



Work Based Experiences West Fargo High

Dec. 4

Family Conference Breakout



Introductions

Allison Caldwell- WFHS Career Advisor

Amy Campell-WFHS /PS Work Based Learning
Coordinator

Shanda Cool – Cass County CTE Business
Liason

Denise Jonas- Director of CTE

Tessa Roberts- WFHS Career Counselor

Benefits of Career Exploration / Prep in High School

- **Improves post-secondary decision-making** by increasing awareness of interests, skills, and opportunities
- **Strengthens academic performance** when students see **connections** between **coursework** and **future careers**
- **Develops essential employability skills** such as **communication, problem-solving, and professionalism**
- **Reduces career anxiety** and **fosters confidence** through early exposure and guided exploration

ND Scholarship



NORTH DAKOTA SCHOLARSHIP as aligned to the Choice Ready Framework. The North Dakota Scholarship framework is a tool to assist educators in understanding the requirements of the ND Scholarship, as listed in North Dakota Century Code 15.1-21-02.10. Requirements begin with the ESSENTIAL SKILLS section. Students shall then strive to be POST-SECONDARY READY, WORKFORCE READY, and/or MILITARY READY, according to the requirements listed below.



ESSENTIAL SKILLS (15.1-21-02.10(5))

Check here when student has complete Essential Skills

- Earn a **North Dakota high school diploma**
- Complete a **9-week Career Education/Individual Counseling, 4-year Rolling Plan**, pass **ND Civics Test**, earn a **3.0 or higher overall GPA**, and **four or more** additional indicators:
 - 25 hours of Community Service
 - 95% Attendance (not counting school related absences)
 - Career Exploration Experience
 - Two or more years in organized Co-Curricular Activities
 - Two or more years in organized Extra-Curricular Activities
 - Successfully complete a Capstone Project
 - Successfully complete an online learning course
 - Demonstrate competency in 21st Century Skills

Students shall achieve Essential Skills above, and complete two or more of the CHOICE READY components below to be eligible for the ND Scholarship.



Check here when student is Post-Secondary Ready

POST-SECONDARY READY

Complete both indicator sets below:

ACT/SAT minimum composite score:

- ACT composite of 24 (or equivalent NDA+ score), or
- SAT composite of 1180

and

Two or more additional indicators:

- Advanced Placement Course (A, B, or C) (4, 3, or 2)
- Dual Credit Course (English or Math) (A, B, or C) (4, 3, or 2)
- Algebra II (A, B, or C) (4, 3, or 2)
- Advanced Placement Exam (3+)
- International Baccalaureate Exam(4+)
- 3.0 GPA in core course requirements for NDUS admission
- 3 fine arts courses (A, B, or C) (4, 3, or 2)



Check here when student is Workforce Ready

WORKFORCE READY

Complete both indicator sets below:

- 4 credits of CTE with 2 credits in the same plan of study, OR 3 credits of the same world, indigenous, or sign language, OR 2 credits of teaching-related coursework plus 2 credits of CTE, as defined in NDCC 15.1-21-02.10
- ACT of 24 (or equivalent NDA+ score), or 5 or higher on all three WorkKeys tests or SAT composite of 1180

and

Two or more additional indicators:

- Complete Career Ready Practices Course
- Dual Credit Course (A, B, or C) (4, 3, or 2)
- Technical Assessment/Industry Credential
- Workplace Learning Experience (40 hrs)
- Work-based Learning Experience (Perkins V) (40 hrs)
- NDSA or NDA+ (Reading/ Math) Level 3 or greater



Check here when student is Military Ready

MILITARY READY

Complete both indicator sets below:

- ASVAB score of 50 or greater**, or ASVAB score of 31 or greater and have completed Basic Training;
- Physically Fit** – Successfully complete required PE courses (A, B, or C) (4, 3, or 2);

and one option below

Complete **two or more** additional indicators from the **Post-Secondary or Workforce options**:

- _____
- _____
- 2 credits of military coursework, as defined in NDCC 15.1-21-02.10
- 2 credits of JROTC
- Complete Phase 1 of the Cadet Civil Air Patrol program

Exploration Opportunities @ WFHS

- Job Shadows
- Industry Tours/ Campus Visits/ WINS

*These opportunities cannot earn high school credit since they are not consistently occurring events.

