

## Work-based Learning Program - Internship/Apprenticeship RESPONSIBILITIES

Participants are required to do the following:

Be at least 16 years old	Junior or Senior
Be in good academic standing	
Have a good attendance profile	Fewer than 5 days absent the previous semester
Have a good discipline profile	No out of school suspensions the previous semester or school year
Have reliable transportation	Transportation to and from work site

### *Student Responsibilities-*

Identify possible placement site	Be able to tell the Career Development Coordinator where possible work site is located (Work site must be a valid learning opportunity in relation to student pathway)
Complete Work-Based Learning Application	All applications should be completed and returned to the Career Development Coordinator
Complete activities within work-based learning experience	Written and verbal requirements: time sheets, Google Classroom assignments, final presentations, etc.
Represent the school well	Be responsible, dress appropriately, and maintain excellent work habits at the site
Communicate with Career Development Coordinator regularly	Turn in required materials and inform Career Development Coordinator of any issues that may arise. Also attend scheduled meetings with the Career Development Coordinator

### *Site Responsibilities-*

Assist with development of the Skills Development Plan	Assist the student in accomplishing his/her goals by developing a Skills Development Plan (an outline of tasks & responsibilities)
Evaluate student learner	Evaluate the student's performance each grading period. Evaluation counts as 70% of the internship grade.
Communicate with school	Communicate with Career Development Coordinator whenever needed
Provide a safe and effective learning environment	Ensure that the student works in a safe environment and provide him/her with a variety of learning experiences that will offer a broad view of the site's entire operation.
Establish schedule for student learner	Ensure that student learner has opportunity to earn 135 contact hours

### *Parent and School Responsibilities-*

Communicate on a regular basis	The school and the parent should remain in regular contact to ensure proper supervision of student.
Insurance and transportation	It is the responsibility of the parent to provide personal or school health insurance and reliable transportation for the student
Supervise work-based learner	It is the responsibility of the Career Development Coordinator to visit the site to ensure proper placement and safety of the student. The coordinator will review the time sheets and be responsible for the assignment of a grade.