

Washoe County School District

LEARN AND EARN

Work-Based Program

Job Shadowing
Paid Internships
Work-Based Experience
Guest Speakers
Field Trip Sites

WORK-BASED LEARNING EXPERIENCES

WCSD Career and Technical Education Office
(775) 850-8005

www.washoe.k12.nv.us/cte

Written by: Stacie Peterson

Funding provided by the Carl D. Perkins Vocational and Applied Technology Education Basic Grant
All classes and programs are open to students regardless of sex, race, color, national origin or handicap.
Every effort will be made to assist students with special needs so that they may succeed in Career and Technical Education
SCHELLIN CONSULTING, INC. 2009

1. Except, as otherwise provided in subsection 3, the board of trustees of a school district in a county whose population is 100,000 or more shall and any board of trustees of a school district may:
 - (a) Establish and maintain a program of career and technical education giving instruction in the Subject(s) approved by the State Board for Career and Technical Education.
 - (b) Raise and expend money for the establishment and maintenance of a program of career and technical education.
2. A pupil who successfully completes a program of career and technical education and who otherwise satisfies the requirements for graduation from high school must be awarded a high school diploma with an endorsement indication that the pupil has successfully completed the program of career and technical education. The provisions of this subsection do not prelude a pupil from receiving more than one endorsement on his diploma, if applicable.
3. The board of trustees of each school district shall incorporate into the curriculum:
 - (a) Guidance and counseling in career and technical education in accordance with **NRS 389.180**,
 - (b) Technology.
4. The State Board for Career and Technical Education shall adopt regulations prescribing the endorsement of career and technical education for a high school diploma.
[274:32:1956]~(NRS A 1957, 214; 1985, 813; 1999, 3257; 2005, 1049)

NRS.388.385: Appointment of advisory technical skills committee by school districts; duties of committee; service without compensation.

- (d) In cooperation with businesses, industries, employer associations and employee organizations in the community, develop work-based experiences for pupils enrolled in the program of career and technical education. The work-based experiences must:
- (1) Be designed:
 - (I) For pupils enrolled in grades 11 and 12, but may be offered to pupils enrolled in grades 9 and 10 upon the approval of the principal of the school where the program is offered.
 - (II) To prepare and train pupils to work as apprentices in business settings.
 - (2) Allow a pupil to earn academic credit for the work-based experience.

LEARN AND EARN PROGRAM OVERVIEW

The object of LEARN AND EARN is to match a student's career interest with actual job site training. LEARN AND EARN Work Base Program is part of an overall effort to facilitate a student's transition from school-to-work.

LEARN AND EARN differs from a job placement program in that it has a specific Career and Technical Education curriculum that integrates with a work base experience. Additionally, it provides the opportunity for a student to explore, through a placement at a business/industry site, his or her career area of interest. The LEARN AND EARN Program helps students to understand the educational requirements of the job and the reality of the daily duties. Activities are focused to increase the student's awareness of post-high school education and training opportunities. Such an experience results in students making informed career choices.

The Goals of the LEARN AND EARN Program:

- ◆ To help students see the relevance of education to the world of work
- ◆ To enhance the employability of students
- ◆ To meet the needs of local business and industry and to see the needs are continuing to be realized

The program will use volunteer Washoe County School District Career and Technical Education teachers from the following six main CTE areas: Agriculture, Business and Technology, Family and Consumer Science, Trade and Industry, and Health Science. All teachers have employability skills curriculum that meet district and state standards.

Classroom instruction related to the following is taught in all CTE courses:

- ◆ Career Aptitude and Interest Assessment
- ◆ Career and Education Planning
- ◆ General Occupational Skills: (Interpersonal competencies needed to maintain employment and develop leadership skills)
- ◆ Employability Skills: (Resume and portfolio development, interviewing skills, attendance and punctuality skills, dependability, courtesy, appearance, phone skills, and group skills)

After students have mastered the list of competencies to the teacher's satisfaction, they are eligible to participate in either of three options of the program. Option I is 60 hours of job shadowing experience in one or many different environments. Option II is 140 hours of a paid Internship position in the area of their choice. Option III is to participate in the work-based experience in connection with a Career and Technical Education course to be determined by the instructor.

Parents, Educators, and Business & Industry: Please send names of companies where you would like to see a student complete Job Shadow or Intern opportunities. This would be names of companies and/or contacts within companies. Send this information to Stacie Peterson at: speterson@washoe.k12.nv.us.

Steps to Get Learn and Earn Started in Your CTE Program

Step 1: Training of Teachers

The *LEARN AND EARN* program is based on teachers volunteering to participate in the program. Each teacher must have their employability skills curriculum evaluated for completeness of core competencies skills or use *Careers for Me* and/or a Career and Technical Student Organization's curriculum. Any deficiencies are to be supplemented by the Washoe County School District Career and Technical Education office. See the evaluation checklist for this section. The checklist is based on the SCANS report and the WCSD CTE Advisory Committees recommendations.

SCANS is the Secretary's Commission on Achieving Necessary Skills produced by the federal government. The skills are broken down into three categories: basic skills, thinking skills, personal qualities. A copy of the SCANS competencies are included in this section.

Teachers will integrate the *Careers for Me* or the CTSO curriculum into their course. The teachers who do not have a Careers unit in place may need some one-on-one training. All departments will be trained in the program that is based on National Career Clusters Initiative.

Step 2: Recruitment of Students

The Career and Technical Education Program Liaison/Recruiter will present a program overview to Career and Technical Education teachers. The Washoe County School District Career and Technical Education Web Page has recruitment tools and the *LEARN AND EARN* Guide for teacher use.

Step 3: Applications

Students complete the application beginning with the Personal Information section. This is the student's address, phone number, high school, Career and Technical Education course teacher, and parent information. The second section is Work Experience with current employment first and then previous employment. The teacher will give examples on how to fill in the blanks on this portion of the application. The student should be prepared with all education background information including extra-curricular activities, attendance history, three teachers that can be listed for reference, and hobbies and interests of the student. The course teacher will give instruction on the Career Interests section and how to complete goals, reason for applying for the *LEARN AND EARN* program, and how to list skills that the student has acquired. The teacher will also give examples in class of possible application questions that will be similar to interview questions as well. The bottom section of page two of the application is for the student and parent signatures. Return application to the Career and Technical Education teacher.

Application must be filled out completely and signed by the students and parents. It is always best to keep the parents notified of all events taking place in the program.

Step 4: Recruiting Business:

The biggest part of the program in placing students is contacting business and industry to participate. The Career and Technical Education district office will assist teachers in recruitment and recruitment tools will be linked to the district Career and Technical Education Website as well. It is advised to take detailed notes when contacting a business to include:

1. Name of person with whom you spoke
2. Information provided by the company employee
3. Log of all subsequent calls to this site
4. What involvement of the individual or company. It is vital for everyone involved to e-mail this information to the district CTE office. The Career and Technical Education office will update the Website.

Step 5: Student Placement/Employment in Internship or CTE Work Based Experience:

Student placement and job shadowing from verification of student hours will need to be duplicated for each job site. Businesses are told that the students will contact them. Teachers should give each student a copy of the contact form found in each section. It is the student's responsibility to call the employer and set-up the interview date and time. The student is responsible for getting all paperwork completed, signed, and returned. If the student is accepted for a paid Internship or work experience, they must work out with the employer the days and hours of work and the wage to be paid. It is the student's responsibility to know the rules of the company and breaking those rules can result in termination. The teacher will not attempt to mediate in cases of obvious student non-compliance with the rules.

After a student is placed, it is the employer's job to evaluate them on the job. The teacher will need to determine that the student is present and working, and that they are working in a safe environment. Then the teacher will e-mail or call the business to check if student has been attending.

A required evaluation checklist is to be completed by the immediate supervisor every two weeks until the hours have been completed. The supervisor can then submit the hours online via a link through the CTE Website. An example of the calendar to be given to each student when they receive the evaluation sheets can be found in each section.

Step 6: Evaluation: Job Shadow

Each teacher will evaluate student's job shadow experience based on requirements set by the teacher such as journal or report written by student on their experience.

Evaluation of Internships and Work Based Experience forms and checklists can be found online in each section. Teachers and Employers will get immediate feedback on student performance and the student will be able to see immediately what they need to improve or if they are doing a good job.

Students are graded on three parts:

1. Employer--The evaluation, completed every two weeks, is scored into a percentage for the entire experience.
2. The Classroom Teacher--will evaluate the students performance on the resume, portfolio, oral and written reports of the experience.

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Step 6 Cont.:

3. The student--must complete all the required hours of work. All three parts are considered for the final grade in the class.

Students who complete all the hours and classroom work satisfactorily receive a **Competency Certificate**. This certificate includes the competencies mastered on the reverse side. A copy of the certificate is included in this section.

Step 7: The Student/Employee's Home High School

The CTE teachers will be enrolling the students in one of the LEARN AND EARN work based programs and will be the teacher of record. Ideally, the teacher of record would be the classroom teacher who is teaching employability skills, and knows the student's capabilities and skills.

Step 9: Public Relations

The Career and Technical Education office will provide teachers with Certificates of Appreciation for participating business and industry that serve as the LEARN AND EARN employers. Copies of the certificates are located in this section.

Labor Laws:

Work-based training is for the benefit of the student. In the majority of cases, the student is a minor and thus the work placement is ultimately governed by the Child Labor Requirements under the 2000 revised Fair Labor Standards Act (FLSA). Since 2000, the Department of Labor (DOL) has increased its investigation into violation of the law may result in fines of up to \$10,000 per infraction. It is imperative for school personnel who are in any way responsible for the placement of students at community worksites, to know and understand the labor laws. Further, in the event of an investigation, a school district employee who knowingly violates federal or state labor law would not be covered by school district or teacher association liability insurance and individuals would be open to personal lawsuits.

