

CHAPTER 6

6.10 Work Based Experience (Approved October 11, 2005)

6.10.1 Purpose

In accordance with West Virginia State Board of Education Policy 2510, Marshall County School students in grades 9-12 will be provided work-based learning experiences. Work-based learning experiences are educational activities that must assist the student to gain an awareness of the workplace, develop an appreciation of the relevance of academic subject matters to workplace performance, and gain valuable work experiences and skills while exploring career interests and abilities. The work-based experiences must also have the demonstrated ability to assist the student in attaining the process/workplace objectives as defined in West Virginia State Board of Education Policy 2520.

6.10.2 Requirements

All students enrolled in grades 9-12 in Marshall County Schools shall participate in work-based learning experiences as a requirement for graduation. Students in grades 9-10 shall be provided work-based learning experiences that promote career decision-making. Experiences provided for students in grades 11-12 shall promote career preparation. At grades 11-12, the work-based learning experiences shall be related to the students chosen career major. The student's counselor will coordinate the work-based learning experiences with the Work-Based Learning Coordinator upon approval from the school principal.

6.10.3 Coordinator Responsibilities

- ❖ Procuring work-based experience sites.
- ❖ Conducting site visitation to review and establish student health and safety conditions and procedures related to work-based learning experience.
- ❖ Developing letters of agreement and/or contracts with external agencies, businesses, or and/or individuals.
- ❖ Develop and maintain parental permission work-based forms.
- ❖ Scheduling student visitation days.
- ❖ Entering the record requirements of the student's work-based learning experience in WVEIS.
- ❖ Submitting quarterly reports via WVEIS to the West Virginia Department of Education as scheduled.

6.10.4 Work-Based Experience Activities

Work-based learning experience activities may include but not be limited to:

- ❖ Clinical Experience
- ❖ Community Service-Learning
- ❖ Field Trip(s)
- ❖ Job Shadowing
- ❖ Registered Youth Apprenticeship Program(s)
- ❖ Regular Work-Based Employment
- ❖ Internship
- ❖ School Work-Based Experience(s)
- ❖ Summer Work Study Experience(s)
- ❖ Guest Speakers
- ❖ Computer Simulations
- ❖ Instructional coursework focused on work-based learning

6.10.5 Student Transcript

Completion of Work-based experience will be notated on the student transcript.