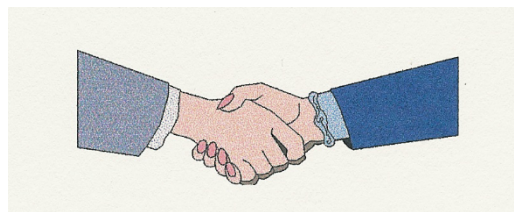


# Work-based Learning and Internships

**Postsecondary Programs**

**James Rumsey Technical Institute**



# Work Based Learning Process

\_\_\_\_\_ Student Completes and Returns the Application for Work Based Learning

(Application for Work Based Learning consists of the following):

*Student Application*  
*Resume or "Resume Worksheet"*  
*Occupational Objective*

\_\_\_\_\_ Teacher Completes Evaluations and Makes Recommendation

\_\_\_\_\_ Job Training Agreement is Completed and Signed

\_\_\_\_\_ Coordinator Confirms Agreement with Job Site Supervisor

\_\_\_\_\_ Student Signs Responsibilities Contract

\_\_\_\_\_ Student agrees to conditions of class attendance and submission of weekly report sheets as outlined in "Student Responsibilities Contract."

Upon completion of the above procedures and approval by the Work Based Learning Coordinator, the student will begin the Work Based Learning Experience.

Work Based Learning Coordinator will make periodic visits to job site supervisor and request evaluations.

*All placements are subject to final approval and review by the Work Based Learning Advisor Committee and James Rumsey Technical Institute Administration.*

# **Requirements**

## **For Student Participation in Work Based Learning**

1. All students must meet the requirements set forth "by their individual teacher to be eligible to participate in Work Based Learning. Such requirements include good academic, attendance, and discipline records at their home school and James Rumsey Technical Institute.
2. All high school students must be seniors who are successfully completing a one or two year course at JR TI. First year seniors can apply during the second half of the school year. Second year seniors may apply any time during their senior year.
3. The learning experience must be consistent with the course of study being taken at the center. It must be within the student's program of study.
4. Teachers must have eligibility requirements based on the Content Standards of the career/technical subject they are teaching.
5. Parent(s)/Guardian signature must be on the Work Based Learning Agreement to ensure parent/guardian awareness.
6. A completed training agreement must be signed by all involved parties, (student, parent, instructor, and training sponsor) before a student begins the work experience.
7. High School students must work at least the amount of hours per school day which they are excused (Classroom time = 2 hrs. 15 min. per day. Does not include Saturdays, Sundays and holidays). Unless otherwise stipulated in the "Training Agreement" the student is to report to class, at minimum, one day per week.
8. The student must turn in a weekly student report form and include the signature of the job training supervisor.
9. The student will provide their own transportation.
10. The student shall not report to their Work Based Learning site if they are not in attendance at school that day.
11. If it is necessary for a student to be absent from the job, the job training supervisor must be contacted in advance of the date.
12. The student shall dress and maintain their personal appearance consistent with what is expected for their occupational area involved.
13. Safety rules and practices must be observed at all times.

14. Should a student have a problem on the job site, they should not leave or walk off the job, but should work the remainder of that day and then contact the Work Based Learning Coordinator or the student's instructor for guidance in solving the problem.
  
15. **If a student does not conform to the policy and procedures, it will be necessary to withdraw the student from the Work Based Learning experience.**



# James Rumsey Technical Institute

Mrs. Donna Van Metre, Principal/Director

## Work Based Learning Program Student Responsibilities

I, the undersigned, understand that as a Work Based Learning student at the James Rumsey Technical Institute, I have certain obligations to the school, work based learning coordinator, and the business or industry involved.

### **To The School:**

I understand that I will receive credit for only the vocational course that I am enrolled in and will not receive dual credit for my work based learning activities. I also understand that all financial obligations (tuition, tools, etc.) must be met in order to remain a student in good standing. I will also obey all rules and regulations set forth by the school, county and WV regulations and codes. I will read and adhere to all levels of conduct and disciplinary codes as described in the student handbook.

### **To The Instructor:**

I understand that unless stated otherwise on the Training Agreement, I am to attend class a minimum of one day per week. I also understand that all class work, tests, or projects that are required by the instructor must be kept up to date. I understand that I must maintain a minimum of a C average in my technical class.

### **To The Work Based Learning Coordinator:**

A training agreement and weekly reports are essential in the maintenance of a quality work study program, therefore, it my responsibility to see to that these reports are completed in full and submitted in a timely manner.