The following pages are reprinted from the U.S. Department of Labor Website @ <http://www.dol.gov/dol/topic/youthlabor/index.htm>

Modified Business Tax:

In 1995, Assembly Bill 69 eliminated student exemption. See end of this section for complete information.

Work-Based Experience Employability Checklist

Teacher: _____

Date: _____

School: _____

Phone Number: _____

<u>Topics</u>	<u>Not Covered</u>	<u>Partially Covered</u>	<u>Covered</u>	<u>Comments</u>
BASIC SKILLS				
Reading				_____
Writing				_____
Math				_____
Listening				_____
Speaking				_____
 THINKING SKILLS				
Creative Thinking				_____
Decision-Making				_____
Problem-Solving				_____
Visualizing				_____
Knowing How To Learn				_____
Reasoning				_____
 PERSONAL QUALITIES				
Responsibility				_____
Self-Esteem				_____
Sociability				_____
Self-Management				_____
Integrity				_____

SKILLS NEEDED TO BE AN EFFECTIVE EMPLOYEE

Five Competencies

(SCANS REPORT for America 2000: Secretary's Commission on Achieving Necessary Skills)

RESOURCES: Identifies, organizes, plans and allocates resources.

- A. TIME** -- Selects goal-relevant activities, ranks them, allocates time, and prepares and follows schedules.
- B. MONEY** – Uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives.
- C. MATERIAL AND FACILITIES** – Acquires, stores, allocates, and uses material or space efficiently.
- D. HUMAN RESOURCES** – Assess skills and distributes work accordingly, evaluates performance and provides feedback.

INTERPERSONAL: Works well with others.

- A. PARTICIPATES AS MEMBER OF A TEAM** – Contributes to group effort.
- B. TEACHES OTHERS NEW SKILLS.**
- C. SERVES CLIENTS/CUSTOMERS** – Works to satisfy customer's expectations.
- D. EXERCISES LEADERSHIP** – Communicates ideas to justify position, persuades and convinces others, responsibly challenges existing procedures and policies.
- E. NEGOTIATES** – Works toward agreements involving exchange of resources, resolves divergent interests.
- F. WORKS WITH DIVERSITY** – Works well with men and women from diverse backgrounds.

INFORMATION: Acquires and uses information.

- A. ACQUIRES AND EVALUATES INFORMATION.**
- B. ORGANIZES AND MAINTAINS INFORMATION.**
- C. INTERPRETS AND COMMUNICATES INFORMATION.**
- D. USES COMPUTERS TO PROCESS INFORMATION.**

SYSTEMS: Understands complex inter-relationships.

- A. UNDERSTANDS SYSTEMS** – Knows how social, organizational, and technological systems work and operates effectively with them.
- B. MONITORS AND CORRECTS PERFORMANCE** – Distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems performance and corrects malfunctions.
- C. IMPROVES OR DESIGNS SYSTEMS** – Suggests modifications to existing systems and develops new or alternative systems to improve performance.

TECHNOLOGY: Works with a variety of technologies.

- A. SELECTS TECHNOLOGY** – Chooses procedures, tools or equipment including computers and related technologies.
- B. APPLIES TECHNOLOGY TO TASK** – Understands overall intent and proper procedures for setup and operation of equipment.
- C. MAINTAINS AND TROUBLESHOOTS EQUIPMENT** – Prevents, identifies, or solves problems with equipment, including computers and other technologies.

THE FOUNDATION--Competence requires:

- **BASIC SKILLS** - reading, writing, arithmetic and mathematics, speaking, and listening;
- **THINKING SKILLS** - thinking creatively, making decisions, solving problems, seeing things in the mind's eye, knowing how to learn, and reasoning;
- **PERSONAL QUALITIES** – individual responsibility, self-esteem, sociability, self-management, and integrity.

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U.S. Department of Labor

Employment Standards Administration Wage and Hour Division

The following information was copied from the U.S. Department of Labor site addresses:

http://www.dol.gov/esa/regs/compliance/whd/printpage.asp?REF=mwposter_PF.htm

<http://www.leg.state.nv.us/NRS/NRS-609.html>

General Information on the Fair Labor Standards Act (FLSA)

Revised July 2007

Federal Minimum Wage:

\$8.25 per hour without insurance benefits, beginning January 1, 2011

\$7.25 per hour with insurance benefits, beginning January 1, 2011

Overtime Pay: At least 1½ times an employee's regular rate of pay for all hours worked over 40 in a workweek.

Youth Employment: An employee must be at least 16 years old to work in most non-farm jobs and at least 18 to work in non-farm jobs declared hazardous by the Secretary of Labor.

Youths 14 and 15 years old may work outside school hours in various non-manufacturing, non-mining, non-hazardous jobs under the following conditions:

No more than

- 3 hours on a school day or 18 hours in a school week;
- 8 hours on a non-school day or 40 hours in a non-school week.

Also, work may not begin before 7 a.m. or end after 7 p.m., except from June 1 through Labor Day, when evening hours are extended to 9 p.m. Different rules apply in agricultural employment. For more information, visit the YouthRules! Web site at www.youthrules.dol.gov.

Tip Credit: Employers of "tipped employees" must pay a cash wage of at least \$2.13 per hour if they claim a tip credit against their minimum wage obligation. If an employee's tips combined with the employer's cash wage of at least \$2.13 per hour do not equal the minimum hourly wage, the employer must make up the difference. Certain other conditions must also be met.

Enforcement: The Department of Labor may recover back wages either administratively or through court action, for the employees that have been underpaid in violation of the law. Violations may result in civil or criminal action. Civil money penalties of up to \$11,000 per violation may be assessed against employers who violate the youth employment provisions of the law and up to \$1,100 per violation against employers who willfully or repeatedly violate the minimum wage or overtime pay provisions. This law prohibits discriminating against or discharging workers who file a complaint or participate in any proceedings under the Act.

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Additional Information:

Certain occupations and establishments are exempt from the minimum wage and/or overtime pay provisions. Special provisions apply to workers in American Samoa and the Commonwealth of the Northern Mariana Islands.

Some state laws provide greater employee protections; employers must comply with both.

The law requires employers to display this poster where employees can readily see it.

Employees under 20 years of age may be paid \$4.25 per hour during their first 90 consecutive calendar days of employment with an employer.

Certain full-time students, student learners, apprentices, and workers with disabilities may be paid less than the minimum wage under special certificates issued by the Department of Labor.

Where to Obtain Additional Information:

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

For additional information, visit our Wage-Hour website: <http://www.wagehour.dol.gov> and/or call our Wage-Hour toll-free information and helpline, available 8am to 5pm in your time zone, 1-866-4USWAGE (1-866-487-9243).

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

State of Nevada Child Labor Laws:

CHAPTER 609 - EMPLOYMENT OF MINORS

RESTRICTIONS ON PARTICULAR EMPLOYMENTS

- [NRS 609.185](#) "Motion picture" defined.
- [NRS 609.190](#) Employing or permitting child under 16 years of age to work in certain occupations prohibited.
- [NRS 609.200](#) Determination by Labor Commissioner that certain employment dangerous or injurious to children under 16 years of age.
- [NRS 609.210](#) Employing or exhibiting minor in certain injurious, immoral or dangerous activities: Criminal penalty.
- [NRS 609.221](#) Prohibition by Labor Commissioner of employment of children under age of 16 years in certain sales activities.
- [NRS 609.230](#) Employing or permitting minor to work as messenger: Limitations.

RESTRICTIONS ON AGE OF MINORS AND WORKING HOURS

- [NRS 609.240](#) Maximum hours of employment of child under 16 years of age.
- [NRS 609.245](#) Employment of child under 14 years of age unlawful without written permission of district judge or his designee.
- [NRS 609.250](#) Employment of child under 14 years of age unlawful when school in session; exceptions.
- [NRS 609.260](#) Superintendent of public instruction and attendance officer may demand proof of age of employed minor.

RESTRICTIONS ON AGE OF MINORS AND WORKING HOURS CONT.:

Fourteen is the minimum age for employment in specified occupations outside school hours for limited periods of time each day and each week.

Sixteen is the basic minimum age for employment. At 16 youths may be employed in any occupation, other than a non-agricultural occupations declared hazardous by the U.S. Secretary of Labor. Occupations declared hazardous by the U.S. Secretary of Labor are:

1. Manufacturing or storage occupations involving explosives
2. Motor vehicle occupations
3. Coal mine occupations
4. Logging and sawmilling occupations
5. Power-driven woodworking machines
6. Occupations involving exposure to radioactive substances and to ionizing radiations
7. Power-driven hoisting apparatus occupations
8. Power-driven metal forming, punching, and shearing machine operations
9. Occupations in connection with mining, other than coal
10. Occupations involving slaughtering, meat-packing or processing, or rendering
11. Power-drive bakery machine occupations
12. Power-driven paper-products machine occupations
13. Occupations involved in the manufacture of brick, tile, and kindred products\
14. Occupations involved in the operation of power-driven circular saws, band saws, and guillotine shears
15. Occupations involved in wrecking, demolition, and ship-breaking operations
16. Occupations in roofing operations and
17. Occupations in excavation operations

Eighteen is the minimum age for employment in nonagricultural occupations declared hazardous by the Secretary of State.

To protect the student, employer, school district, and specific program, it is advised that teacher be directly involved in the placement of students and thoroughly review the DOL Wage and Hour Division Publications #1330 located at: <http://www.laborcommissioner.com/docs/4-1-07%20ANNUAL%20BULLETIN%20for%20site%20with%20working%20link.doc>

This publication along with other pertinent material may be obtained by contacting your local DOL office. If one has a question regarding the legality of a work placement, it is best to contact DOL and obtain an accurate answer. Ignorance of the law is not a legal excuse especially when one considers that educators are held responsible for the safety and well being of the student.

