

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 500-23
Subject: WORK-BASED LEARNING	Issued: 8/15/82
Preparing Office: Office of the Superintendent	Amended: 9/5/18

I. Policy

II. Procedures

A. Work-based Learning (WBL) experiences assist students in transitioning from school to career, providing them a structured experience while they learn about careers and the expectations of the workplace. The WBL program requires that students be involved in experiences that have educational significance and are related to students' career goals; some WBL experiences are a continuation of previous Career and Technology Education (CTE) training.

B. The WBL program:

1. Is directed and managed by the Career and Technology Education (CTE) department.
2. Is available to eleventh and twelfth grade students in all Frederick County high schools.
3. Takes place at a work site and has many program options including internships, cooperative work experiences, youth apprenticeships, and service learning.
4. Allows students to earn a completer in Career, Research and Development (CRD) or Youth Apprenticeship while earning a minimum of two (2) to a maximum of six (6) credits in a school year for their work-based learning experience based upon the number of program hours.
5. Includes written training plans to ensure that the student's learning objectives are a key component of the work-based learning experience.

C. The WBL program includes:

1. CRD (formerly the Work-Study Program) and Youth Apprenticeship include opportunities for continued employment and advancement in a career field after graduation.
2. Capstone experiences for many other CTE programs include opportunities for continued employment and advancement in a career field after graduation.
3. Internships.
4. Student Service Learning (SSL).
5. Youth Apprenticeship.

- D. Work-based Learning (WBL) Coordinators in each high school are responsible for providing in-school instruction as well as coordinating WBL experiences, including approving the site, facilitating a plan for the student's WBL experience, and evaluating the experience with employers and/or mentors. WBL Coordinators must hold a Maryland State Department of Education (MSDE) endorsement on their certificate in "Work-based Learning Coordinator, 7-12." WBL Coordinators must ensure the following for each student in the program:
1. Training is provided prior to and in conjunction with the WBL experience to ensure that:
 - a. CRD students are concurrently enrolled in the related CRD class.
 - b. Capstone and Youth Apprentice students are enrolled in the related CTE class.
 - c. Internship and SSL students receive training throughout (prior to and during) the experience.
 2. The student:
 - a. Is enrolled in at least one one-credit class per semester to ensure continuity of the school and work-based learning experience.
 - b. Receives credit for the work-based learning experiences based upon the number of WBL hours (135 work hours per credit).
 - c. Is placed in accordance with current labor and safety laws for minors.
 - d. Has a training plan developed cooperatively by the coordinator and employer or mentor.
 - e. Is visited at the WBL site by the coordinator at least once per grading period to ensure that the plan is being implemented.
 - f. Receives a written evaluation of his/her WBL performance each grading period.
 3. The employer:
 - a. Implements the agreed-upon training plan.
 - b. Provides safe equipment and facilities in compliance with OSHA requirements; and complies with all applicable state and federal child labor laws.
- E. The student/parent/school/employer agreement, internship agreement or service learning agreement must be completed and approved before the student can begin the experience at the work-based learning site.
- F. When a student leaves a school site to travel to a work-based learning experience site, the student is considered as dismissed from the custody of the school.

Approved:

original signed by

Theresa R. Alban
Superintendent