

Work Based Learning Documents

MONTGOMERY COUNTY PUBLIC SCHOOLS

WORK-BASED LEARNING EDUCATION INTERNSHIP AGREEMENT - 2021 - 2022

Student's Name	Program Work Based Learning Jessica Shannon - jessicashannon@mcps.org
School Christiansburg High School	School Division MCPS
Business Name	Business Address
Student's Job Title	On-site Supervisor Name
Student's Grade	Supervisor's Job Title
Student's Age	Supervisor's Email

PURPOSE: The purpose of this Work-Based Learning (WBL) agreement is to provide a way of recording the terms of the student's placement and to outline the responsibilities of all parties involved with that placement to comply with federal and state labor law requirements. **Students who have early release or late arrival are REQUIRED to be in the MCPS Work-Based Learning program.**

1. Students must complete **at least 90 hours per semester** in an approved internship(s) experience to receive high school credit. Up to two credits may be earned a year. Students who participate for less than 90 hours will not earn high school credit.
2. Any change in the internship placement must be discussed, planned, and approved with the Work-Based Learning (WBL) coordinator. All problem situations that occur in the placement should be discussed with the WBL coordinator before any action is taken.
3. If a student loses a placement due to negligence, he/she can be removed from the program. The grade for the 9-weeks will be an F regardless of when the placement is lost during that grading period. **Students who do not complete required paperwork to earn a WBL credit will receive an F.** Loss of a placement through no fault of the student will result in an ungraded withdrawal.
4. Students are required to fulfill detention obligations upon the request of any faculty member regardless of late arrival/early release time.
5. When a student is absent from school, he/she is NOT permitted to go to their internship. Extenuating circumstances should be provided to the WBL Coordinator and school Principal.
6. It is the **student's responsibility** to complete all WBL requirements to earn credit. Grade point deductions may be applied for late work. WBL Grades will be determined as follows each semester:

1st Nine Weeks Grading Period: WBL Internship Agreement = 60%; Nine Weeks Hours Report = 40%

2nd Nine Weeks Grading Period: Mentor/Employer Evaluation = 60%; Nine Weeks Hours Report = 40%

STUDENT-TRAINEES agree to:

1. Attend school and work regularly. The student will notify the school **and** employer by a designated time on any day absent. When a student is absent, he/she is **not** permitted to work that day unless advance permission has been given by the Work-based Learning (WBL) coordinator.
2. Perform training station responsibilities efficiently. Show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
3. Conform to the rules and regulations, including all safety requirements, of the placement.
4. Furnish the WBL coordinator with necessary information about their training program and complete promptly all necessary reports. Consult the WBL coordinator about any difficulties arising at their placement or related to the training program.

INTERNSHIP SPONSORS agree to:

1. Provide students the opportunity to work a minimum average of 5 hours per week. If school performance becomes unsatisfactory, a maximum level of hours will be established. (Internship sponsors are encouraged to allow students to leave work at a **reasonable** time on school nights.
2. Provide organized and progressive occupational experiences as outlined in the internship plan and to expose students to as many aspects of the operation as possible.
3. Assist students in completing job-related projects and to provide available instructional materials and occupational guidance.
4. Adhere to federal and state regulations regarding labor laws, safety regulations, tax credits, and other applicable legislation.
5. Provide experiences that shall be intermittent and for short periods of time and be under the direct supervision of a qualified and experienced person.
6. Ensure that work of the intern in the occupations declared particularly hazardous shall be incidental to the training.
7. Adhere to non-discrimination on the basis of race, color, national origin, sex, disability or age.
8. Consult the WBL coordinator as soon as possible regarding work-related problems.
9. Employ interns for the time frame and number of hours as outlined provided their job and school performance remains satisfactory.
10. Deny interns the privilege of working on days they are absent from school unless the WBL Coordinator/school principal has given advance permission.
11. Provide time to evaluate students' on-the-job performance.

PARENTS/GUARDIANS agree to:

1. Support the internship method of education and encourage competent participation of the student intern.
2. Assume responsibility for the safety of students from the time they leave school until they report to the job and from the time they leave the job until they arrive at home.
3. Be responsible for transportation of students to and from the internship placement. Cooperate with all rules and policies of the school and internship sponsor.
4. Be aware that students are **not** allowed to report to their internship on days they are absent from school unless they receive permission from the WBL Coordinator or school principal.

WBL COORDINATORS agree to:

1. Provide a Google Classroom with instructions for WBL students to submit required documentation for credit.
2. Cooperate with internship sponsors in developing appropriate communication methods to distribute possible internship/work opportunities.
3. Assist in evaluation of student interns. Provide employers with current information concerning students' progress in school, if applicable.

