

***NOTE: This is a sample WBL Experience Agreement and should be used for informational purposes only.**

When an experience is approved for a student, all responsible parties will receive an electronic agreement from PATHWAYos to acknowledge and sign before the internship can begin.

Dear Industry Partner, Parent, and Student,

You are receiving this information because the student is seeking approval to complete his/her Senior Internship (work-based learning (WBL) experience) under the Industry Partner's supervision and mentorship. Thank you for considering this!

Each MCVSD student is enrolled in a New Jersey State-approved, Career & Technical Education (CTE) Program. In this program, he/she receives targeted instruction and technical training in his/her respective career field for over four years. In the final year of the CTE Program, Senior Academy students are required to complete an internship (WBL experience) under the mentorship of an industry professional. Students are required to complete a minimum of 120 internship hours (100 for the Academy for Math, Science & Engineering). This requirement can be fulfilled in whole or in part at one approved worksite.

A successful internship is the result of a **partnership between the student, the parents/guardians, the business/agency, and MCVSD**. The attached Work-Based Learning Agreement outlines the partnership's details, to which **all parties must agree before the MCVSD Board of Education can approve the internship**.

Industry Partner, below are a few key points to help you decide if hosting a student for his/her internship is a good fit for you and your business/agency:

- In a WBL experience, a student is earning school credit. It is required that the student be engaged in a schedule of meaningful, organized, and progressive work processes aligned to his/her CTE Program. Student learning and growth is the primary focus of this partnership and must be aligned to New Jersey Student Learning Standards. Students must have planned training, specific learning outcomes, a professional mentor on-site, and must be periodically supervised by an MCVSD WBL Coordinator.
- MCVSD students are covered under the County of Morris' liability insurance program while at the approved worksite. This coverage is in place for the duration of the experience (up to 120 hours). A Letter of Insurance Provision/Certification is sent to the mentor once the MCVSD Board of Education approves the experience.
- Students who are 16-17 years old **and enrolled in our NJ State-approved CTE programs** can work in jobs that are considered "Hazardous Occupations" and typically only employ 18 and over. The MCVSD WBL program ensures that the conditions for this exemption are met. [U.S. Department of Labor, Wage and Hour Division: Child Labor Bulletin 101 p. 24 - Exemptions from Certain Hazardous Occupations Orders for Apprentices and Student Learners.]

Please read the attached agreement for the details of the requirements for all parties. Should you have additional questions, please contact the MCVSD WBL Coordinators (contact information in the agreement).

The MCVSD WBL Team

Work-Based Learning (WBL) Agreement

Work-based learning (WBL) experiences are experiential, supervised, in-depth learning experiences, designed to offer students the opportunity to explore career interests more fully within one or more of the Career Clusters, as described by the New Jersey Department of Education. - Career and Technical Education Standards and Programs, NJAC 6A:19-1.2. For more information, please visit: https://www.nj.gov/education/standards/clicks/Docs/2014_9.3_21LifeAndCareers.pdf

Student Name: student.firstName student.lastName

Business Name: organization.name

Contact Information:

	Name	Email	Phone
<u>Worksite Mentor/Supervisor</u>	contact.firstName contact.lastName	contact.email	contact.phone

MCVSD WBL Coordinators:

1. Peter Bedell 973-627-4600 ext. 242 bedellp@mcvts.org
2. Angela D'Orsi 973-627-4600 ext. 248 dorsia@mcvts.org
3. Mary Hammond 973-627-4600 ext. 127 hammondm@mcvts.org

Business/Agency Responsibilities: The experience must meet all of the regulatory requirements, laws, and codes within N.J.A.C. 12:56-18 School-to-Work Program, including the following:

- The experience must be related to an individualized WBL Plan.
- Collaboration and planning between the worksite and school results in clearly identified learning objectives related to the individualized WBL Plan.
- Worksite mentors will **submit evaluations of student performance** and **verify hours worked in a timely manner**. **This is how student attendance and credit is validated for their high school graduation.** This is handled via a web-based, process management system called PATHWAYS and will come in the form of an email. All documents can be completed right from the email. **Failure to comply will result in termination of the internship.**
- If the experience is in a hazardous occupation, the experience must be paid.
- If the experience is paid, it is paid in accordance with New Jersey wage and hour regulations.
- The student **does not** replace an employee.
- The student must be supervised by a worksite mentor. ***If hazardous, the student must have direct and close supervision of a qualified and trained worksite mentor at all times.**
- MCVSD **may** conduct criminal background checks on worksite mentors.
- Productive work is incidental to the student achieving the planned learning objectives.
- All parties understand that the student is not entitled to an offer of employment at the conclusion of the experience.

- Safety instruction is given by the school and accompanied by on-the-job training provided by the business/agency (including COVID-19 related training).

