



Work Based Learning Manual



Ionia County Career Center Work Based Learning Manual

Work Based Learning Internships are an opportunity for students to explore a career by working in business or industry, demonstrating the skills they learned in their program. The duration of this experience will vary per student and is coordinated by the Work Based Learning Coordinator. This experience can be paid or unpaid. Instructor approval is required.

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Placement

- First-year students placed during the second semester must complete at least 50% of their program curriculum or required segments.
- Second-year students placed during the first and/or second semester must successfully complete the first-year curriculum with a grade of C or higher.

- Students must be enrolled in courses related to their career pathway.
- Students are responsible for providing their own transportation.
 - The Ionia County Career Center does not provide transportation for students participating in Work-Based Learning (WBL).

Attendance

- Students will have good attendance at the time they begin their Work-Based Learning experience and will maintain good attendance or be required to return to the program full-time for the remainder of the semester.
- Must work designated times per the Work Based Learning (WBL) plan to continue in the placement.
- Timesheets must be turned in within 1 week. Students may be pulled if timesheets are late.

Instructor Approval

- The student's instructor must approve the WBL placement and attend the required site visits.

Behavior

- Positive attitude & acceptable behavior for the workplace
- Students will not have any disciplinary problems prior to or during their Work-Based Learning experience. Those that do may be removed from Work-Based Learning and returned to their program. If a student is suspended for any reason, they may not be allowed on Work-Based Learning for up to a full semester following the occurrence.

Reporting Injury

- In all cases of injury, Ionia County Career Center Administration must be notified as soon as possible so the parent/guardian can be notified. The student's site supervisor

will fill out an accident report for each incident and submit it to the Ionia County Career Center office.

Grades

- Students must maintain a minimum of a “B” average in their Ionia County Career Center program to be eligible for WBL placements.
- Students may be pulled from their WBL placement if they are on the “At Risk List” that is pulled by the Student Services & WBL Coordinator.
- Must be on path to graduate with his/her class and passed all required classes
- Must not have any failing grades while in Work Based Learning (WBL)

Skill Achievement

- Students will have completed a minimum of 50%* of the instructional material in their program and, where national standards or licensing is required, have earned a minimum of one license or certification. If there are any areas of concern, the student will have to show improvement to the level of the requirement before being considered for Work-Based Learning. **Educational Careers Students must have completed at least 25% of their instructional material.*
- Students must complete 100% of their SafeSchools modules prior to being placed on a WBL internship.
- Construction students must complete OSHA 10 prior to being placed on a WBL internship.
- A copy of the student's resume may be requested.

Right to Implement New Rules & Regulations

Ionia County Career Center Administration has the right to implement new rules and regulations which are not stated in this manual which are necessary to maintain and promote an appropriate environment for learning.

Non-Discrimination Policy

[Review the Ionia County Intermediate School District Non-Discrimination Policy.](#)