

Alabama Work-Based Learning Application

2022-2023 School Year

Co-op Work Experience

Student Name: _____

Place of Employment: _____

Date Material Turned into the School: _____

Include the following forms to make a complete application:

___ Application for Enrollment – 2 pages

___ School Regulations and Policies

___ Emergency Contact Form

___ Work-Based Learning Questions for Student Interview

___ General Safety Exam

___ Teacher Recommendation Forms - from 3 Teachers

___ Training Agreement - Work-Based Learning Site Information 2 pages

___ Work-Based Learning Training Plan

___ Orientation to Business

Pleasant Home High School

Log into Google Classroom: 6llwtos

Create a Remind: 4fd4fg

List as references the names of three teachers who can attest to the quality of your work.

1. _____ (Career and Technical Education Teacher if applicable)
2. _____
3. _____

To the Student:

Work-Based Learning provides an opportunity *to be considered* for apprenticeship/internship in business and industries in our area. You further understand that **NO** apprenticeship or internship is guaranteed. **You must apply, interview and compete for the placement based on your skill, your abilities and your aptitude.** When you enroll in Work-Based Learning, you indicate that you are sincerely interested in putting forth your best efforts to receive work-based experience. If you accept this responsibility, please sign in the space provided.

Student Signature _____ Date _____

To the Parent/Guardian:

Do you consent to your child entering Work-Based Learning, arranging transportation, and agree to cooperate with the school and the training agency in making the training and education of the greatest possible benefit to your child? If so, please indicate your support and approval with your signature.

Parent/Guardian Signature: _____ Date _____

To Be Completed by the Cooperative Education Teacher-Coordinator.

On Track for Graduation: ___yes___ ___No___ Successful completion of Career Preparedness: ___Yes___ ___No___
Current Attendance Record: No. Absences _____ No. Tardies _____
Current Disciplinary Record: Total Reports _____ Cumulative GPA: _____

List Career and Technical Occupational Courses or Career Objective that determine student's potential placement:

1. _____
2. _____
3. _____
4. _____

Verified By _____
Counselor/School Administrator/Cooperative Education Teacher-Coordinator

Status of Application: Pending Approved Not Approved

The Covington County School system does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Kelly McCollough (504 Coordinator)
807 C.C. Baker Ave.
Andalusia, AL 36420
(334) 222-7571

Chris Thomasson (Title I, II, IX
Coordinator)
807 C.C. Baker Ave.
Andalusia, AL 36420
(334) 222-7571

SCHOOL REGULATIONS/POLICIES

1. Student acknowledges that the primary purpose of Work-Based Learning is educational and, therefore, agrees to abide by the Work-Based Learning (WBL) program policies and decisions of the Cooperative Education Teacher-Coodinator, including those regarding specific job placements.
2. Student acknowledges that the school, through the Cooperative Education Teacher-Coodinator, is acting as an intermediary between the training mentor and student and that the Cooperative Education Teacher-Coodinator has a legitimate right to know and a significant role in determining the outcome of any placement issues including, termination, scheduling, assignments, and all other aspects of student placement.
3. Work-Based Learning students who fail to perform satisfactorily in all subject areas during any grading period and who fail to improve during the next grading period should be asked to resign from his/her placement.
4. A student suspended from school should not be allowed to attend their WBL placement during the suspension. On the second offense he/she may be dropped from the Work-Based Learning program with a loss of all credit.
5. A student must comply with the LEA attendance policy to participate in the program.
6. A student losing his/her WBL placement due to any action deemed unacceptable by the school and Cooperative Education Teacher-Coodinator will be dropped from the program with possible loss of all credit.
7. A student whose WBL placement is terminated for any reason is to report to the Cooperative Education Teacher-Coodinator. Failure to do so may result in the student being dropped from the WBL program.
8. A student not attending regular school classes, and/or the Cooperative Education Seminar class (per LEA decision) cannot work at the WBL placement on the day(s) he/she is absent.
9. In case of absence, the student is required to call the Cooperative Education Teacher-Coodinator and his/her training mentor before class or working period.
10. Personal business handled at the WBL placement is prohibited.
11. Friends or family are not to visit the student at the WBL placement.
12. A student is to be on time at school as well as the WBL placement.
13. Parents should understand the student's responsibility to the training WBL placement and not interfere with the performance of his/her duties.
14. Business rules for dress and personal hygiene will be observed.
15. Since training is the primary objective, a student is expected to remain with the WBL placement to which he/she is assigned. Students may resign or change placements only with the express written permission of the Cooperative Education Teacher-Coodinator and following business practices for resignation. Students who fail to follow these procedures are subject to being dropped from Work-Based Learning.
16. The student organization is an integral part of a student's Career and Technical Education program. Therefore, all students are expected to participate in and actively support the Career and Technical Education student organization that relates to their career objective.
17. When Work-Based Learning students honor their training mentors with a banquet, reception, etc., all students are expected to attend with their training mentors as their guests.
18. Students are placed to train and are under the supervisions of the Cooperative Education Teacher-Coodinator and training mentor where they are placed.
19. Students must abide by all school rules and regulations for other students and consider themselves, under the jurisdiction of the school while at the WBL placement.
20. Transportation to and from the WBL placement is to be arranged by the student/parent/guardian. Transportation problems do not justify absence from the WBL placement.
21. Students will leave the campus immediately following the last scheduled class. If for any reason a student needs to remain on campus, permission must be obtained from the Cooperative Education Teacher-Coodinator, School Administrator, or CTE Instructor.

