



2023-2024 Work Based Learning Handbook

Work- Based Learning coordinator

Lauren Franklin Room V65 lauren.franklin@hcbe.net

Please pick up application packet for WBL on April 10th, 2023 in room V65. Deadline to turn in completed application packets for 2023- 2024 school year is April 17th, 2023

This course is designed as an extension to learning in the classroom at your place of work. If accepted to the Work-Based Learning program, students must follow policy and complete the required work each semester. For this course, you are to leave campus at beginning of your WBL period and must work the correct hours each month for the corresponding class period you are in WBL. **Late work 20 points off each day.**

Before acceptance into Work- Based program

- Coordinator checks: Behavior log Infinite Campus- No ISS/ suspension/ OSS
- Must have had a job for at least 1 month and plan on **keeping job entire duration of program**
- Must be passing all classes
- Must have 1 full credit of a CTAE course previously taken

When accepted: Grades for course:

- 2 work evaluations with employer about job performance- Coordinator conducts these.
- Must check Remind messages for WBL updates and announcements
- Complete monthly Google classroom work- This consists of projects, community service, portfolio assignments, journals, etc.
- Work minimum number of monthly hours required for course
- Documentation of 1- 2 pay stubs with your hours each month
- **Mandatory** meeting dates based on your classes: Always first Tuesday of the month

For example: 5th period WBL only: The meeting would be held Tuesday the 1st at the beginning of 5th period in Ms. Franklin's room (1 class period long and once a month)

6th and 7th period: WBL only: Meeting, Tues the 1st at beg of 6th period.

7th period WBL only: Meeting Tues the 1st beginning of 7th period.

Grading policy:

MAJOR GRADES:

- Manilla WBL folder completely filled out
- WBL employer assurance information sheet
- WBL employer assurance information (**You only need this If you changed jobs with Ms. Franklin's permission**) (*****You are responsible for asking me for another Assurance paper*****)
- Employer evaluation #1
- Employer evaluation #2
- Monthly meeting attendance
- Pay stub documentation (Send screen shot bi-weekly or monthly through Remind)

MINOR GRADES:

- Monthly Timesheets- must have calculated hours and signed by employer to receive credit
- Community service projects (TBA)
- Projects
- Virtual attendance grade

DAILY GRADES:

- Weekly Journals
- Assessments

Important:

This course is for those who are not planning on changing jobs throughout duration of course. You must have job to receive credit. If you change jobs without letting coordinator know/ get fired from job/ let go, etc, you could potentially fail course. No job= failed course. If you are in course and you have missing assignments but leave campus, this could be considered skipping until missing assignments are turned in.

All work for this course is due monthly, at the beginning of each monthly meeting.

Hours required to work

7th period WBL only: 5 hours per week

6th, 7th WBL: 10 hours per week

5th, 6th, 7th WBL: 15 hours per week