         | <input type="checkbox"/> Website Design             |
| <input type="checkbox"/> Intro to Computer Science      | <input type="checkbox"/> Woods Technology           |

### Qualifying Course

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

Course: \_\_\_\_\_

Describe how the knowledge and skills from the above course connects to your job: \_\_\_\_\_

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### Career Goals

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

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# Training Agreement

## Worksite Learning (WSL)

Student Name (print) \_\_\_\_\_

### 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 toward credit until paperwork is completed, signed, and returned.
2. Provide own transportation to and from the job using public transportation or in a legally licensed and insured vehicle.
3. Become familiar with and conform to all student employee regulations and policies set forth by the employer and the coordinator.
4. Abide by the dress code of the learning/training site.
5. Maintain satisfactory grades at school while working.
6. Keep regular attendance at school and at work, and notify employer of any anticipated absences.
7. Correctly document all hours worked.
8. Notify the Worksite Learning Coordinator within 24 hours if there is a change of work hours or if termination occurs.
9. Understand that the in-school qualifying CTE course is a vital part of the Worksite Learning program. Failure in the course will also result in failure of the work credit.
10. Understand that short and long-term school suspension policies will also apply to the Worksite Learning program.
11. Understand that, if expelled, student will be in violation of the agreement and the agreement will be terminated.

Student Print Name \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent/Guardian (P/G) 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. The Issaquah School District 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.

P/G Print Name \_\_\_\_\_ P/G 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 the same considerations given to a regular beginning employee (e.g. safety, health, social security, general working conditions, and other regulations of the organization).
4. Adhere to all federal and state wage and hour laws.
5. Monitor the number of hours worked by the student. The maximum working hours must comply with State L&I regulations and are dependent upon the student's ability to work and still maintain satisfactory grades.
6. 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.
7. Confer with the coordinator regarding the student's on-the-job performance and complete learning plans & evaluations.
8. Verify student work hours periodically.

Supervisor Print Name \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

### Worksite Learning Coordinator Responsibilities

1. Contact the employer and become acquainted with the workplace supervisor(s), checking in periodically.
2. Become familiar with the nature of the work that the student is expected to perform and assist the student if conflicts arise that 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.
4. Work with the employer to periodically verify the student's hours and complete the learning plans & evaluations.

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

# Student Learning Plan and Evaluation

## 1-180 Hours

For every 180 hours reported, student will be evaluated on professional skills and learning plan objectives set in coordination with the workplace supervisor and worksite learning coordinator.

Evaluation Criteria		Exceeds	Meets	Showing Progress	Unsatisfactory	N/A
<b>Individual Skills</b>						
• Make judgments and decisions using appropriate reasoning for a situation						
• Be responsible to others and act appropriate to others' interests						
• Able to express thoughts and ideas effectively and able to listen and understand oral or written instructions						
• Solve problems by identifying issues, brainstorming, and applying possible solutions to the problem						
• Able to manage time and complete tasks to satisfaction of supervisor						
<b>Teamwork Skills</b>						
• Collaborate with others and work as part of group to complete tasks						
• Interact effectively with others, knowing when it is appropriate to listen and appropriate to speak						
• Able to adapt to varied roles, job responsibilities, and work schedule						
• Interact effectively with others and be respectful and professional						
• Work effectively in diverse teams						
• When given a task, will take the lead, making sure that the goal has been accomplished						
• Be open and responsible to new and diverse ways of accomplishing tasks						
<b>Employability</b>						
• Prioritize, plan, and manage work to achieve the intended result						
• Use information accurately when dealing with an issue or problem						
• Use technology as a tool to research, organize, evaluate, and communicate information						
• Deal positively with praise, setbacks, and criticism						
<b>Attendance and Punctuality</b>						
• Maintain acceptable attendance and demonstrate dependability						
• Alert supervisor if absent or late for work. Plan ahead!						
<b>Learning Plan Objectives</b>						
#1	Student abides by workplace safety rules and regulations according to industry standards					
#2						
#3						

Student signature \_\_\_\_\_

Parent signature \_\_\_\_\_

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

Employer signature \_\_\_\_\_

WSL Coordinator \_\_\_\_\_ Date complete \_\_\_\_\_

Evaluation Initials

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

## Student Learning Plan and Evaluation 181-360 Hours

For every 180 hours reported, student will be evaluated on professional skills and learning plan objectives set in coordination with the workplace supervisor and worksite learning coordinator.

Evaluation Criteria		Exceeds	Meets	Showing Progress	Unsatisfactory	N/A
<b>Individual Skills</b>						
• Make judgments and decisions using appropriate reasoning for a situation						
• Be responsible to others and act appropriate to others' interests						
• Able to express thoughts and ideas effectively and able to listen and understand oral or written instructions						
• Solve problems by identifying issues, brainstorming, and applying possible solutions to the problem						
• Able to manage time and complete tasks to satisfaction of supervisor						
<b>Teamwork Skills</b>						
• Collaborate with others and work as part of group to complete tasks						
• Interact effectively with others, knowing when it is appropriate to listen and appropriate to speak						
• Able to adapt to varied roles, job responsibilities, and work schedule						
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<b>Employability</b>						
• Prioritize, plan, and manage work to achieve the intended result						
• Use information accurately when dealing with an issue or problem						
• Use technology as a tool to research, organize, evaluate, and communicate information						
• Deal positively with praise, setbacks, and criticism						
<b>Attendance and Punctuality</b>						
• Maintain acceptable attendance and demonstrate dependability						
• Alert supervisor if absent or late for work. Plan ahead!						
<b>Learning Plan Objectives</b>						
#1	Student abides by workplace safety rules and regulations according to industry standards					
#2						
#3						

Student signature \_\_\_\_\_

Employer signature \_\_\_\_\_

WSL Coordinator \_\_\_\_\_ Date complete \_\_\_\_\_