Job Shadows

What

- Career exploration activity where a person observes a professional in their workplace to learn about a specific job or industry.
- **Purpose:** To gain firsthand insight into daily tasks, work environment, and required skills.
 - "Day in the life of..."

How

1. Book appointment with Caldwell
 - > Orientation meeting
2. Return Job Shadow Agreement form
3. Attend job shadow
4. Book follow up appt.

Industry Tours/Campus Visits and WINs

Industry/Campus Visits

- Offered throughout year
- May be coordinated with specific courses
- May be coordinated with specific site events

- Watch Commons TVs, listen to announcements, and occasional targeted emails

WIN Sessions

- Weekly Tuesday-Friday
- Variety of industry speakers
- Numerous campus rep visits
- General Career Guidance help

- Watch Commons's TVs, listen to announcements
- Sign up in Adaptive Scheduler

Career Preparation Opportunities and Courses



Service Learning

On Campus

Off Campus



Career Management



*These career preparation courses are offered for .5 or 1 credit and DO NOT impact GPA

Service Learning Courses

On Campus

- Gr 11 or 12
- Must be on track to graduate
- Max credit earned= 1
- Pass /fail; unpaid position
 - Teacher asst, Packer Pantry, student tutor, student tech support

Registration:

- 1) Register using Power School
- 2) Complete application/ paperwork by 5/1
- 3) Learner will confirm placements 1st wk of sems

Off Campus

- Gr 11 or 12
- Max credit earned= 1
- Pass/Fail; unpaid position @ non-profit
 - WFPS elem/ MS, food pantries, WFPD (Cadets only), etc.
- *WFPS will not provide transportation*

Career Management

- Must be 16; on track to graduate
- **Must secure and show proof of employment prior to start of course (any place of employment; paid or unpaid)**
 - *May request job search assistance **prior to start of course***
- Must complete intro paperwork
 - WBL Plan and Agreement-[p17-19 Handbook](#)
 - Site agreement-[WFHS sample agreement](#)
- Max 1 credit; may enroll in other work experience courses
 - 60 hours- .5 credit ; 120 hours= 1 credit
- Pass/Fail Grade; based on Career Ready Practices and hours and monthly check ins with Career Advisor or Instructor
 - Terminated employment=auto F
- ***Learner must have access to transportation***

Enrolling in Career Mgt

1. Attend appoint with Caldwell to review individual eligibility and review course expectations
2. Employment must be secured before the start of the semester
3. Intent to Participate paperwork due 5/1; S2 enrollment is verified in December

- Registration (under review)-
 - Register for course on Power School
 - Caldwell emails learner to set up appointment time
 - Complete all paperwork **prior** to start of semester
 - Aug. 26, 2026 and Jan. 19, 2027

What is a CTE Co-Operative Work Experience (CWE) and what are the benefits?

A Cooperative Work Experience (CWE)- is a structured, school-supported partnership with a real employer where students work in paid or unpaid positions aligned to their coursework, guided by learning objectives, a workplace mentor, and school oversight to help them gain practical skills and independence.

Why parents love Co-Ops (CWE)!

Safe, supervised,
purpose driven
work experiences

Helps students
discover career
pathways earlier

Builds practical
experience that
classrooms alone
cannot provide

Cooperative Work Experiences (CWE)

-How can my student qualify to participate?

-Ask your Career Advisor, CTE Teacher, or reach out to your WBL Coordinator to inquire on options!

Student CWE Criteria Checklist

YOUR NAME HERE:

- At least 1 CREDIT in a related CTE Pathway?
- At least 16 years old?
- Does student's schedule allow for 75 hours of work in the semester?
- Is there a teacher in the pathway that would give a recommendation?
- Schedule an interview with a WBL Coordinator
- Is all the paperwork signed and complete? *yes!*

Q & A

As you have questions, please don't hesitate to contact us!

Work Exploration / Service Learning/ Career Mgt.

Allison Caldwell -Career Advisor

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- 701.499.9359

Tessa Roberts -Career Counselor

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- 701.356-2050

CTE Co-Operative Work Experience

• **Amy Campbell –WFPS WBL Coordinator**

- acampbell@west-fargo.k12.nd.us
- 701.356-2050

• **Shanda Cool- C3TE Business Partner Liaison/WBL Coordinator**

- Cools@fargo.k12.nd.us
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Thank You!

- For more information about Career and Choice Ready Supports and Events at WFHS, check out the

WFHS Career Center Website!



SCAN ME