

Work Based Learning Guidance for Schools 2024

Work-Based Learning - Fayette County Public Schools

- [WBL: Student Opportunities - Fayette County Public Schools](#)

Work-Based Learning - Kentucky Department of Education

- [Work-Based Learning Manual](#)
- [Work-Based Learning Resources - Kentucky Department of Education](#) - Resources

Career Readiness - 300 WBL hours

- Create a [process to track student hours](#) with an employer sign off to verify hours worked
- [Career Readiness - Work-Based Learning Data Standard](#) - step by step
- [Frequently Asked Questions \(FAQ\) Co-ops and Internships for State Accountability](#)
- [Non-Course Cooperative \(Co-op\) or Internship Approval Request District/ School Information](#)

Resources

- [Work Based Learning](#) Shared Resource Folder
- [Example Co-Op Assignments](#)
- Student Training for WBL (workplace ethics) Course Shell (if student has no CTE experience before internship)
- Canvas Course Shell - Search the Commons
 - Internship FCPS Course Shell
 - Outside Work Experience FCPS Course Shell
 - Co-Op FCPS Course Shell

[Internships CTE Pathway](#) - A type of WBL for high school students who have completed extensive school-based preparation relating to an identified area of career and academic interest in the Individual Learning Plan. Internships combine classroom instruction and field experiences and can be paid or unpaid, long term or short term, and placements are provided by the school or district. Internships for CTE courses provide supervised worksite experience for high school students who are enrolled in a course associated with their identified career pathway. Internship experiences consist of a combination of classroom instruction and field experiences.

- **Students may earn 1-3 credit hours, Internships may be paid or unpaid...but mostly unpaid**
- Student Expectations
 - Provide transportation (if not provided by school or district) for co-op, internship, or job shadowing
 - Dedicated time to spend with mentor, Practice timely and professional communication, and Demonstrate integrity and ethical work habits
 - Complete WBL Student Training Module before going to placement - basic employability review for smooth transition to internship [Student Training for WBL Course Shell](#) - search commons

[Co-Op CTE Pathway](#) - *Cooperative Education for CTE courses provides work site experience related to the student's identified career pathway. A student must be enrolled in an approved pathway course during the same school year that the co-op experience is completed or have already completed the pathway.*

- [705 EDUCATION AND WORKFORCE DEVELOPMENT CABINET - KEN Chapter: \705\004.041](#) COOP REQUIREMENTS
 - Enrolled in a course included within the student's chosen career pathway within the same academic year; or
 - A career pathway completer by the conclusion of the student's junior year; or
 - Enrolled in an approved registered youth or pre-apprenticeship program.
- Must have hour-for-hour-basis equivalent to a Carnegie Unit only for work experience directly related to the student's individual learning plan
 - On an A/B schedule, (90 minutes per class period) minimum Co-Op work hours for 2 weeks 7.5 hours for one scheduled block - **67.5 HOURS PER SEMESTER = 1/2 credit**
 - On an A/B schedule, (90 minutes per class period) minimum Co-Op work hours for 2 weeks 15 hours for 2 scheduled blocks - **135 HOURS PER SEMESTER = 1 credit**
 - Traditional schedule for one block 5 Co-Op minimum work hours and 10 minimum work hours for 2 blocks for one week
 - **Students may earn 1-3 credit hours**
- Students must get their own job and if they by chance lose their job they have 2 weeks to get another job. [WBL Termination Report](#) sample
- The program shall include an **evaluation component** The school shall provide **work site supervision** of the student by a certified or classified staff member on a regular basis throughout the period of time a student is participating in the cooperative education program

Best Practice For Co-Op And Internship

- Make a copy of Driver's License and Car insurance to keep on file in your classroom . Vehicle Insurance & License form-student may not drive to work without this information - keep copy on file - Example: [WBL transportation agreement and parental consent to use photos for public relations](#)
- All students must complete the work based learning agreement - Example: [Work Based Learning Plan/Agreement](#)
- All students must sign out every day (best practice - have students sign out in your room so you can see the student and take proper attendance) [Sample of Work-Based Learning \(WBL\) Employer Evaluation Report](#)
- Have students upload paystubs to record hours (best practice - this is a bi weekly grade)
- Have students complete a co-op experience evaluation and try your best to have employers evaluate the students (best practice - quarterly evaluation grades)
- Assign a prompt, case study, or current event question that ties to their pathway to their co-op experiences (provide a grade)
- If you have students (seniors) in your Co-Op that have not yet passed EOP or Industry Certification they must take End of Program Assessment grade 12. Provide some assignments, lessons, & practice on EOP standards for their pathway. [EOP Prep](#)
- Resources (google sites, canvas courses, lessons, projects, etc...) [Example Co-Op Assignments](#)
- Plan INHOUSE days 1-2 times per quarter to work on Career Studies, Professional Development, EOP/INDUSTRY CERTIFICATION Standards, Connection Discussions, CCR counseling/ELEVATE moments.
- [School Based Enterprise](#) SBE or school store is a business conducted within a school. It is designed to replicate a specific business or segment of an industry and assist students in acquiring work experience related to their chosen career pathway.
 - COURSE CODES - Integrated into 3rd or 4th pathway course
- [TRACK Apprenticeship](#) The Tech Ready Apprentices for Careers in Kentucky (TRACK) pre-apprenticeship program that provides secondary students with career pathway opportunities into registered apprenticeship programs.