Student Intern _____ Date _____

Parent _____ Date _____

Mentor/Employer _____ Date _____

WBL Coordinator *Jessica Stouffer* Date 08-01-2021

School Administrator _____ Date 08-01-2021

MONTGOMERY COUNTY PUBLIC SCHOOLS
WORK-BASED LEARNING - SEMESTER 1
TOTAL HOURS REPORT
2ND NINE WEEKS OCTOBER - DECEMBER, 2021

Student Name: _____

School: Christiansburg High School WBL Coordinator: Jessica Shannon jessicashannon@mcps.org

Workplace: _____

Student is enrolled in: Paid Internship Unpaid Internship

This is your **2ND NINE WEEKS** work hours report record. Please track all work hours for each month and **TOTAL YOUR HOURS AT THE BOTTOM OF THIS SHEET.**

This report is 40% (40 points) of your 2ND NINE WEEKS grade.

Late submissions will receive point deductions as noted in the WBL Internship Agreement.

Month	Total Hours Worked	Description of Your Work Activities (if the same each month, just indicate this)
October		
November		
December		
TOTAL HOURS WORKED 2ND NINE WEEKS	_____	EVEN IF YOU DIDN'T WORK DURING THIS GRADING PERIOD, YOU STILL NEED TO TURN IN THIS REPORT. JUST REPORT ZERO HOURS.
ADD TOTAL HOURS REPORTED 1ST NINE WEEKS	_____	
TOTAL HOURS WORKED SEMESTER 1	_____	You must meet the <u>minimum requirement</u> of 90 work hours to receive WBL credit for Semester 1.

Supervisor's Signature: _____

Supervisor's Email: _____

MONTGOMERY COUNTY PUBLIC SCHOOLS
WORK-BASED LEARNING - SEMESTER 1
TOTAL HOURS REPORT
1ST NINE WEEKS JUNE - SEPTEMBER, 2021

Student Name: _____

School: Christiansburg High School WBL Coordinator: Jessica Shannon jessicashannon@mcps.org

Workplace: _____

Student is enrolled in: Paid Internship Unpaid Internship

This is your 1ST NINE WEEKS work hours report record. Please track all work hours for each month and TOTAL YOUR HOURS AT THE BOTTOM OF THIS SHEET.

This report is 40% (40 points) of your 1ST NINE WEEKS grade.

Late submissions will receive point deductions as noted in the WBL Internship Agreement.

Month	Total Hours Worked	Description of Your Work Activities (if the same each month, just indicate this)
June		
July		
August		
September		
TOTAL HOURS WORKED THIS NINE WEEKS	_____	EVEN IF YOU DIDN'T WORK DURING THIS GRADING PERIOD, YOU STILL NEED TO TURN IN THIS REPORT. JUST REPORT ZERO HOURS.

Supervisor's Signature: _____

Supervisor's Email: _____

You must meet the minimum requirement of
90 work hours
to receive WBL credit for Semester 1.

**MCPS Intern Performance Appraisal – Work-Based Learning Internship
FOR USE BY EMPLOYER/MENTOR ONLY**

STUDENT: _____

SCHOOL/WBL Coordinator: **CHS/Jessica Shannon**
jessicashannon@mcps.org

COMPANY: _____

EVALUATOR: _____

ABSENTEEISM & TARDINESS	YES	NO	COMMENTS
Works required days and hours			
Reports to work on time			
Returns from breaks on time			
ATTITUDE			
Exhibits a positive attitude daily			
Shows initiative and dependability			
Accepts direction from appropriate sources			
LEARNING ABILITY			
Understands & applies instruction			
Knows & applies company policies			
KNOWLEDGE			
Knows & understands specific job requirements			
Displays ability to perform technical skills required			
QUALITY & QUANTITY OF WORK			
Performs an acceptable amount of work			
Work performed meets or exceeds standards			
PROBLEM SOLVING			
Has the ability to analyze problems			
Has the ability to reach acceptable solutions			
COMMUNICATIONS			
Communicates effectively with all levels of employees			
Communicates effectively with customers			
DECISION-MAKING			
Displays the willingness to make decisions			
Takes action based upon decisions made with good judgment			
TEAMWORK			
Displays the ability to work well with others			
Displays the ability to teach and develop other employees (may not apply)			

TOTAL HOURS STUDENT HAS WORKED DURING THIS EXPERIENCE: _____

EVALUATOR COMMENTS:

By signing below, I verify this student has worked or is working toward 90 hours or more this semester in order to earn Work-Based Learning credit.

EVALUATOR SIGNATURE: _____

DATE: _____