RESTRICTIONS ON AGE OF MINORS AND WORKING HOURS CONT.:

The DOL has special exemptions for student-learners in Hazardous Occupations #'s 5, 8, 10, 12, 14, 16, and 17.

1. A student-learner is enrolled in a course of study and training in a Career and Technical Education training program under a recognized State or local educational authority.
2. A student-learner is employed under a written agreement (Appendix) that provides:
 - a. That the work of the student-learner in the occupations declared particularly hazardous shall be incidental to the training
 - b. Intermittent and for short periods of time and
 - c. Such work shall be under the direct & close supervision of a qualified person
 - d. That safety instructions shall be given by the school and correlated by the employer with on-the-job training
 - e. A schedule of organized and progressive work processes to be performed on the job shall have been prepared and authorized
3. Each such written agreement shall contain the name of the student-learner, and shall be signed by the parent, student, employer and the school administrator.
4. Copies of each agreement shall be kept on file by both the school and the employer.

THIS EXEMPTION FOR THE EMPLOYMENT OF STUDENT-LEARNERS MAY BE REVOKED IN ANY INDIVIDUAL SITUATION WHERE IT IS FOUND THAT REASONABLE PRECAUTIONS HAVE NOT BEEN OBSERVED FOR THE SAFETY OF MINORS EMPLOYED THERE UNDER.



2003 Nevada Legislature Tax Changes
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Carson City NV 89706
(775) 684-2000 (voice)
(775) 684-2020 (fax)

MODIFIED BUSINESS TAX (GENERAL BUSINESSES)

Overview: Effective 10/01/03, every employer who is subject to Nevada Unemployment Compensation Law (NRS 612) shall be subject to pay the excise tax on wages as approved by the 20th Special Session of the Nevada Legislature, in SB8 (NRS 363B). The tax is on total gross wages less a qualified deduction for employee health insurance benefits paid by the employer. Total gross wages are the total amount of all gross wages and reported tips paid for a calendar quarter (same amount as reported on Line 3 of ESD Form NUCS 4072.) From 10/1/03 to 6/30/04 the tax rate for General Employers was 0.7%; from 7/1/04 to 6/30/05 was 0.65%. Effective 7/1/05, the rate for General Employers has been reduced to 0.63%. Also effective 7/1/05, an exception was added for non business employers with household employees.

Who is Affected: All current General Business employers.

Assembly Bill No. 69 (July-95) – “Student Exemption” is no longer in existence for regular employment or for a supervised work study program. Law (NRS 612) now covers *all* general business employees.

JOB SHADOWING

Job Shadowing:

Upon completion of Career and Technical Education employability skills, the teacher will provide each student with a competency profile/certificate. The student is now eligible for job shadowing experience with the possibility of earning one half credit upon completion.

Students are required to job shadow an employee(s) for a minimum of 60 hours. The hours may be completed at one site or numerous sites. Students will ask questions and are permitted to operate equipment, under direct supervision, for educational purposes only. The student is not paid and therefore cannot do work that benefits the company or displaces another employee.

Job Shadow activities may also include but are not limited to:

- ◆ A tour of the workplace including other company divisions
- ◆ Summarization of the job
- ◆ Hand-outs and samples where appropriate
- ◆ Observation of company/management meetings
- ◆ Rotation through other departments with other employees to aid the student's understanding of the inside relationship of these departments
- ◆ Emphasis on the basic skills (communication, math, computer, etc.) required in order to enter this career field

The job-shadowing student is responsible for completing course requirements and reports regarding their job shadowing experience. Reports are at the discretion of the participating teachers. These reports include determining the education, training, responsibilities, schedule, etc., required for the position and then either giving an oral or written report to the class. Students can learn from each other's experiences.

The Job-Shadowing student and his/her parent are responsible for:

- ◆ Providing necessary transportation to the job shadowing site
- ◆ Securing the necessary insurance coverage provided by WCSD.
- ◆ Calling the business and making arrangements (date & time) for the job shadowing experience

The student may be required to sign a company confidentiality/non-disclosure form prior to the job shadowing experience.

All Parties Agree:

The program will comply with all federal, state and local labor laws, and will not discriminate in the employment policies, educational programs or activities for reasons of race, color, national origin, religion, sex, or handicap.

The job shadowing experience meets the related educational objectives provided by the LEARN AND EARN program, and is for the benefit of the students.

Job Shadowing Continued:

Students will not:

- ◆ Displace regular employees
- ◆ Perform actual work
- ◆ Receive wages or benefits for job shadowing
- ◆ Necessarily be entitled to a job at the conclusion of their job shadowing experience

Good communications and understanding among all parties is vital if objectives of the program are to be met. Joint conferences will be held among employer, coordinator and others whenever parties feel it may be beneficial and for the following specific reasons:

- ◆ To periodically review the job shadowing experience progress
- ◆ To discuss misunderstandings
- ◆ To discuss reasons for termination

The program may be terminated at any time by any of the parties, but all parties should be given sufficient notice.

In addition to the 60 hours of in-class employability skills education, and the 60 hours of job shadowing, students are responsible for another 30 hours of additional work outside of class. This can include, but is not limited to:

- ◆ Calling the employer and setting up shadowing experiences
- ◆ Commuting to and from the place of work
- ◆ Writing and giving oral and written reports on experiences to the class
- ◆ Filling out evaluations
- ◆ Up-dating resumes and portfolios

Job Shadowing Program Benefits:

Student Benefits:

- ◆ Increased career awareness
- ◆ Preparation for future career/employment
- ◆ Application of classroom activities
- ◆ Practical experience
- ◆ One-half credit for successful completion of all criteria

Employer Benefits:

- ◆ Become stakeholders in the educational system
- ◆ Better able to help create employability curriculum
- ◆ Get a feel for the caliber of students coming into the work force

Job Shadowing Cont.:

RESPONSIBILITIES

Student agrees to:

- ◆ Report to work promptly and regularly, and notify employer at once if illness or emergency prevents reporting to work.
- ◆ Observe the employer's rules and regulations, and show honesty, punctuality, courtesy, dependability, cooperative attitude, proper grooming habits, appropriate dress, and a willingness to learn.
- ◆ Attend all related classroom instruction and provide the teacher with all necessary information and complete all required forms and assignments.
- ◆ Provide own transportation to and from worksite.
- ◆ Be evaluated by teacher and employer.
- ◆ Notify the employer and teacher problems in school or on the job, which could affect performance.
- ◆ Notify the teacher in advance of intent to resign, and immediately if dismissed from job.

Employer agrees to:

- ◆ Inform student of company rules, regulations, policies, and the exact duties/responsibilities of job shadowing..
- ◆ Provide direct supervision of student's work.
- ◆ Assist Intern to acquire competencies necessary to become more valuable to the business and to advance in the occupational field.
- ◆ Consult with teacher regarding any difficulties, and to inform teacher prior to terminating student for purpose of intervention, if feasible.
- ◆ Sign/fill-out periodic performance evaluations and verify student's work hours.
- ◆ Prepare a training plan and list of job competencies to be attained by student.
- ◆ Give student progressive and challenging work activities where feasible.
- ◆ Permit student to attend related classroom instruction when scheduled by the student's teacher.

Teacher agrees to:

- ◆ Work with employer, student, and parents to provide the best possible training, and foster good communications among all parties.
- ◆ Monitor student progress throughout program, and coordinate related classroom instruction.
- ◆ Use class time to consult with student and e-mail employer to assist with evaluations.
- ◆ Maintain student's school records to document competencies and performance evaluations.
- ◆ Recommend school credit upon successful completion of program.
- ◆ Constantly strive to improve program by seeking suggestions from all parties.

Job Shadowing Cont.:

Parents/Guardian agrees to:

- ◆ Allow their child to participate in the LEARN AND EARN Job Shadowing Program.
- ◆ Encourage the student to effectively carry out the duties and responsibilities of job shadowing.
- ◆ Share the responsibility for the conduct of the student while in the program
- ◆ Be responsible for transportation for the student to and from their worksite.
- ◆ Understand the student may be terminated from the program upon violation of the terms, agreements, rules and regulations of the LEARN AND EARN Program, resulting in a failing grade and lack of school credit.
- ◆ Give school and/or employer authorization to utilize emergency or common-sense medical procedures to respond to any injury of the student as judged prudent and appropriate by school or employer.

Job Shadowing Employability Checklist

Teacher: _____

Date: _____

School: _____

Phone Number: _____

<u>Topics</u>	<u>Not Covered</u>	<u>Partially Covered</u>	<u>Covered</u>	<u>Comments</u>
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BASIC SKILLS

Reading				
Writing				
Math				
Listening				
Speaking				

THINKING SKILLS

Creative Thinking				
Decision-Making				
Problem-Solving				
Visualizing				
Knowing How To Learn				
Reasoning				

PERSONAL QUALITIES

Responsibility				
Self-Esteem				
Sociability				
Self-Management				
Integrity				

Washoe County School District Career and Technical Education
Job Shadow Program

LEARN AND EARN WORK BASE PROGRAM

The LEARN AND EARN Program involves active participation in after school activities directly related to the enrolled student’s area of job or career interest. These activities occur away from the school premises. School district personnel will take all normal precautions to ensure student safety in all program activities and fieldtrips.

We appreciate your signing the bottom portion of this form authorizing us to allow your son/daughter to participate in the LEARN AND EARN Work Base Program activities and fieldtrips.



I hereby give my consent for _____ to participate in the LEARN AND EARN Program activities of job shadowing, field trips, related classroom projects, on-the-job internships and Career and Technical Education work base experience at local businesses and industries.

I hereby expressly relieve, indemnify, save and hold harmless the Washoe County School District, the Board of Trustees of the District, and all agents or employees thereof against any and all liability or claims arising from injury or damage to person or property or both caused by or resulting from said student’s acts, omissions or conduct while involved in said activities or trips. I also release and relieve the aforementioned district and personnel from any and all liability or claims arising from injury or damage suffered or incurred by said student as a result of acts, omissions or conduct of any person, other than the negligence of said district or personnel.