* I have read the foregoing rules for Work-Based Learning students and agree to follow them

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Emergency Contact Form

Emergency Contact Information

Please provide the name, address, and telephone number of two persons who may be contacted in the event of an emergency:

Name and Relationship: _____

Home Street Address: _____

Home Telephone: _____ Cell: _____

Business Telephone: _____

E-mail: _____

Name and Relationship: _____

Home Street Address: _____

Home Telephone: _____ Cell: _____

Business Telephone: _____

E-mail: _____

**WORK-BASED LEARNING
QUESTIONS FOR STUDENT INTERVIEW
(For Student Selection)**

1. What do you believe is the purpose of Work-Based Learning?
2. Why do you want to enroll in Work-Based Learning?
3. Have you ever been employed before? If so, describe your job.
4. What are your plans following high school? Have you considered additional training?
5. In what ways will Work-Based Learning help you?
6. Is there any reason why you could not work fifteen (15) to twenty (20) hours weekly next year? What are your plans to participate in activities during your final year at high school?
7. Are you currently a member of a student organization? Why? Why not?
8. What subjects do you find most enjoyable?
9. What special training would you expect to receive from your Apprenticeship/Internship?
10. Where did you first hear about Work-Based Learning?
11. What do you want to do to earn a living?
12. How do you learn outside of the classroom?
13. What courses do you plan to take next year?
14. What are your arrangements for transportation?
15. Would you change your appearance to become employed or be retained in employment?
(Cut hair, no nail color, short nails, no miniskirts, remove piercings, cover tattoo etc.)
16. Do you have a preference of where you would like to work?
17. Other

COVINGTON COUNTY SCHOOLS
TRAINING AGREEMENT
FOR
WORK-BASED LEARNING

Student's Name _____ Birth Date _____ Age _____
Student's Address _____
Telephone _____ Cell Phone _____ E-mail _____
Current Career Objective/Pathway _____ Job Title _____
School Name _____ System _____
Work-Based Learning Site _____ Telephone _____
WBL Site Address _____
WBL Supervisor _____ Mentor _____
Date Training Period Begins _____ Ends _____

This training agreement briefly outlines the responsibilities of the student, parents, employer, and the Cooperative Education Teacher-Coordinator. The second part of this document is entitled "Training Plan" and consists of tasks and competencies for the specific student's career objective/pathway.

Parent/Guardian

1. Approves and agrees that the student may participate in Work-Based Learning.
2. Encourages the student to effectively carry out the work experience requirements in all components of the program.
3. Assumes responsibility for the conduct of the student.
4. Arranges transportation for the student to and from the Work-Based Learning site.
5. Holds school and Cooperative Education Teacher-Coordinator harmless for risks associated with transportation and indirectly monitored activities (e.g., work-based experience).

Student

1. Complies with the rules and regulations of the Work-Based Learning site.
2. Observes the same regulations that apply to other employees.
3. Adheres to all policies and regulations as set forth by school administration and the Cooperative Education Teacher-Coordinator.
4. Works an average of 15 hours each week.
5. Will not pursue additional part-time employment while enrolled in Work-Based Learning.
6. Will not displace adult workers who can perform such work as assigned in the work-based experience.
7. Attends an annual employer appreciation if required by the Cooperative Education Teacher-Coordinator.