Non CTE Pathway Credit Opportunities

- [Internship Non pathway \(EBCE\)](#) A year-long course that uses the classroom and the community to provide hand on career exploration providing high school seniors with academic credit through four academic internships throughout the school year. Each student has an experience and internship placements are provided by the school or district.
 - COURSE CODES - Advanced Academic Internship 901005 Academic Internship 901005
- [Outside Work Experience](#) This course is designed for seniors not in a pathway or have circumstances that require them to work in a position that may or may not align to their pathway. This course provides supervised on the job work experience and should be assigned to students on a case by case basis according to their ELEVATE (ILP).
 - COURSE CODE - Outside Work Experience 901005 or Experienced Based Work 901005
- [Community Service](#) Service learning is a course that integrates meaningful community service with classroom instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.
 - COURSE CODE - Community Service 901005

NO Credit Opportunities - Part of Individual Learning Experiences in the Classroom

- [Mentoring](#) A volunteer from the community helps students become aware of career opportunities and work ethics in a one-to-one relationship that goes beyond the formal obligations of a teaching or supervisory role.
- [Job Shadow](#) Shadowing is learning through observation and is a way to form partnerships between employers and the local schools. Opportunity for a student to spend a limited amount of time with an individual in a chosen occupation in order to become familiar with the duties associated with that occupation.
- **Other WBL experiences - guest speakers, panels, mock interviews, site visits, career field trips, college & career fairs, etc...**

Internship Course Codes

- 030791 Internship: Agricultural Education (1-3)
- 080708 Internship: Marketing Education (1-3)
- 060108 Internship: Business Education (1-3)
- 460348 Internship: Electrical Internship (1)*
- 460232 Internship: Building Construction Tech (1)*
- 110919 Internship: Computer Science (1)*
- 210331 Internship: Engineering (1)*
- 200478 Internship: Culinary Arts (1-3)
- 200201 Internship: Early Childhood Education (1-3)
- 200192 Internship: Consumer & Family Services (1-3)

- 200801 Internship: Fashion and Interior Design (1-3)
- 200292 Internship: Fundamentals of Teaching (1-3)
- 200601 Internship: Hosp., Travel, Tourism & Rec (1-3)
- 170550 Internship: Allied Health (.5-1)*
- 170708 Internship: Biomedical Science (1)*
- 170601 Internship: Pre Nursing (.5-1)*
- 170504 Internship: Patient Care Tech (.5-1)*
- 170562 internship: Pharmacy Tech (.5-1)*
- 46109 Internship: Public Services/Protective Serv (1-3)
- 461095 Internship: Pre-Law (1-3)
- 480544 Internship: Welding (1-3)
- 480951 Internship: Media Arts (1)*
- 470504 Internship: Automotive (1)*
- 470445 Internship: Diesel (1)*

Co-Op Course Codes

- 030790 Agricultural Education Co-op (1-3)
- 060107 Business Education Co-op (1-3)
- 080707 Marketing Education Co-op (1-3)
- 460242 Carpentry Co-op (1)*
- 460345 Electrical Co-Op (1)*
- 110918 Computer Science Co-Op (1)*
- 210330 Engineering Co-op (1)*
- 200409 Culinary Arts Co-op (1-3)
- 200210 Early Childhood Education Co-op (1-3)
- 200191 Consumer and Family Services Co-op (1-3)
- 200810: Fashion and Interior Design Co-op (1-3)
- 200291 Fundamentals of Teaching Co-op (1-3)
- 200690 Hospitality, Travel, Tourism and Rec Co-op (1-3)
- 170503 Allied Health Co-op (1)*
- 170601 Nursing Co-op (1)*
- 170505 Patient Care Tech Co-op (1)*
- 170561 Pharmacy Tech Co-op (1)*
- 461063 Fire Service/EMT Co-op
- 41096 Public Services/Protective Services Co-op (1-3)
- 461097 Pre-Law Co-op (1-3)
- 480541 Welding Co-op (1*)
- 480950 Media Arts Co-op (1-3)
- 470501 Auto Co-op (1)*
- 470442 Diesel Co-op (1)*

****KDE recommends 1 credit, however locally we can assign 1-3 credits as warranted***