I understand that the Washoe County School District is not responsible for providing transportation to or from the LEARN AND EARN Program activities. Further, I agree to hold harmless Washoe County School District; its insurers, agents, employees, and representatives, in any claims, demands or expenses arising out of travel to, or participation in, the LEARN AND EARN Program activities and trips.

It is further understood that I shall have the responsibility of advising said student of the risks, which are known or should be known, of such activities and trips. I further agree to assume the responsibility of seeing that my son/daughter cooperates and conforms to the fullest extent with the school directions and instructions of the school officials in charge.

Parent/Guardian Signature

Student Signature

Date

Washoe County School District Career and Technical Education
Job Shadow Program
LEARN AND EARN WORK BASE PROGRAM

EMPLOYER ACCEPTANCE:

_____ hereby acknowledges their participation as a Job Shadowing Site for Washoe County School District's LEARN AND EARN Work Base Program during the **fall/spring** semester of the **200█-200█ school year.**

IT IS UNDERSTOOD:

- ◆ Job Shadowing involves a student observing a real worker performing his or her job in the actual work setting. It may also involve "simulated" operations of the facilities. For example, an employee shows a student how a camera is operated then allows the student to try for the purpose of understanding and experiencing "camera operating." However, the student does not actually operate a camera for a period of time in order to produce work for the company. Job shadowing activities may also include but are not limited to (1) a tour of the workplace including other company divisions. (2) Summarization of the job, (3) Hand-outs and samples where appropriate, (4) Observation of company/management meetings, (5) Rotation through other departments with other employees to aid the student's understanding of the inter-relationship of these departments. (6) Emphasis on the basic skills (communication, math, computer, etc.) required in order to enter this career / job field.
- ◆ The student is responsible for completing course requirements and reports regarding their job shadowing experience. These reports include asking the employee particulars about their education, training, responsibilities, schedule, etc.
- ◆ The student is responsible for and will provide necessary transportation to the job shadowing site.
- ◆ The Student / Parent are responsible in securing the necessary insurance coverage while student is job shadowing.
- ◆ The student may be required to sign a company confidentiality / non-disclosure form prior to the job shadowing experience.
- ◆ The Job Shadowing experience meets the related educational objectives provided by the ***LEARN AND EARN Program***, and is for the benefit of the students. Students will not displace regular employees, will not perform actual work, do not receive wages or benefits for job shadowing, and are not necessarily entitled to a job at the conclusion of their job shadowing experience.

ALL PARTIES AGREE:

The program will comply with all federal, state, and local labor laws, and will not discriminate in the employment policies, educational program or activities for reasons of race, color, national origin, religion, sex, or handicap.

Good communications and understanding among all parties is vital if objectives of the program are to be met. Joint conferences will be held among employer, teacher, and others via e-mail, teleconferences, or chat sessions whenever two or more parties feel it may be beneficial and for the following specific reasons: to periodically review the job shadowing experience progress; to discuss misunderstandings; to discuss reasons for termination of job shadowing. The program may be terminated any time by any of the parties, but all parties should be given sufficient notice.

This document establishes an agreement between the school and the employer on condition of job shadowing opportunities offered to students enrolled in the ***LEARN AND EARN Program***. It should not be interpreted as a legal instrument or as any form of binding contract.

We, the undersigned, agree to the terms and statements contained in the agreement. Date: _____

EMPLOYER: _____ **CTE TEACHER:** _____

STUDENT: _____ **PARENT:** _____

LEARN AND EARN Work Base Program
WCSD CTE Office
SP
March 2, 2011

Washoe County School District Career and Technical Education
Job Shadow Program

LEARN AND EARN WORK BASE PROGRAM

STUDENT APPLICATION

(PLEASE PRINT AND FILL IN EVERY BLANK)

PERSONAL INFORMATION:

Name: _____ Home Phone: _____
Address: _____ CTE Teacher: _____
_____ Contact Phone: _____
High School: _____ Grade: 9 10 11 12 Age: ____
Date of Birth: __/__/__
Father's Name: _____ Occupation: _____
Mother's Name: _____ Occupation: _____
Guardian's Name: _____ With Whom do You Live? _____

WORK EXPERIENCE:

Please list current and previous work experience:

Name & Address of Employer: _____
Job Duties: _____
_____ Dates Employed: _____

Name & Address of Employer: _____
Job Duties: _____
_____ Dates Employed: _____

Name & Address of Employer: _____
Job Duties: _____
_____ Dates Employed: _____

Will you drive to your job? ____ Yes ____ No My plans for transportation are: _____

Please list three teachers who would recommend you for the LEARN AND EARN program:

Name	School	Title/Position
_____	_____	_____
_____	_____	_____
_____	_____	_____

GENERAL INFORMATION:

List all school and outside activities/organizations that you participate in: _____

List any hobbies or interests: _____

Number of days you were absent from school last semester: _____

What days and times are you available to work? _____

CAREER INTERESTS:

What is your current career/occupational goal? _____

What type of job shadowing are you interested in? _____

Why are you applying for placement in the LEARN AND EARN Program? _____

Given the opportunity to work for any company in the Reno area, which company would you choose and why?

List any occupational courses and other skills you have acquired (e.g. Keyboarding-WPM, Computer Apps, Carpentry, Culinary, etc.) which relate to your work interest area.

What do you plan to do after graduation? _____

What future education plans do you have? _____

What do you hope to be doing five years from now? _____

.....
If I am accepted for enrollment in the LEARN AND EARN Work Base Program, I will accept the responsibilities required by both the employer and the school. I will take advantage of every opportunity that will improve my skills in both the classroom and the world of work. I understand this information is confidential, and the completing this form does not guarantee acceptance in the LEARN AND EARN Program.

Applicant's Signature: _____

Date: _____

Parent/Guardian's Signature: _____

Date: _____

RETURN THIS APPLICATION TO:
YOUR SCHOOL Career and Technical Education TEACHER (CTE Class)

Washoe County School District Career and Technical Education
Job Shadow Program

LEARN AND EARN WORK BASE PROGRAM

Dear Parent or Guardian:

Your son/daughter _____ has enrolled in the LEARN AND EARN Program for this semester. Students are required to provide their own transportation to and from school and the worksite. The school district offers other insurance through Menicucci Insurance Services. This company can be reached at 333-0204 for a possible plan to cover your child's involvement in these activities.

Please mark one option. Sign and return this form.

_____ I have bought the student accident insurance from Menicucci Insurance Services.

_____ I choose not to purchase student accident insurance from Menicucci Insurance Services.

Signature

Date

WCSD CTE LEARN AND EARN
JOB SHADOW PROGRAM

MEDIA RELEASE FORM

SCHOOL: _____

DATE: _____

Dear Parent or Guardian:

Throughout the school year, the media may visit your school to cover special events. Washoe County School District Career and Technical Education office may also wish to use your son/daughter's photograph, voice or student work for promotional and educational reasons, such as in publications, posters, brochures and newsletters; on the district web site, radio station or Cable TV channel; or at community fairs. Because of state law, a school must obtain your permission before your son/daughter's photograph or voice can be used by the media or by the district. Please sign and return the bottom part of this page stating whether the district and the media have permission to use your son/daughter's photograph, student work or voice for promotional and educational purposes. Thank you for your cooperation.

I give my permission for _____
Student's name (please print)

to be filmed/photographed/interviewed by the media during school events and for the district to use my son/daughter's photograph/work/voice for promotional and educational purposes.

Parent/Guardian signature

Date

I do not give my permission for _____
Student's name (please print)

to be filmed/photographed/interviewed by the media during school events nor for the district to use my son/daughter's photograph/work/voice for promotional and educational purposes.

Parent/Guardian signature

Date

If you have any questions about this form, please call your CTE teacher.

**WCSD CTE LEARN AND EARN JOB SHADOW
PARENTAL/GUARDIAN AUTHORIZATION FORM**

Student's Full Name: _____

Family Name: _____ Given Name: _____

School: _____

A Job Shadow: _____

Coordinated by CTE teacher: _____

For the purpose of: _____

On (dates): _____ From (time): _____ To (time): _____

Does the student have any special health problems or disabling conditions which will require special attention or supervision on this job shadowing/internship? Yes No

If yes, what is this problem and what special considerations should be made?

We understand that the necessary arrangements, plans, and precautions will be taken into consideration for the student during the work base learning time.

I/we authorize _____ to participate in the

Job Shadowing program at (business) _____ on (dates)

The undersigned parent or guardian, on behalf of _____ in consideration of participation by the student in said job shadow, herewith assumes all risks of said job shadow, and agrees to hold harmless the Washoe County School District for all damages from injury to a person or property arising out of any act not under control of said School District, including but not limited to the following: insurrection, revolution, air piracy, abduction, kidnapping, any act of aggression by a foreign government or its citizens, civil war or rebellion, and may act whether accidental or otherwise perpetuated by anyone not under the direct control of said School District.

Signature of Parent or Guardian: _____ Date: _____

Telephone number ◇ Home _____ ◇ Work: _____ ◇ Cell: _____

Emergency phone(s): _____

Address(s): _____

(If more than one, both parents/guardians must sign and provide information.)

