



Believe • Achieve • Succeed

Work-Based Learning Program

2022-2023

Galion High School Work Based Learning Program

Policies & Recommendations contained in this handbook represent the fundamentals for successful work-based learning at Galion High School.

This manual has been compiled for use as a guide for the WBL student. Careful attention to this handbook with the WBL Coordinator will prepare the student-learner so that (s)he may assume his/her new duties with ease and confidence and that many of his/her responsibilities will have been anticipated.

Work-based Learning

Federal law defines work-based learning as “sustained interactions with industry or community professionals in real workplace settings, to the extent practicable, or simulated environments at an educational institution that fosters in-depth, firsthand engagement with the tasks required in a given career field, that are aligned to curriculum and instruction.”

Work-based learning experiences are conducted at a work site during or after school. They are designed to provide authentic learning experiences to students that link academic, technical and professional skills. Business and education partners work together to evaluate and supervise the experience, which must be documented with learning agreements.

Work-based learning is a coordinated sequence of experiences designed to provide students with real-world learning through partnerships with local businesses and industry. These learning activities help a young person explore careers and choose an appropriate career path.

Contact Information

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School Counselor	Amanda Courtright	courtright.amanda@galionschools.org
School Counselor	Christy Zender	zender.christy@galionschools.org

Objectives of the GHS Work-based Learning Program

- To offer qualified students Experienced Based and Career Oriented Learning Experiences.
- To place students in work sites where they can meet career objectives and competencies.

- To provide students an opportunity to develop skills through on the job training and working with professionals in local business and industry.
- To allow students to develop positive attitudes and work habits necessary for job placement.
- To allow students to develop work ethics, marketable skills and knowledge which are necessary for successful careers.
- To give students an opportunity to improve communication skills.
- To provide students an opportunity for a smooth transition into the workforce.
- To establish relationships between the school and local businesses.

WBL Program Requirements:

- Be at least 16 years of age. (18 if required by worksite)
- Have enough credits to have Senior status
- Be on track to graduate with NO credit deficiencies
- Have attendance record & discipline record rated acceptable by school administrator, WBL instructor and site representative
- Have a valid work permit
- Provide own transportation
- Have parents/guardian permission
- Work a minimum of 20 hours per week
- If employment ends for any reason, the student must notify the instructor immediately and obtain new gainful employment within 2 weeks. (Applying for a minimum of 3 jobs per week.) Copies of applications must be turned in to the WBL instructor
- Agree to all terms and conditions of the program as a whole

Discharge, withdrawal from the program may occur when a student:

- Fails a high school class
- Is absent an excessive number of days
- Reports to work and not to high school classes
- Receives low evaluations from employer
- Discipline problems at school or work site

Expectations:

Student

- Sign work based learning agreement
- Provide transportation to work site
- Maintain all records and forms
- Complete reflection papers/projects on time
- Turn in timesheets and evaluations

- Communicate with the WBL instructor consistently
- Exhibit good work habits
- Maintain passing grades in high school classes
- Notify instructor immediately of any concerns at work and discipline issues or termination

Parent/Guardian

- Sign learning agreement
- Ensure insurance coverage
- Make all contact through the WBL instructor
- Support their child's on-the-job effort

Instructor

- Assists in writing plans and agreements
- Collaborates with Guidance Counselor to determine student eligibility
- Coordinates all work-based learning activities
- Visits work sites
- Maintains records and files
- Determines grades based on work-based learning evaluations and reflections
- Aides students in finding permanent employment

Employer

- Sign agreement
- Comply with labor laws
- Evaluate student as outlined in the agreement
- Communicate with the WBL instructor
- Provide safety instruction
- Supervise students on the job
- Maintain records and files
- Call WBL instructor with any issues

Policies

- Work sites will be within reasonable driving distance of the high school
- As a participant in the WBL program, students can be released up to 4 class periods early. Based on classes needed for graduation and availability in the schedule.
- When two or more students are available for the same work-based learning position, the employer will interview eligible students and select the candidates.

- Athletes, band students and other students with heavy extra curricular program obligations may be scheduled into work based programs at the discretion of the coordinator upon evidence that the additional responsibility **WILL NOT INTERFERE** with schoolwork and their work schedule.
- Suspension / ISD / Detention Policy If a student is suspended from school, they may not participate in any school activity including their job placement with work-based learning.
- Work commitments DO NOT excuse the student from school obligations.
- Auto insurance is provided by the student's parent/guardian.

***No person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, handicap or being disadvantaged will be discriminated against, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in this program.**

Credit Flex Offerings: (2.5 credits total)

Business Foundations - An introduction to various business topics. Students will obtain knowledge and skills in fundamental business activities. They will acquire knowledge of business processes, economics, and business relationships. 1 credit hour (full year)

Completion of WBL Portfolio- including completion of the OMJ seal.

Career Exploration - an introduction into the process of researching, evaluating and learning about modern work opportunities and how to pursue careers. Students will learn about qualifications and growth opportunities within specific businesses to determine if those options are the right fit for them. ½ credit hour
1 reflection paper each quarter of fall semester, wage/timesheet log & site/employer evaluations required to earn credit.

Business Ethics and Social Responsibility- an introduction to the ethical reasoning as it applies to the complex world of business. Students will develop framework for posing ethical questions. Applies to both employee and employer conduct in a business. ½ credit hour
1 reflection paper each quarter of spring semester, wage/timesheet log & site/employer evaluations required to earn credit.

Business Communication - Students focus on communication skills necessary to succeed in business, including communicating up and down and across organizations; talking about job performance and writing in a business setting.

½ credit hour 1 reflection paper each quarter of spring semester & one formal interview with feedback required to earn credit.

Grading Policy for ½ credit classes

Employer Evaluations.....	30%
Reflections	40%
Submission of work / wage info.....	30%

Grading Policy for Business Foundations

Portfolio	100%
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Required Components of the Work Based Learning Portfolio

- **Introductory Letter** written by the student describing the work to be presented and how the samples were selected.
- **Table of Contents** of student's work items contained in the portfolio
- **Career Development Materials**
 - Resume
 - Application for Employment or College
 - 3 Letters of Recommendation
 - Interviewer feedback from formal interview
- **Documentation of Progress**
 - Formal Reflections (total of 6)
- **Research Sample** to demonstrate in-depth knowledge about the career area you are most interested in describing skill needs and future trends in the industry.
- **Assessments**
 - Student self-assessment
 - Supervisor evaluations
 - WBL instructor observations
- **Ohio Means Jobs Readiness Seal Validation**
- **Closing** that gives insight into your future plans - job placement

Timeline

Quarter 1

September 16	Resume
September 30	Paystubs / Eval
October 3	Reflection Paper #1

Quarter 2

Oct 31, 2022	Paystubs / Eval
November 30	Paystubs / Eval
December 5	Reflection Paper #2

Quarter 3

January 3	Paystubs Only
January 31	Paystubs / Eval
February 10	Ohio Means Job Readiness Validation
February 28	Paystubs / Eval
March 6	Reflection Paper #3

Quarter 4

March 23	Reflection Paper #4
Mar 31, 2022	Paystubs / Eval
April 14	Reflection Paper #5
April 21	3 letters of recommendation
April 28	Paystubs / Eval
May 1	Reflection Paper #6
May 5	Self - Assessment
May 12	Complete WBL Portfolio

Components needed for completion of the portfolio but with no specific early due date

- Introductory Letter
- Table of Contents
- Interview / feedback
- Research sample
- Self - Assessment
- Closing