Cooperative Education Teacher-Coordinator

1. Assists in securing an appropriate work-based experience based on the student's career objective/pathway.
2. Works with the supervisor/mentor in developing a training plan for the student.
3. Communication/Contacts/Visits the Work-Based Learning site at least once per month to contact the employer and student; verify that student's duties correlate with job description; observe working conditions; help develop progressive skill-building activities; observe and evaluate student progress; and/or resolve questions, issues, concerns, etc.
4. Counsels the student about his/her job progress, behavior, attitude, academics, etc.
5. Terminates employment/participation when it serves the best interest of the student as determined in collaboration with the employer.
6. Determines the student's final grade with input from the OJT mentor/supervisor for the Work-Based Learning experience.
7. Reinforces work-based learning experiences with related classroom instruction.

Employer/Training Mentor

Recognizes that the student is enrolled in a Work-Based Learning experience designed to prepare for a career in _____

1. Provides supervision and instruction in each of the applicable tasks listed on the Training Plan to assist the student in acquiring those competencies necessary for success in the career objective.
2. Evaluates and documents student progress.
3. Employs a non-discrimination policy with regard to race, color, handicap, sex, religion, national origin, creed, or age.
4. Adheres to wage and hour, child labor, and all other federal, state, and local laws pertaining to student employment and safety.
5. Employs/interns the student for an average of 15 hours per week. (140 hours per Credit)
6. Completes the Work-Based Experience Evaluation and returns it to the Cooperative Education Teacher-Coordinator by the required date.

The Covington County School system does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:

Kelly McCollough (504 Coordinator)
807 C.C. Baker Ave.
Andalusia, AL 36420
(334) 222-7571

Chris Thomasson (Title IX Coordinator)
807 C.C. Baker Ave.
Andalusia, AL 36420
(334) 222-7571

_____	_____	_____
(Parent/Guardian)	(Employer/Training Mentor)	(Student)
_____	_____	_____
(Co-Op Teacher/Coordinator)	(School Administrator)	(Date)

Covington County Schools
Work-Based Learning Training Plan

Student's Name: _____ Date: _____

Career Objective/Pathway: _____ Job Title: _____

Employer's Name: _____ Supervisor/Mentor: _____

Directions: List each task (processes, knowledge, and skills) that will be performed by the student under the supervision/guidance of a work-place mentor. The student should rotate through different job experiences, ensuring that they are diverse, rigorous, and progressive. Throughout the training period, check the appropriate number in the rating column below to indicate the degree of competency for each task. The descriptions associated with each of the numbers focus on the level of student performance for each of the tasks listed below. *This document will be used for discussion during monthly communication/contacts/visits and to prepare the work-based experience evaluation.*

Employer's Rating Scale

- 4 - Skilled--can work independently with no supervision.
- 3 - Moderately Skilled--can perform job completely with limited supervision.
- 2 - Limited Skill--requires instruction and close supervision.
- 1 - No Exposure--no experience or knowledge in this area.

Tasks	On-Going Progress	Date	1	2	3	4

ORIENTATION TO BUSINESS (JMR note: benefit to employer)

STUDENT'S NAME _____ DATE _____

TRAINING STATION/AGENCY _____ SUPERVISOR _____

Instructions: Please provide the following information to your student employees. Check each item as it is completed. Return the completed form to the WBL Teacher-Cordinator.

Company Orientation

- _____ 1. Give student copies of printed materials (handbook, brochures, etc.).
- _____ 2. Explain the company's history.
- _____ 3. Describe the company's service/product line(s).
- _____ 4. Discuss company policies and procedures regarding:
 - () Hours of operation/work
 - () Overtime policies
 - () Pay time period
 - () Vacation policy
 - () Holiday policy
 - () Appropriate dress and grooming
 - () **Safety rules/Regulations**
 - () Emergency procedures
 - () Absentee procedures
 - () Parking
 - () Arrival procedures
 - () Departure procedures
- _____ 5. Describe employee benefits such as:
 - () Discounts
 - () Educational assistance
- _____ 6. Describe the relationship of the department to the company (if applicable).
- _____ 7. Discuss specific company/departmental rules including:
 - () Breaks
 - () Work schedules
 - () Days off
 - () Presence of food at work station
- _____ 8. Introduce co-workers.
- _____ 9. Explain job responsibilities of co-workers.
- _____ 10. Identify training sponsor/mentor.