Washoe County School District Career and Technical Education
Job Shadow Program

LEARN AND EARN WORK BASE PROGRAM

PROSPECTIVE “LEARN AND EARN” PARTICIPANTS

Below: Please list three business and industry contacts that you think would be valuable assets to the LEARN AND EARN program:

Name of Company: _____

Contact Person: _____

Phone Number: _____

Address: _____

City, State, Zip: _____

Call by: _____

DON'T FORGET TO IDENTIFY YOURSELF AS A LEARN AND EARN STUDENT

Name of Company: _____

Contact Person: _____

Phone Number: _____

Address: _____

City State Zip: _____

Call by: _____

DON'T FORGET TO IDENTIFY YOURSELF AS A LEARN AND EARN STUDENT

Name of Company: _____

Contact Person: _____

Phone Number: _____

Address: _____

City State Zip: _____

Call by: _____

DON'T FORGET TO IDENTIFY YOURSELF AS A LEARN AND EARN STUDENT

Washoe County School District Career and Technical Education
Job Shadow Program

LEARN AND EARN WORK BASE PROGRAM

EMPLOYER ACCEPTANCE: _____ hereby acknowledges their participation as a Job Shadow Site for Washoe County School District’s LEARN AND EARN Work Base Program during the **fall/spring** semester of the **200█-200█** school year.

IT IS UNDERSTOOD:

- ◆ Job Shadowing involves a student observing a real worker performing his or her job in the actual work setting. It may also involve “simulated” operations of the facilities. For example, an employee shows a student how a camera is operated then allows the student to try for the purpose of understanding and experiencing “camera operating.” However, the student does not actually operate a camera for a period of time in order to produce work for the company. Work Base Experience activities may also include but are not limited to (1) a tour of the workplace including other company divisions. (2) Summarization of the job, (3) Hand-outs and samples where appropriate, (4) Observation of company/management meetings, (5) Rotation through other departments with other employees to aid the student’s understanding of the inter-relationship of these departments. (6) Emphasis on the basic skills (communication, math, computer, etc.) required in order to enter this career / job field.
- ◆ The student is responsible for completing course requirements and reports regarding their work base experience. These reports include asking the employee particulars about their education, training, responsibilities, schedule, etc.
- ◆ The student is responsible for and will provide necessary transportation to the work base experience site.
- ◆ The Student / Parent are responsible in securing the necessary insurance coverage while student is work base experience.
- ◆ The student may be required to sign a company confidentiality / non-disclosure form prior to the work base experience.
- ◆ The Job Shadowing meets the related educational objectives provided by the ***LEARN AND EARN Program***, and is for the benefit of the students. Students will not displace regular employees, will not perform actual work, do not receive wages or benefits for job shadowing, and are not necessarily entitled to a job at the conclusion of their work base experience.

ALL PARTIES AGREE:

The program will comply with all federal, state, and local labor laws, and will not discriminate in the employment policies, educational program or activities for reasons of race, color, national origin, religion, sex, or handicap.

Good communications and understanding among all parties is vital if objectives of the program are to be met. Joint conferences will be held among employer, teacher, and others via e-mail, teleconferences, or chat sessions whenever two or more parties feel it may be beneficial and for the following specific reasons: to periodically review the work base experience progress; to discuss misunderstandings; to discuss reasons for termination of work base experience. The program may be terminated any time by any of the parties, but all parties should be given sufficient notice. This document establishes an agreement between the school and the employer on condition of work base experience opportunities offered to students enrolled in the ***LEARN AND EARN Program***. It should not be interpreted as a legal instrument or as any form of binding contract.

We, the undersigned, agree to the terms and statements contained in the agreement. Date: _____

EMPLOYER: _____ **CTE TEACHER:** _____

**Washoe County School District Career and Technical Education
Job Shadow Program**

LEARN AND EARN WORK BASE PROGRAM

**VERIFICATION of STUDENT HOURS
(Additional Copies Needed for Each Job Shadow Site)**

STUDENT NAME:	HOME SCHOOL:
JOB SHADOW SITE:	SUPERVISOR / EMPLOYER:

PLEASE RECORD ALL HOURS BELOW:

Month of _____ 20

S M T W TH F S

Week of _____							
Week of _____							
Week of _____							
Week of _____							
Week of _____							

Total Hours: _____

To: Employer / Job Shadow Site Supervisor:

Your cooperation in verifying this student's performance / training hours is appreciated. This verification is required for our record-keeping process.

I verify that the above-named student was present during this attendance period.

Signature of Employer / Supervisor

Date Signed

Please fax or mail to participating CTE teacher, care of Home School Listed Above

END OF JOB **SHADOWING**

PAID INTERNSHIP

Paid Internship:

Upon completion of CTE course employability skills, the teacher will provide the student with a competency profile/certificate. This student is now eligible for entering a paid Internship experience with the possibility of earning one-half to one credit upon completion, as well as being paid for his/her work Internship.

- ❖ Students are required to work at a job for a minimum of 140 hours to earn one full credit. The hours must be completed at one site. Students will be paid by the employer and are permitted to operate equipment that is not forbidden by the U.S. Department of Labor. The student may be hired on permanently if the company has an opening that he/she is qualified to fill.

The Intern is responsible for completing course requirements and reports regarding their job. These reports include asking the employer particulars about their education, training, responsibilities, schedule, etc. The Intern is also responsible for getting the evaluation form filled out and returned every two weeks.

The Intern and their parent are responsible for:

- ◆ Providing necessary transportation to the job site.
- ◆ Securing the necessary insurance coverage provided by WCSD while Intern is commuting to and from school to the job. (Industrial insurance covers all employees at work)
- ◆ Calling business and making arrangements (date & time) for job interview.

Responsibilities:

Intern agrees to:

- ◆ Report to work promptly and regularly, and notify employer at once if illness or emergency prevents reporting to work.
- ◆ Observe the employer's rules and regulations, and show honesty, punctuality, courtesy, dependability, cooperative attitude, proper grooming habits, appropriate dress, and a willingness to learn.
- ◆ Attend all related classroom instruction and provide the teacher with all necessary information and complete all required forms and assignments.
- ◆ Provide own transportation to and from worksite.
- ◆ Be evaluated by teacher and employer.
- ◆ Notify the employer and teacher of problems in school or on the job, which could affect performance.
- ◆ Notify the teacher in advance of intent to resign, and immediately if dismissed from job.

Employer agrees to:

- ◆ Inform Intern of company rules, regulations, policies, and the exact duties/responsibilities of Internship.
- ◆ Provide direct supervision of Intern's work.
- ◆ Assist Intern to acquire competencies necessary to become more valuable to the business and to advance in the occupational field.
- ◆ Consult with teacher regarding any difficulties, and to inform teacher prior to terminating Intern for purpose of intervention, if feasible.
- ◆ Sign/fill-out periodic performance evaluations and verify Intern's work hours.
- ◆ Prepare a training plan and list of job competencies to be attained by Intern.
- ◆ Give student progressive and challenging work activities where feasible.
- ◆ Permit Intern to attend related classroom instruction when scheduled by the Intern's teacher.

Teacher agrees to:

- ◆ Work with employer, student, and parents to provide the best possible training, and foster good communications among all parties.
- ◆ Monitor Intern progress throughout program, and coordinate related classroom instruction.
- ◆ Use class time to consult with student and e-mail employer to assist with evaluations.
- ◆ Maintain Intern's school records to document competencies and performance evaluations.
- ◆ Recommend school credit upon successful completion of program.
- ◆ Constantly strive to improve program by seeking suggestions from all parties.

Parents/Guardian agrees to:

- ◆ Allow their child to participate in the LEARN AND EARN Internship Program.
- ◆ Encourage the Intern to effectively carry out the duties and responsibilities of the internship.
- ◆ Share the responsibility for the conduct of the Intern while in the program
- ◆ Be responsible for transportation for the Intern to and from their worksite.
- ◆ Understand the Intern may be terminated from the program upon violation of the terms, agreements, rules and regulations of the LEARN AND EARN Program, resulting in a failing grade and lack of school credit.
- ◆ Give school and/or employer authorization to utilize emergency or common-sense medical procedures to respond to any injury of the Intern as judged prudent and appropriate by school or employer

All Parties Agree:

- ◆ The program will comply with all federal, state and local labor laws, and will not discriminate in the employment policies, educational programs or activities for reasons of race, color, national origin, religion, sex, or handicap. The Internship experience meets the related educational objectives provided by the LEARN AND EARN program, and is for the benefit of the students. Students are not necessarily entitled to a job at the conclusion of their Internship experience.

PAID INTERNSHIP CONT.:

Good communication and understanding among all parties is vital if objectives of the program are to be met. Joint conferences will be held among employer, teacher and others whenever parties feel it may be beneficial and for the following specific reasons:

- ◆ To periodically review the Internship progress
- ◆ To discuss misunderstandings
- ◆ To discuss reasons for termination of Internship

The program may be terminated at any time by any one of the parties, but all parties should be given sufficient notice.

In addition to the course work and the 140 hours of the paid internship, students are responsible for another 30 hours of additional work outside of class that can include but is not limited to:

- ◆ Calling the employer and setting up interviews
- ◆ Commuting to and from the place of work
- ◆ Writing and giving oral and written reports on experiences to the class
- ◆ Filling out evaluations
- ◆ Updating resumes and portfolios
- ◆ Keeping track of hours and other related paperwork

Internship Program Benefits

Student Benefits:

- ◆ Increased career awareness
- ◆ Preparation for future career/employment
- ◆ Application of classroom activities
- ◆ Practical experience
- ◆ One credit for successful completion of all criteria

Employer Benefits:

- ◆ Become stakeholders in the educational system
- ◆ Better able to help create employability curriculum
- ◆ Train employees with less risk of long-term commitment

INTERNSHIP Employability Checklist

Teacher: _____

Date: _____

School: _____

Phone Number: _____

<u>Topics</u>	<u>Not Covered</u>	<u>Partially Covered</u>	<u>Covered</u>	<u>Comments</u>
---------------	--------------------	------------------------------	----------------	-----------------

BASIC SKILLS

Reading				
Writing				
Math				
Listening				
Speaking				

THINKING SKILLS

Creative Thinking				
Decision-Making				
Problem-Solving				
Visualizing				
Knowing How To Learn				
Reasoning				

PERSONAL QUALITIES

Responsibility				
Self-Esteem				
Sociability				
Self-Management				
Integrity				

**Washoe County School District Career and Technical Education
Internship Program**

LEARN AND EARN WORK BASE PROGRAM

The LEARN AND EARN Program involves active participation in after school activities directly related to the enrolled student’s area of job or career interest. These activities occur away from the school premises. School district personnel will take all normal precautions to ensure student safety in all program activities and fieldtrips.

