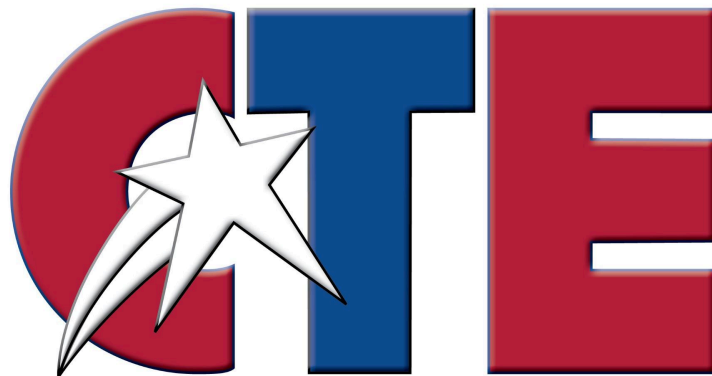


HAYS CISD



CAREER & TECHNICAL EDUCATION

Work-Based Learning Program Guidelines

Key Terms and Definitions

Practicum Course: Designed to be a capstone experience providing supervised practical application of knowledge and skills following a coherent sequence of courses and should ensure that students are meeting the 2-3 course credit requirements. Work-based learning (WBL) provides students the opportunity to explore a variety of careers, develop knowledge and skills related to their field of interest, and transition from a student to a professional. An example of work-based learning could include students rotating among various departments of a local facility in the community or completing an internship experience in a desired career field.

Training Plan: A training plan is a written agreement between a school and a training sponsor for each student enrolled in a WBL component of a practicum course. The training plan ensures that each student receives classroom instruction coordinated with work-based instruction to develop the essential knowledge and skills identified for the training area.

Training Site: Training sites are typically the workplaces of businesses or organizations where WBL students receive occupation-specific training in accordance with their training plans. Training Sponsor: A training sponsor is the WBL student's supervisor and guide at a WBL training site. The sponsor confers regularly with the teacher-coordinator to plan, conduct, and evaluate training experiences to ensure that students develop the knowledge and skills required in their chosen occupational training area.

Teacher-Coordinator: The teacher-coordinator is the teacher of record for a course that includes the work-based learning experiences. This person is responsible for teaching students in the classroom and coordinating WBL experiences outside of the classroom.

Non-Discrimination Statement

It is the policy of Hays CISD not to discriminate on the basis of age, race, religion, color, national origin, sex, marital or veteran status, disability or other legally protected status in its programs, services or activities and provides equal access to the Boy Scouts and other designated youth groups as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. The following person has been designated to handle inquiries regarding the non-discrimination policies: Chief Human Resources Officer, 21003 IH 35, Kyle, Texas 78640 at 512-268-2141.

Es la política del Distrito Escolar de Hays de no discriminar con base de edad, raza, religión, color, nacionalidad de origen, sexo, estado marital o de veterano, discapacidad, o cualquier otra condición protegida, con el fin de proveer programas, servicios o actividades y brinda igualdad de acceso a los Boy Scouts y otros grupos juveniles designados según lo requiere el Título VI del Acta de los Derechos Civiles de 1964 según la enmienda; el Título IX de las Enmiendas a la Educación de 1972; y la Sección 504 del Acta de Rehabilitación de 1973 según la enmienda. Director de Recursos Humanos ha sido designado como la persona responsable de las investigaciones con respecto a las políticas de discriminación; con oficina en el 21003 IH 35, Kyle, Texas 78640 al 512-268-2141.

Work-Based Learning Training

Practicum Courses provide an opportunity for students to gain work experience and classroom instruction in the career field they have chosen. It is necessary to the success of the program that students, parents, and employers understand and agree to abide by several basic principles of operation. The development of good work habits begins with compliance with the WBL Program Guidelines for Practicum Courses found below.