Job Orientation

- _____ 11. Show student her/his workstation.
- _____ 12. Describe student's responsibilities.
- _____ 13. Explain the importance of the student's responsibilities to the organization.
- _____ 14. **Explain Safety Procedures and Emergency Situations.**

(Employer/Mentor)

(Date)

(Student)

(Date)

Covington County Schools

Work-Based Learning Evaluation Report

Trainee _____

Supervisor _____

Job Title _____

WBE Site: _____

Employer please fill out the following form for your employee's performance. This evaluation will be used to assign a percentage of their grade for this nine weeks. Rate according to the following scale.

1- Unacceptable, 2- Poor, 3- Fair, 4- Good, 5- Excellent.

Attendance: Present and on time, begins work promptly

1 2 3 4 5

Dependability: Able to work with little supervision, follows instructions, consistent, etc.

1 2 3 4 5

Leadership: Initiative, eager to learn, resourceful, good judgment, able to inspire others, etc.

1 2 3 4 5

Thoroughness: Accurate, careful, completes work, etc.

1 2 3 4 5

Ability To Get Along With Others: Tactful, friendly, cooperative, etc.

1 2 3 4 5

Transferable Job Skills: Good attitude, self-control, honesty, etc.

1 2 3 4 5

Work Ethics: Works overtime, performs extras, etc.

1 2 3 4 5

Employer Signature: _____

Insurance Verification

By signing below parent / guardian acknowledges that student has insurance coverage.

Parent signature _____ Date: _____

Student name: _____ Date: _____

Driver's License Verification

Attach copy of driver's license.

GENERAL SAFETY EXAM

Taken form: Quiz_safetyvideoquiz.pdf (Must register to View online)

1. T or F Personal protective equipment (PPE) is only made for the head, face and eyes.
2. T or F A hard hat should provide a one-inch space between your head and the outer shell.
3. T or F Hair clips, earrings, eyeglasses, and even you own hair can reduce the effectiveness of earmuffs.
4. T or F Earplugs fit over the entire ear.
5. T or F Respirators are only necessary if you are working an oxygen-deficient work environment.
6. T or F Gloves should not be worn when working with or around machinery with moving parts.
7. T or F Pulling a heavy load is easier on you back than pushing it.
8. T or F You can help prevent slips, trips, and falls with good housekeeping practices.
9. T or F Wet entrances and exits can increase the risk of slips and falls.
10. T or F Trip hazards, such as uneven surfaces, curled or loose carpeting, or extension cords across a traffic area, should be reported at you next employee evaluation meeting.
11. T or F Labels will always list what type of PPE to wear while handling that particular material.
12. T or F If you remove a label, you should replace it with an accurate label immediately.
13. T or F Although the format of MSDS may vary, they all contain the same basic information.
14. T or F You should avoid getting blood or other potentially infectious body fluids from an injured co-worker directly on you skin, eyes, nose, or mouth.
15. T or F Blood and body fluids can carry viruses like HIV and the hepatitis B virus.
16. T or F Applying a lock or tag to an energy source is only one step in the standard six-step lockout/tagout procedure.
17. T or F You can remove someone else's tag and restore power to a machine if you check to make sure that nobody is currently working on it.
18. T or F Always stay and fight a fire with extinguisher until the fire department arrives.
19. T or F Keeping fuel or flammable materials away from ignition sources can help prevent fires.
20. T or F When you practice basic safety procedures, you are helping to make your work environment a safe place fro everyone.

TEACHER RECOMMENDATION FORM

_____ has applied for enrollment in the Work-Based Learning program. Students in this program may receive classroom instruction in workplace practices and procedures, and are placed in training stations where they develop skills and obtain valuable experience under supervision. The cooperation of business and industry will continue only if the students they employ have the proper attitude and interest to profit from on-the-job training toward a career objective/pathway. Using your knowledge of the student, please rate the student on the characteristics indicated.