### **To The Employer:**

I understand that as a Work Based Learning student I receive no special consideration from the employer and expect no such treatment.

The foregoing responsibilities are mine as a Work Based Learning student of James Rumsey Technical Institute and I fully understand that failure to meet any of these responsibilities may result in the termination of my program.

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Student Signature

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Date

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Work Based Learning Coordinator Signature

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Date

**James Rumsey Technical Institute  
Work Based Learning Program**

**ACE Student Application**

*Students must be enrolled in the second year of a program for Work Based Learning or be a second semester senior.*

Name: \_\_\_\_\_ Student ID Number \_\_\_\_\_

Address \_\_\_\_\_

Telephone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

High School Attended \_\_\_\_\_

Program of Training: \_\_\_\_\_

Days Absent From School This Year: \_\_\_\_\_ Tardy: \_\_\_\_\_

Describe any physical condition that may impact your employment:

\_\_\_\_\_

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Do you have a business/employer that will provide a work site?                      Yes                      No

Name of Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Is this employment in the same field as your technical training?                      Yes                      No

Indicate Type of Work Based Learning Experience in which you are making application:

*Coop                      Internship                      Job Shadowing                      Apprenticeship*

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Previous Work Experience:

Most Recent Employer: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Next Recent Employer: \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

Your Signature: \_\_\_\_\_

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Instructor's Comments: \_\_\_\_\_

Signature of Work Based Learning Coordinator: \_\_\_\_\_

# Resume Worksheet

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

I. Employment Objective: (Be specific and use job title if possible)

(Example: Seeking a position as a machinist or seeking entry level position where I can utilize skills learned in machine trades training.)

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II. Education: Schools you have attended and dates. Include any special training such as Business/Office or Technical training.

School: \_\_\_\_\_ (Name of School) \_\_\_\_\_ (Diploma/Degree) \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

School: \_\_\_\_\_ (Name of School) \_\_\_\_\_ (Diploma/Degree) \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

III. Work Experience: (List most recent first)

Employment Date	Company and Address	Job Title	Duties
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

IV. Skills/Abilities: \_\_\_\_\_

V. Extracurricular Activities: \_\_\_\_\_

VI. Hobbies/Interest: \_\_\_\_\_

VII. References:   Name                      Address                      Phone                      Relationship

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# STUDENT REFERENCE FORM FOR Work Based Learning Program

To: \_\_\_\_\_  
(Instructor's Name/Program)

Student: \_\_\_\_\_

The student named above has applied for Work Based Learning Program through the James Rumsey Technical Institute. This is a program where the student will be placed in the community to receive advanced training in an occupation related to his or her major unit of study.

The students in this program must be reliable and dependable. Would you please fill out the form below and state any additional remarks you might have about the student. All responses are kept confidential.

Qualities	A Superior	B Excellent	C Good	D Fair	F Poor	Explanation of Rating
Appearance						Consider neatness, cleanliness, and appearance of dress.
Manner						Consider courteous treatment of others.
Initiative						Consider ability to work without directions.
Accuracy						Consider correctness in performing all jobs.
Cooperation						Consider willingness to work with others.
Responsibility						Consider dependability and reliability.
Enthusiasm						Consider attitude toward school.
Progress						Consider any improvement shown.
General Evaluation						Consider the overall ability of the student to represent the school system in our community.

General Remarks concerning this student: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## Work Based Learning Weekly Time

Student \_\_\_\_\_ Week of \_\_\_\_\_ Month  
\_\_\_\_\_

Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

(Do not enter start & stop times)

Day	Date	Class Hrs. (do not add class hours to work hours)	Work on School Time (from 8am-3pm on school days)	Work After School (before 8am & after 3pm)	Total Hrs. Work. (daily totals)
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Totals for Week.					
Previous Totals					
Cumulative Totals					

Number of days absent this week from:

School: \_\_\_\_\_

Work: \_\_\_\_\_

**I certify that the above information is true and correct.**

Student Signature \_\_\_\_\_ Date

\_\_\_\_\_

Employer's Signature \_\_\_\_\_ Date

\_\_\_\_\_

Explain briefly the work that you are doing this week:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe briefly the most interesting incident or experience that you had this week at work:

\_\_\_\_\_

\_\_\_\_\_

Rate your work this week: (how well you do on the job.)

Excellent

Good

Fair

Poor

Unsatisfactory

Note: Feel free to bring any problem that you may be having to my attention.