We appreciate your signing the bottom portion of this form authorizing us to allow your son/daughter to participate in the LEARN AND EARN Work Base Program activities and fieldtrips.



I hereby give my consent for _____ to participate in the following LEARN AND EARN Program activities of this internship: field trips, related classroom projects, and on-the-job internships and CTE work base experience at local businesses and industries.

I hereby expressly relieve, indemnify, save and hold harmless the Washoe County School District, the Board of Trustees of the District, and all agents or employees thereof against any and all liability or claims arising from injury or damage to person or property or both caused by or resulting from said student’s acts, omissions or conduct while involved in said activities or trips. I also release and relieve the aforementioned district and personnel from any and all liability or claims arising from injury or damage suffered or incurred by said student as a result of acts, omissions or conduct of any person, other than the negligence of said district or personnel.

I understand that the Washoe County School District is not responsible for providing transportation to or from the LEARN AND EARN Program activities. Further, I agree to hold harmless Washoe County School District; its insurers, agents, employees, and representatives, in any claims, demands or expenses arising out of travel to, or participation in, the LEARN AND EARN Program activities and trips.

It is further understood that I shall have the responsibility of advising said student of the risks, which are known or should be known, of such activities and trips. I further agree to assume the responsibility of seeing that my son/daughter cooperates and conforms to the fullest extent with the school directions and instructions of the school officials in charge.

Parent/Guardian Signature

Student Signature

Date

**Washoe County School District Career and Technical Education
Internship Program**

LEARN AND EARN WORK BASE PROGRAM

STUDENT APPLICATION

(PLEASE PRINT AND FILL IN EVERY BLANK)

PERSONAL INFORMATION:

Name: _____ Home Phone: _____
Address: _____ CTE Teacher: _____
_____ Contact Phone: _____
High School: _____ Grade: 9 10 11 12 Age: ____
Date of Birth: __/__/__
Father's Name: _____ Occupation: _____
Mother's Name: _____ Occupation: _____
Guardian's Name: _____ With Whom do You Live? _____

WORK EXPERIENCE:

Please list current and previous work experience:

Name & Address of Employer: _____
Job Duties: _____
_____ Dates Employed: _____

Name & Address of Employer: _____
Job Duties: _____
_____ Dates Employed: _____

Name & Address of Employer: _____
Job Duties: _____
_____ Dates Employed: _____

Will you drive to your job? ____ Yes ____ No My plans for transportation are: _____

Please list three teachers who would recommend you for the LEARN AND EARN program:

Name	School	Title/Position
_____	_____	_____
_____	_____	_____
_____	_____	_____

GENERAL INFORMATION:

List all school and outside activities/organizations that you participate in: _____

List any hobbies or interests: _____

Number of days you were absent from school last semester: _____

What days and times are you available to work? _____

CAREER INTERESTS:

What is your current career/occupational goal? _____

What type of job shadowing are you interested in? _____

Why are you applying for placement in the LEARN AND EARN Program? _____

Given the opportunity to work for any company in the Reno area, which company would you choose and why?

List any occupational courses and other skills you have acquired (e.g. Keyboarding-WPM, Computer Apps, Carpentry, Culinary, etc.) which relate to your work interest area.

What do you plan to do after graduation? _____

What future education plans do you have? _____

What do you hope to be doing five years from now? _____

.....
If I am accepted for enrollment in the LEARN AND EARN Work Base Program, I will accept the responsibilities required by both the employer and the school. I will take advantage of every opportunity that will improve my skills in both the classroom and the world of work. I understand this information is confidential, and the completing this form does not guarantee acceptance in the LEARN AND EARN Program.

Applicant's Signature: _____

Date: _____

Parent/Guardian's Signature: _____

Date: _____

RETURN THIS APPLICATION TO:
YOUR SCHOOL Career and Technical Education TEACHER (CTE Class)

**Washoe County School District Career and Technical Education
Internship Program**

LEARN AND EARN WORK BASE PROGRAM

Dear Parent or Guardian:

Your son/daughter _____ has enrolled in the LEARN AND EARN Program for this semester. Students are required to provide their own transportation to and from school and the worksite. The school district offers other insurance through Menicucci Insurance Services. This company can be reached at 333-0204 for a possible plan to cover your child's involvement in these activities.

Please mark one option. Sign and return this form.

_____ I have bought the student accident insurance from Menicucci Insurance Services.

_____ I choose not to purchase student accident insurance from Menicucci Insurance Services.

Signature

Date

WCSD CTE LEARN AND EARN
INTERNSHIP PROGRAM

MEDIA RELEASE FORM

SCHOOL: _____

DATE: _____

Dear Parent or Guardian:

Throughout the school year, the media may visit your school to cover special events. Washoe County School District Career and Technical Education office may also wish to use your son/daughter's photograph, voice or student work for promotional and educational reasons, such as in publications, posters, brochures and newsletters; on the district web site, radio station or Cable TV channel; or at community fairs. Because of state law, a school must obtain your permission before your son/daughter's photograph or voice can be used by the media or by the district. Please sign and return the bottom part of this page stating whether the district and the media have permission to use your son/daughter's photograph, student work or voice for promotional and educational purposes. Thank you for your cooperation.

I give my permission for _____
Student's name (please print)

to be filmed/photographed/interviewed by the media during school events and for the district to use my son/daughter's photograph/work/voice for promotional and educational purposes.

Parent/Guardian signature

Date

I do not give my permission for _____
Student's name (please print)

to be filmed/photographed/interviewed by the media during school events nor for the district to use my son/daughter's photograph/work/voice for promotional and educational purposes.

Parent/Guardian signature

Date

If you have any questions about this form, please call your CTE teacher.

**WCSD CTE LEARN AND EARN INTERNSHIP
PARENTAL/GUARDIAN AUTHORIZATION FORM**

Student's Full Name: _____

Family Name: _____ Given Name: _____

School: _____

A Paid Internship: _____

Coordinated by CTE teacher: _____

For the purpose of: _____

On (dates): _____ From (time): _____ To (time): _____

Does the student have any special health problems or disabling conditions which will require special attention or supervision on this job shadowing/internship? Yes No

If yes, what is this problem and what special considerations should be made?

We understand that the necessary arrangements, plans, and precautions will be taken into consideration for the student during the work base learning time.

I/we authorize _____ to participate in the

Paid Internship program at (business) _____ on (dates) _____

The undersigned parent or guardian, on behalf of _____ in consideration of participation by the student in said paid internship, herewith assumes all risks of said paid internship, and agrees to hold harmless the Washoe County School District for all damages from injury to a person or property arising out of any act not under control of said School District, including but not limited to the following: insurrection, revolution, air piracy, abduction, kidnapping, any act of aggression by a foreign government or its citizens, civil war or rebellion, and may act whether accidental or otherwise perpetuated by anyone not under the direct control of said School District.

Signature of Parent or Guardian: _____ Date: _____

Telephone number ◇ Home _____ ◇ Work: _____ ◇ Cell: _____

Emergency phone(s): _____

Address(s): _____

(If more than one, both parents/guardians must sign and provide information.)

**Washoe County School District Career and Technical Education
Internship Program**

LEARN AND EARN WORK BASE PROGRAM

PROSPECTIVE “LEARN AND EARN” PARTICIPANTS

Below: Please list three business and industry contacts that you think would be valuable assets to the LEARN AND EARN program:

Name of Company: _____

Contact Person: _____

Phone Number: _____

Address: _____

City, State, Zip: _____

Call by: _____

DON'T FORGET TO IDENTIFY YOURSELF AS A LEARN AND EARN STUDENT

Name of Company: _____

Contact Person: _____

Phone Number: _____

Address: _____

City State Zip: _____

Call by: _____

DON'T FORGET TO IDENTIFY YOURSELF AS A LEARN AND EARN STUDENT

Name of Company: _____

Contact Person: _____

Phone Number: _____

Address: _____

City State Zip: _____

Call by: _____

DON'T FORGET TO IDENTIFY YOURSELF AS A LEARN AND EARN STUDENT

LEARN AND EARN Work Base Program

WCSD CTE Office

SP

March 2, 2011

**Washoe County School District Career and Technical Education
Internship Program**

LEARN AND EARN WORK BASE PROGRAM

TRAINING AGREEMENT

STUDENT: _____ EMPLOYER: _____
HIGH SCHOOL: _____ ADDRESS: _____
HOME PHONE: _____ CELL PHONE: _____
AGE: _____ SUPERVISOR: _____
SEMESTER: _____ TITLE: _____
CAREER INTEREST: _____ INTERN AREA/JOB: _____

SCHEDULE:

Work Days (Circle all that apply): M Tue W TH F S Sun

HOURS: _____ **WAGE:** _____ /HR

Training Period From: _____ **To:** _____

ALL PARTIES AGREE:

The program will comply with all federal, state and local labor laws, and will not discriminate in the employment policies, educational programs or activities for reasons of race, color national origin, religion, sex, or handicap.

The worksite training meets the related educational objectives provided by the school CTE program, and is for the benefit of the student. The student will not displace regular employees, and is not necessarily entitled to a job at the conclusion of the internship period.

Good communication and understanding among all parties is vital if objectives of the program are to be met. Join conferences will be held among student, employer, teacher and others whenever two or more parties discuss misunderstandings: to discuss reasons for termination of internship training. The program may be terminated at any time by any of the parties, but all parties should be given sufficient notice.