Insurance Requirements: The student is enrolled in an approved Career and Technical Education Program at the Morris County Vocational School District. The student is covered by the County of Morris' liability insurance program while at the worksite. As such, a letter indicating this will be sent to the worksite after the MCVSD Board of Education approves the experience.

Nondiscrimination Guidelines: The Business/Agency further understands that the worksite must be consistent with "Guidelines for Vocational Education Programs for Eliminating Discrimination and Denial of Services based on Race, Color, National Origin, Sex and Disability," as well as with federal requirements of nondiscrimination in education programs or activities receiving federal financial assistance.

COVID-19 Notification: The Business/Agency will contact the MCVSD Structured Learning Coordinators within 24-hours if it is believed that a student may have been exposed to COVID-19.

SLE Coordinator/District Responsibilities: The school district agrees to comply with all laws and regulations within N.J.A.C. 6A:19-4 Structured Learning Experiences; N.J.A.C. 12:58-1, Child Labor Regulations; and N.J.A.C. 12:56-18, School-to-Work Program, and ensures the following:

Student Requirements and Responsibilities:

- The student must be at least 16 years of age.
- The student's WBL experience aligns with their skills, abilities, and CTE program.
- Obey the rules and regulations at the worksite and comply with the Business/Agency practices and procedures.
- Communicate any difficulties arising during the experience with the WBL coordinator, CTE teacher, and/or the worksite mentor **immediately**
- Work to acquire the knowledge and skills as outlined in the individualized WBL Plan and the Career Ready Practices.
- Understand that the WBL grade will be based upon adherence to and completion of all requirements of the program
- The student is responsible for their own transportation from school to the worksite and from the worksite to home.
- Maintain regular attendance both in school and at the worksite; properly notify the school and/or Business/Agency supervisor/worksite mentor if I will be late or unable to report to the worksite.
- Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
- Unless necessary to perform your work tasks, **students should NOT utilize personal devices** (i.e. phone, tablet, smartwatch, etc.) when at the worksite. If there is downtime, ask the worksite supervisor what can be done or identify ways to contribute to the work/organization.
- **A passing grade must be earned by May 31st to meet the graduation requirement. A failing grade will result in an F on the student's transcript and a remediation program that must be completed in order to earn a diploma and graduate.**
- The student must understand that he/she is not entitled to a promise of employment at the completion of the WBL experience.

Coordinator/District Supervision:

- Worksite visits occur on or around every tenth day that the student reports to the worksite. N.J.A.C. 12:58-1.2(d) 5.
- An individualized Student Training Plan aligned to the NJ Student Learning Standards (NJSLS) which identifies objectives, activities, and assessments will be included with this agreement.

- WBL coordinators and CTE teachers will work together with the worksite mentor to evaluate student performance and verify hours worked
- School district personnel (WBL Coordinators and/or CTE teachers) will grade students on a pass/fail basis.
- The district will maintain the SLE record for a time period consistent with the Records Retention Schedule issued by the NJ Department of Treasury.

Transportation: MCVSD recognizes that the student is responsible for transportation to and from the worksite.

Parent/Guardian Responsibilities

- Encourage the student to effectively carry out the assignments and responsibilities outlined in the WBL Plan.
- Help the student stay on schedule and promote their understanding of developing the Career Ready Practices.
- Report any concerns raised by the student regarding the experience to the WBL coordinator and CTE teacher.
- Provide transportation to and from the worksite unless otherwise stipulated within an Individualized Education Program (IEP)—and ensure that the student is covered by appropriate auto insurance when they are driving; I further agree to provide a copy of the insurance certificate to the WBL coordinator upon request.
- Understand that the student is not entitled to a promise of employment at the completion of the WBL experience.
- By signing this agreement, I acknowledge that there are risks, known and unknown, related to COVID-19 involved with my child/ward's participation in this program, and I voluntarily assume the risk that I will be exposed to or infected by COVID-19. It is not possible for the district or employer to ensure the prevention of the spread of COVID-19, and I acknowledge that my child/ward may be infected with COVID-19 despite or regardless of any district or employer efforts to mitigate the risk of community spread. I understand that infection by COVID-19 may be serious with the potential for significant negative health effects, to me or others, including hospitalization, long-term complications, or death. My child/ward has completed COVID-19 training in Safeschools and will practice caution in his or her setting, following all protocols, and the use of protective personal equipment as required. If exposed to COVID-19, I will adhere to current protocols and health agency recommendations and requirements, which may include an extended quarantine.

Work-based learning affords students the opportunity to explore career interests more fully within one or more of the Career Clusters, as described by the New Jersey Department of Education. - Career and Technical Education Standards and Programs, NJAC 6A:19-1.2. For more information, please visit: <https://www.nj.gov/education/cte/sle/>

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