Practicum Course/WBL Guidelines

1. Practicum courses and other work-based learning courses may be used as laboratory-based, paid, or unpaid work experiences for students.
2. Each practicum course using a work-based learning instructional arrangement must consist of student participation in training aligned with the student's program of study plus participation in related CTE classroom instruction.
3. A practicum course spans the entire year. A student is expected to be enrolled the entire school year. However, in accordance with LEA policy, a student may enter or exit the course when extenuating circumstances require such a change.
4. In a practicum instructional arrangement, related classroom instruction must average one class period per week during the school year. Student instruction during the one class period per week is required to be a minimum of 45 minutes in length.
5. Written training plans must be on file for any student participating in either a paid or unpaid work-based learning experience at an approved training site except for a student participating in an unpaid practicum for which the teacher of record provides all training.
6. Students MUST have adequate and reliable transportation to school and to the training site.
7. Students may be **dropped from the program** for frequent absenteeism from school or the training site for any reason.
8. The student is expected to contact the teacher-coordinator and the employer if they will be absent from class or work at the training site as scheduled.
9. Students are expected to maintain a satisfactory academic standing at school and to inform the Teacher/Coordinator of any problems that might affect their jobs or school work. The Texas Education Agency recommends limiting student work hours to 20-25 hours per week.
10. A student whose work-based learning experience is terminated must report the change in status to the Teacher/Coordinator immediately.
11. Students changing training sites with prior approval from the Teacher/Coordinator will have 15 school days to find a new job before being dropped from the program. Documentation of the job search will be required.

12. Students involved in the work-based learning program are viewed as community representatives of the high school. Students are expected to maintain excellent conduct and appropriate appearance at all times.

13. Students participating in paid or unpaid experiences, employment must begin within 15 school days of the student's enrollment date.

14. Students unemployed for more than 15 consecutive school days in a practicum learning experience must be placed in a paid or unpaid learning experience or an on-campus lab-based setting.

Paid Practicum Students

15. A student must be a minimum age of 16 and hold valid work documentation such as a Social Security card to enroll in any of the practicum learning experiences that have a **paid** component.

Participation in an off-site practicum is a privilege. A student may be removed from their practicum placement at any time if they fail to meet the expectations of the school district, the employer, or the program. Reasons for removal may include, but are not limited to:

- Serious or repeated violations of the Student Code of Conduct.
- Assignment to IMPACT or any disciplinary alternative education program.
- Pending legal charges or conviction.
- Behavior or actions that jeopardize the safety, security, or reputation of the worksite, school district, or program.
- Failure to comply with employer policies, workplace expectations, or practicum requirements.

Removal from an off-site practicum placement may result in reassignment, loss of practicum credit, or removal from the practicum course, as determined by the school district and campus administration.

Responsibilities of Students

By enrolling in the Practicum course and by signing the WBL Program Guidelines and the Training Plan, the student agrees to actively participate in all aspects of the work-based learning program. This includes but is not limited to:

- Providing transportation to and from the training station
- Attending on-campus instruction and training when scheduled
- Complying with rules & regulations at school and at training site
- Complete weekly time sheet for classroom and work-based learning instruction
- Submit the signed permission to operate private transportation to the training site or the permission to be a passenger in a privately owned vehicle form prior to the start of the program

Responsibilities of Parents/Guardians

By signing the WBL Program Guidelines and the student's Training Plan, parents/guardians agree to support and monitor their child's active participation in the work-based learning program. This includes but is not limited to:

- Providing transportation to and from the training site, if applicable
- Encouraging attendance at school and at the training site
- Encouraging compliance with rules & regulations at school and at training site
- Sign either the permission to operate private transportation to the training site or the permission for your student to be a passenger in a privately owned vehicle form prior to the start of the program

Responsibilities of the Teacher/Coordinator

By signing the WBL Program Guidelines and the student's Training Plan, the teacher-coordinator agrees to support and monitor their student's active participation in the work-based learning program. This includes but is not limited to:

- Collect the signed permission to operate private transportation to the training site or the permission to be a passenger in a privately owned vehicle form prior to the start of the program
- Communication with the training sponsor during in-person site visits which are to be conducted at least 6 times per school year and at least once per grading period
- Collect the student's weekly timesheet
- Collect the Training Sponsor Evaluation of the Student Form once per grading period

Responsibilities of Training Sponsors

By signing the WBL Program Guidelines and the student's Training Plan, training sponsors agree to support and monitor their student intern's active participation in the work-based learning program. This includes but is not limited to:

- Sign weekly timesheet for student's work-based learning instruction
- Complete Training Sponsor Evaluation of Student Form once every six weeks.
- Communication with the teacher-coordinator either during an in-person site visit or virtual meeting once per grading period.

Signatures

Your signature below indicates you have carefully read and completely understand the rules and Standard Operating Procedures of Practicum training in Hays CISD.

You are aware that this is an elective program and your signature acknowledges your agreement to the guidelines stated herein.

Student

Student's Signature: _____ Date: _____

Parent/Guardian

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian's email address: _____

Phone Number: _____

Training Sponsor

Firm or Business Name: _____

Training Sponsor's Name: _____
Training Sponsor's e-mail address: _____
Phone Number: _____
Training Sponsor's Signature: _____ Date: _____

Teacher

Teacher Signature: _____ Date: _____

**LEARN MORE
about
HaysCISD CTE:**