This document establishes an agreement between the school district and the employer based on the conditions of training to be given to the student while on the job. It should not be interpreted as a legal instrument or as any form of binding contract.

We, the undersigned, agree to the terms and statements contained in this agreement.

DATE: _____

STUDENT: _____ EMPLOYER: _____

PARENT/GUARDIAN: _____ CTE CLASS TEACHER: _____

**Washoe County School District Career and Technical Education
Internship Program**

LEARN AND EARN WORK BASE PROGRAM

VERIFICATION of STUDENT HOURS

STUDENT NAME:	HOME SCHOOL:
INTERNSHIP SITE:	SUPERVISOR / EMPLOYER:

PLEASE RECORD ALL HOURS BELOW:

Month of _____ 20

	S	M	T	W	TH	F	S
Week of _____							
Week of _____							
Week of _____							
Week of _____							
Week of _____							

Total Hours: _____

<p>To: Employer / Internship Site Supervisor:</p> <p>Your cooperation in verifying this student's performance / training hours is appreciated. This verification is required for our record-keeping process.</p> <p><i>I verify</i> that the above-named student was present during this attendance period.</p> <p>_____</p> <p align="center">Signature of Employer / Supervisor</p> <p align="right">_____</p> <p align="right">Date Signed</p>
--

Please fax or mail to participating CTE teacher, care of Home School Listed Above

**Washoe County School District Career and Technical Education
Internship Program**

LEARN AND EARN WORK BASE PROGRAM

The LEARN AND EARN Program involves active participation in after school activities directly related to the enrolled student’s area of job or career interest. These activities occur away from the school premises. School district personnel will take all normal precautions to ensure student safety in all program activities and fieldtrips.

We appreciate your signing the bottom portion of this form authorizing us to allow your son/daughter to participate in the LEARN AND EARN Work Base Program activities and fieldtrips.



I hereby give my consent for _____ to participate in the LEARN AND EARN Program activities of the internship, field trips, related classroom projects, and on-the-job internships and Career and Technical Education work based experiences at local businesses and industries.

I hereby expressly relieve, indemnify, save and hold harmless the Washoe County School District, the Board of Trustees of the District, and all agents or employees thereof against any and all liability or claims arising from injury or damage to person or property or both caused by or resulting from said student’s acts, omissions or conduct while involved in said activities or trips. I also release and relieve the aforementioned district and personnel from any and all liability or claims arising from injury or damage suffered or incurred by said student as a result of acts, omissions or conduct of any person, other than the negligence of said district or personnel.

I understand that the Washoe County School District is not responsible for providing transportation to or from the LEARN AND EARN Program activities. Further, I agree to hold harmless Washoe County School District; its insurers, agents, employees, and representatives, in any claims, demands or expenses arising out of travel to, or participation in, the LEARN AND EARN Program activities and trips.

It is further understood that I shall have the responsibility of advising said student of the risks, which are known or should be known, of such activities and trips. I further agree to assume the responsibility of seeing that my son/daughter cooperates and conforms to the fullest extent with the school directions and instructions of the school officials in charge.

Parent/Guardian Signature

Student Signature

Date

**Washoe County School District Career and Technical Education
Internship Program**

LEARN AND EARN WORK BASE PROGRAM

EMPLOYER ACCEPTANCE: _____ hereby acknowledges their participation as an Intern Site for Washoe County School District’s LEARN AND EARN Work Base Program during the **fall/spring** semester of the **200█-200█ school year**.

IT IS UNDERSTOOD:

- ◆ Internships involve a student observing a real worker performing his or her job in the actual work setting. It may also involve “simulated” operations of the facilities. For example, an employee shows a student how a camera is operated then allows the student to try for the purpose of understanding and experiencing “camera operating.” However, the student does not actually operate a camera for a period of time in order to produce work for the company. Work Base Experience activities may also include but are not limited to (1) a tour of the workplace including other company divisions. (2) Summarization of the job, (3) Hand-outs and samples where appropriate, (4) Observation of company/management meetings, (5) Rotation through other departments with other employees to aid the student’s understanding of the inter-relationship of these departments. (6) Emphasis on the basic skills (communication, math, computer, etc.) required in order to enter this career / job field.
- ◆ The student is responsible for completing course requirements and reports regarding their work base experience. These reports include asking the employee particulars about their education, training, responsibilities, schedule, etc.
- ◆ The student is responsible for and will provide necessary transportation to the work base experience site.
- ◆ The Student / Parent are responsible in securing the necessary insurance coverage while student is work base experience.
- ◆ The student may be required to sign a company confidentiality / non-disclosure form prior to the work base experience.
- ◆ The Internship meets the related educational objectives provided by the ***LEARN AND EARN Program***, and is for the benefit of the students. Students will not displace regular employees, will not perform actual work, do not receive wages or benefits for job shadowing, and are not necessarily entitled to a job at the conclusion of their work base experience.

ALL PARTIES AGREE:

The program will comply with all federal, state, and local labor laws, and will not discriminate in the employment policies, educational program or activities for reasons of race, color, national origin, religion, sex, or handicap.

Good communications and understanding among all parties is vital if objectives of the program are to be met. Joint conferences will be held among employer, teacher, and others via e-mail, teleconferences, or chat sessions whenever two or more parties feel it may be beneficial and for the following specific reasons: to periodically review the work base experience progress; to discuss misunderstandings; to discuss reasons for termination of work base experience. The program may be terminated any time by any of the parties, but all parties should be given sufficient notice. This document establishes an agreement between the school and the employer on condition of work base experience opportunities offered to students enrolled in the ***LEARN AND EARN Program***. It should not be interpreted as a legal instrument or as any form of binding contract.

We, the undersigned, agree to the terms and statements contained in the agreement. Date: _____

EMPLOYER: _____ **CTE TEACHER:** _____

END OF INTERNSHIP SECTION

WORK BASED EXPERIENCES

Work Based Experiences:

Students enrolled in a Career and Technical Education course that have completed the employability skills unit will be provided an employability competency profile/certificate. This student is then eligible for entering non-paid work based experience as part of their CTE coursework. Student is not eligible for a paid work based experience when experience is part to the course requirements.

- ❖ Students are required to participate in one or more places of employment for the amount of time determined by instructor. Students will be supervised by the employer and supervising teacher. The student will be permitted to operate equipment that is not forbidden by the U.S. Department of Labor. The student may be hired if the company has an opening that he/she is qualified to fill after completion of the CTE course.

The student is responsible for completing course requirements and reports regarding the work based experience. These reports include asking the employer particulars about their education, training, responsibilities, schedule, etc. The student is also responsible for getting the evaluation form filled out and returned every two weeks.

The student and their parent are responsible for:

- ◆ Providing necessary transportation to the job site.
- ◆ Securing the necessary insurance coverage provided by WCSD while student is commuting to and from school to the job. (Industrial insurance covers all employees at work)
- ◆ Calling business and making arrangements (date & time) for work based experience interview.

Responsibilities:

Student agrees to:

- ◆ Report to work promptly and regularly, and notify employer at once if illness or emergency prevents reporting to work.
- ◆ Observe the employer's rules and regulations, and show honesty, punctuality, courtesy, dependability, cooperative attitude, proper grooming habits, appropriate dress, and a willingness to learn.
- ◆ Attend all related classroom instruction and provide the teacher with all necessary information and complete all required forms and assignments.
- ◆ Provide own transportation to and from worksite.
- ◆ Be evaluated by teacher and employer.
- ◆ Notify the employer and teacher of problems in school or on the job, which could affect performance.
- ◆ Notify the teacher in advance of intent to resign, and immediately if dismissed from the work based experience.

Employer agrees to:

- ◆ Provide student with real world experience but understands that this student cannot displace a current employee.
- ◆ Inform student of company rules, regulations, policies, and the exact duties/responsibilities of work-base experience.
- ◆ Provide direct supervision of student's work.
- ◆ Assist student to acquire competencies necessary to become more valuable to the business and to advance in the occupational field.
- ◆ Consult with teacher regarding any difficulties, and to inform teacher prior to terminating student for purpose of intervention, if feasible.
- ◆ Sign/fill-out periodic performance evaluations and verify student's work hours.
- ◆ Prepare a training plan and list of job competencies to be attained by student.
- ◆ Give student progressive and challenging work activities where feasible.
- ◆ Permit student to attend related classroom instruction when scheduled by the teacher.

Teacher agrees to:

- ◆ Work with employer, student, and parents to provide the best possible training, and foster good communications among all parties.
- ◆ Monitor student progress throughout program, and coordinate related classroom instruction.
- ◆ Use class time to consult with student and e-mail employer to assist with evaluations.
- ◆ Maintain student's school records to document competencies and performance evaluations.
- ◆ Articulates the grade for this work based experience will include employer input.
- ◆ Constantly improves program by seeking suggestions from all parties.

Parents/Guardian agrees to:

- ◆ Allow their child to participate in the LEARN AND EARN Work-Based Experience programs.
- ◆ Encourage the student to effectively carry out the duties and responsibilities of the work-base experience.
- ◆ Share the responsibility for the conduct of the student while in the program
- ◆ Be responsible for transportation for the student to and from their worksite.
- ◆ Understand the student may be terminated from the work based experience upon violation of the terms, agreements, rules and regulations of the LEARN AND EARN Program, resulting in an alternative assignment determined by the teacher.
- ◆ Give school and/or employer authorization to utilize emergency or common-sense medical procedures to respond to any injury of the student as judged prudent and appropriate by school or employer

All Parties Agree:

- ◆ The program will comply with all federal, state and local labor laws, and will not discriminate in the employment policies, educational programs or activities for reasons of race, color, national origin, religion, sex, or handicap. The work-based experience meets the related educational objectives provided by the LEARN AND EARN program, and is for the benefit of the students. Students are not necessarily entitled to a job at the conclusion of their coursework.