Rate qualities by checking the proper right-hand column	Poor	Below Average	Average	Above Average	Superior
Dependability: Able to work with little supervision, prompt, sincere, consistent, truthful, follows instruction, etc.					
Cultural Refinement: Courteous, considerate, good manners, appreciative, etc.					
Leadership: Resourceful, able to inspire others, etc.					
Industriousness: Persistent, good work habits, makes wise use of time, etc.					
Thoroughness: Accurate, completes work carefully, etc.					
Appearance and Grooming: Clean, neat appearance, orderly, etc.					
Ability to Get Along With People: Adaptable, friendly, tactfully, cooperative, respectable, etc.					
Social Habits: Good attitude, self-control, honesty, not inclined to argue or complain, etc.					
Attendance: Present and on time, begins work at once without delay, etc.					
Mental Alertness: Attentive, interested, observing, eager to learn, etc.					
Academic Performance: Completes assignments, follows instructions, meets deadlines, masters content, etc.					

Other Comments: (use the back of this page for additional comments if need)

Employability

If you were an employer or job supervisor, would you want this student working for you?
 Yes No

Would you be willing for this student to represent the school on the job? Yes No

Signature _____
 (Evaluating Teacher)

Date _____

TEACHER RECOMMENDATION FORM

_____ has applied for enrollment in the Work-Based Learning program. Students in this program may receive classroom instruction in workplace practices and procedures, and are placed in training stations where they develop skills and obtain valuable experience under supervision. The cooperation of business and industry will continue only if the students they employ have the proper attitude and interest to profit from on-the-job training toward a career objective/pathway. Using your knowledge of the student, please rate the student on the characteristics indicated.

Rate qualities by checking the proper right-hand column.	Poor	Below Average	Average	Above Average	Superior
Dependability: Able to work with little supervision, prompt, sincere, consistent, truthful, follows instruction, etc.					
Cultural Refinement: Courteous, considerate, good manners, appreciative, etc.					
Leadership: Resourceful, able to inspire others, etc.					
Industriousness: Persistent, good work habits, makes wise use of time, etc.					
Thoroughness: Accurate, completes work carefully, etc.					
Appearance and Grooming: Clean, neat appearance, orderly, etc.					
Ability to Get Along With People: Adaptable, friendly, tactfully, cooperative, respectable, etc.					
Social Habits: Good attitude, self-control, honesty, not inclined to argue or complain, etc.					
Attendance: Present and on time, begins work at once without delay, etc.					
Mental Alertness: Attentive, interested, observing, eager to learn, etc.					
Academic Performance: Completes assignments, follows instructions, meets deadlines, masters content, etc.					

Other Comments: (use the back of this page for additional comments if need)

Employability

If you were an employer or job supervisor, would you want this student working for you?
 Yes No

Would you be willing for this student to represent the school on the job? Yes No

Signature _____
 (Evaluating Teacher)

Date _____

TEACHER RECOMMENDATION FORM

_____ has applied for enrollment in the Work-Based Learning program. Students in this program may receive classroom instruction in workplace practices and procedures, and are placed in training stations where they develop skills and obtain valuable experience under supervision. The cooperation of business and industry will continue only if the students they employ have the proper attitude and interest to profit from on-the-job training toward a career objective/pathway. Using your knowledge of the student, please rate the student on the characteristics indicated.

Rate qualities by checking the proper right-hand column.	Poor	Below Average	Average	Above Average	Superior
Dependability: Able to work with little supervision, prompt, sincere, consistent, truthful, follows instruction, etc.					
Cultural Refinement: Courteous, considerate, good manners, appreciative, etc.					
Leadership: Resourceful, able to inspire others, etc.					
Industriousness: Persistent, good work habits, makes wise use of time, etc.					
Thoroughness: Accurate, completes work carefully, etc.					
Appearance and Grooming: Clean, neat appearance, orderly, etc.					
Ability to Get Along With People: Adaptable, friendly, tactfully, cooperative, respectable, etc.					
Social Habits: Good attitude, self-control, honesty, not inclined to argue or complain, etc.					
Attendance: Present and on time, begins work at once without delay, etc.					
Mental Alertness: Attentive, interested, observing, eager to learn, etc.					
Academic Performance: Completes assignments, follows instructions, meets deadlines, masters content, etc.					

Other Comments: (use the back of this page for additional comments if need)

Employability

If you were an employer or job supervisor, would you want this student working for you?
 Yes No

Would you be willing for this student to represent the school on the job? Yes No

Signature _____
(Evaluating Teacher)

Date _____