

At The HILL, industry partnerships are intentionally integrated into daily learning, giving students meaningful opportunities to engage with employers and real-world work environments. Work-Based Learning includes both internships and co-op experiences that extend learning beyond the classroom.

To ensure high-quality, professional experiences for students and industry partners, students must demonstrate readiness and meet established eligibility considerations prior to participating in Work-Based Learning opportunities.

By Law: Students must meet one of the following requirements in order to be enrolled in a co-op course:

- a. The student must have completed the four-course pathway sequence.
- b. The student is enrolled in the co-op course AND another course in the pathway during the same school year.

By Law: Students must meet one of the following requirements in order to be enrolled in an internship course:

- a. The student may complete the internship as the last course in their four course sequence.
- b. The student is enrolled in the internship course and another course in the pathway during the same year
- c. The student may complete an internship earlier in the pathway with administrator approval.

Qualifications - The Blueprint of a HILL Student

Habits of Success

ATTENDANCE

Student attendance patterns, including unexcused absences, will be reviewed by school administration prior to and during the WBL experience. Patterns of excessive unexcused absences may be taken into consideration when determining readiness for participation.

BEHAVIOR

Student discipline history, including any suspensions (out-of-school or SAFE), will be reviewed for the semester prior to and during the WBL experience. Behavioral trends and overall growth will be considered as part of the approval process.

ON-TRACK TO GRADUATE

Student academic progress and credit attainment will be reviewed to confirm the student is on track to graduate on time. Any concerns will be discussed to determine appropriate support or next steps.

EMPLOYABILITY

Student employability performance will be reviewed prior to the start of the WBL experience. Strong employability skills are expected, and trends, growth, and readiness for a professional environment will be considered.

SCHEDULE COMMITMENT

For students who are not participating in Co-op every day, schedule flexibility will be reviewed. Confirmation(via a meeting with Ms. Tracy/Mr. Howell) will be required to determine that the student is willing and able to adjust their alternate-day class schedule as needed to support the WBL placement.

Industry Level Skills

PROGRAM AREA TEACHER RECOMMENDATION

The program-area instructor will be consulted to confirm a student's readiness, skill development, and fit for the WBL opportunity. As part of this recommendation, the instructor may consider indicators such as:

- Completion of approximately one year of coursework in the program area (typically two courses)
- Consistent performance in program courses (generally a grade of B or higher)
- Demonstrated technical skills, professionalism, and growth aligned with the WBL experience

These indicators are used as guidelines for consideration, not automatic eligibility thresholds, and are reviewed alongside the student's overall readiness.

Literacy For The Workforce

RESUME

The student has an up-to-date resume that clearly and professionally communicates their skills, experiences, and interests aligned to their chosen field.

Leveraging Technology & Professional Communication

The student demonstrates professional communication skills by engaging in WBL-related correspondence and preparation activities. This includes participating in resume and interview preparation and communicating via email using a professional email address and signature with the following individuals:

- Mrs. McIver - erin.mciver@fayette.kyschools.us
- Mr. Meza - 165.miltonmezadelossantos@fayette.kyschools.us

ELEVATE DOCUMENTATION

The student documents the application, interview, and employment experience as Moments in Elevate.

Other Logistic Requirements

AREAS OF CONSIDERATION

- The student agrees to follow all employer policies, The HILL Student Playbook, and the FCPS Student Code of Conduct.
- The student completes all required WBL agreements and documentation.
- The student has reliable transportation to and from the WBL experience.
- If beginning a WBL placement mid-semester, the student understands that they may not unenroll from dual-credit coursework without incurring associated course charges.