Good communication and understanding among all parties is vital if objectives of the program are to be met. Joint conferences will be held among employer, teacher and others whenever parties feel it may be beneficial and for the following specific reasons:

- ◆ To periodically review the student progress
- ◆ To discuss misunderstandings
- ◆ To discuss reasons for termination of the work-based experience

The program may be terminated at any time by any one of the parties, but all parties should be given sufficient notice.

In addition to the course work and the hours of the work-based experience, students are responsible for:

- ◆ Calling the employer and setting up interviews
- ◆ Commuting to and from the place of work
- ◆ Writing and giving oral and written reports on experiences to the class
- ◆ Filling out evaluations
- ◆ Updating resumes and portfolios
- ◆ Keeping track of hours and other related paperwork

Work Base Experience Program Benefits**Student Benefits:**

- ◆ Increased career awareness
- ◆ Preparation for future career/employment
- ◆ Application of classroom activities
- ◆ Practical experience

Employer Benefits:

- ◆ Become stakeholders in the educational system
- ◆ Better able to help create employability curriculum
- ◆ Train employees with less risk of long-term commitment

WCSD CTE LEARN AND EARN WORK BASED EXPERIENCE PROGRAM STUDENT AGREEMENT FORM

I, _____, agree that this work based experience is an extension of my Career and Technical course work.

I agree that the employer and CTE teacher are responsible for my learning experiences.

I agree that the employer will make decisions regarding my work base learning, my daily schedule and my activities.

I agree to meet the expectations for appropriate student behavior and to abide by the Washoe County School District *Discipline Policy located in Student Series 5000 located on the WCSD Website under District Menu, Policies and Regulations.*

I agree that I will not use alcohol or any other controlled substance while I am a student of this program.

I agree that the employer/CTE teacher will follow specific procedures which may result in my being terminated at my expense, should I not follow instructions.

Student Signature

Parent Signature

Date

Washoe County School District Career and Technical Education
Work Based Experience Program

LEARN AND EARN WORK BASE PROGRAM

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We appreciate your signing the bottom portion of this form authorizing us to allow your son/daughter to participate in the LEARN AND EARN Work Base Program activities and fieldtrips.

.....

I hereby give my consent for _____ to participate in the LEARN AND EARN Program activities of job shadowing, field trips, related classroom projects, and on-the-job internships and Career and Technical Education work based experiences at local businesses and industries.

I hereby expressly relieve, indemnify, save and hold harmless the Washoe County School District, the Board of Trustees of the District, and all agents or employees thereof against any and all liability or claims arising from injury or damage to person or property or both caused by or resulting from said student's acts, omissions or conduct while involved in said activities or trips. I also release and relieve the aforementioned district and personnel from any and all liability or claims arising from injury or damage suffered or incurred by said student as a result of acts, omissions or conduct of any person, other than the negligence of said district or personnel.

I understand that the Washoe County School District is not responsible for providing transportation to or from the LEARN AND EARN Program activities. Further, I agree to hold harmless Washoe County School District; its insurers, agents, employees, and representatives, in any claims, demands or expenses arising out of travel to, or participation in, the LEARN AND EARN Program activities and trips.

It is further understood that I shall have the responsibility of advising said student of the risks, which are known or should be known, of such activities and trips. I further agree to assume the responsibility of seeing that my son/daughter cooperates and conforms to the fullest extent with the school directions and instructions of the school officials in charge.

Parent/Guardian Signature

Student Signature

Date

Washoe County School District Career and Technical Education
Work Based Experience Program

LEARN AND EARN WORK BASE PROGRAM

STUDENT APPLICATION

(PLEASE PRINT AND FILL IN EVERY BLANK)

PERSONAL INFORMATION:

Name: _____ Home Phone: _____
Address: _____ CTE Teacher: _____
_____ Contact Phone: _____
High School: _____ Grade: 9 10 11 12 Age: ____
Date of Birth: __/__/__
Father's Name: _____ Occupation: _____
Mother's Name: _____ Occupation: _____
Guardian's Name: _____ With Whom do You Live?

WORK EXPERIENCE:

Please list current and previous work experience:

Name & Address of Employer:

Job Duties: _____
_____ Dates Employed: _____

Name & Address of Employer:

Job Duties: _____
_____ Dates Employed: _____

Name & Address of Employer:

Job Duties: _____
_____ Dates Employed: _____

Will you drive to your job? ____ Yes ____ No My plans for transportation are:

Please list three teachers who would recommend you for the LEARN AND EARN program:

Name	School	Title/Position
_____	_____	_____
_____	_____	_____
_____	_____	_____

GENERAL INFORMATION:

List all school and outside activities/organizations that you participate in:

List any hobbies or interests:

Number of days you were absent from school last semester:

What days and times are you available to work?

CAREER INTERESTS:

What is your current career/occupational goal?

What type of work based experiences training are you interested in?

Why are you applying for placement in the LEARN AND EARN Program?

Given the opportunity to work for any company in the Reno area, which company would you choose and why? _____

List any occupational courses and other skills you have acquired (e.g. Keyboarding-WPM, Computer Apps, Carpentry, Culinary, etc.) which relate to your work interest area.

What do you plan to do after graduation?

What future education plans do you have?

What do you hope to be doing five years from now?

If I am accepted for enrollment in the LEARN AND EARN Work Base Program, I will accept the responsibilities required by both the employer and the school. I will take advantage of every opportunity that will improve my skills in both the classroom and the world of work. I understand this information is confidential, and the completing this form does not guarantee acceptance in the LEARN AND EARN Program.

Applicant's Signature: _____

Date: _____

Parent/Guardian's Signature: _____

Date: _____

RETURN THIS APPLICATION TO: YOUR SCHOOL Career and Technical Education TEACHER (CTE Class)

LEARN AND EARN Work Base Program

WCSD CTE Office

SP

March 2, 2011

WCSD CTE LEARN AND EARN
WORK BASED EXPERIENCE PROGRAM

MEDIA RELEASE FORM

SCHOOL: _____

DATE: _____

Dear Parent or Guardian:

Throughout the school year, the media may visit your school to cover special events. Washoe County School District Career and Technical Education office may also wish to use your son/daughter's photograph, voice or student work for promotional and educational reasons, such as in publications, posters, brochures and newsletters; on the district web site, radio station or Cable TV channel; or at community fairs. Because of state law, a school must obtain your permission before your son/daughter's photograph or voice can be used by the media or by the district. Please sign and return the bottom part of this page stating whether the district and the media have permission to use your son/daughter's photograph, student work or voice for promotional and educational purposes. Thank you for your cooperation.

I give my permission for _____
Student's name (please print)

to be filmed/photographed/interviewed by the media during school events and for the district to use my son/daughter's photograph/work/voice for promotional and educational purposes.

Parent/Guardian signature

Date

I do not give my permission for _____
Student's name (please print)

to be filmed/photographed/interviewed by the media during school events nor for the district to use my son/daughter's photograph/work/voice for promotional and educational purposes.

Parent/Guardian signature

Date

If you have any questions about this form, please call your CTE teacher.

LEARN AND EARN Work Base Program
WCSD CTE Office
SP
March 2, 2011

**WCSD CTE LEARN AND EARN WORK BASED EXPERIENCE
PARENTAL/GUARDIAN AUTHORIZATION FORM**

Student's Full Name: _____

Family Name: _____ Given Name: _____

School: _____

An Work Based Experience: _____

Coordinated by CTE teacher: _____

For the purpose of: _____

On (dates): _____ From (time): _____ To (time): _____

Does the student have any special health problems or disabling conditions which will require special attention or supervision on this job shadowing/internship? Yes No

If yes, what is this problem and what special considerations should be made?

We understand that the necessary arrangements, plans, and precautions will be taken into consideration for the student during the work base learning time.

I/we authorize _____ to participate in the
Work Based Experience program at (business) _____ on (dates) _____

The undersigned parent or guardian, on behalf of _____ in consideration of participation by the student in said work based experience, herewith assumes all risks of said work based experience, and agrees to hold harmless the Washoe County School District for all damages from injury to a person or property arising out of any act not under control of said School District, including but not limited to the following: insurrection, revolution, air piracy, abduction, kidnapping, any act of aggression by a foreign government or its citizens, civil war or rebellion, and may act whether accidental or otherwise perpetuated by anyone not under the direct control of said School District.

Signature of Parent or Guardian: _____ Date _____

Phone: _____ ◇ Home _____ ◇ Work _____ ◇ Cell: _____

Emergency phone(s): _____

Address(s): _____

If more than one, both parents/guardians must sign and provide information.)

Washoe County School District Career and Technical Education
Work Based Experience Program

LEARN AND EARN WORK BASE PROGRAM

PROSPECTIVE “LEARN AND EARN” PARTICIPANTS:

Below: Please list three business and industry contacts that you think would be valuable assets to the LEARN AND EARN program:

Name of Company: _____

Contact Person: _____

Phone Number: _____

Address: _____

City, State, Zip: _____

Call by: _____

DON'T FORGET TO IDENTIFY YOURSELF AS A LEARN AND EARN STUDENT

Name of Company: _____

Contact Person: _____

Phone Number: _____

Address: _____

City State Zip: _____

Call by: _____

DON'T FORGET TO IDENTIFY YOURSELF AS A LEARN AND EARN STUDENT

Name of Company: _____

Contact Person: _____

Phone Number: _____

Address: _____

City, State, Zip: _____

Call by: _____

Washoe County School District Career and Technical Education
Work Based Experience Program

LEARN AND EARN WORK BASE PROGRAM

TRAINING AGREEMENT

STUDENT: _____ EMPLOYER: _____

HIGH SCHOOL: _____ ADDRESS: _____

HOME TEL. NO.: _____ TEL. NO.: _____

AGE: _____ SUPERVISOR: _____

SEMESTER: _____ TITLE: _____

CAREER INTEREST: _____ INTERN AREA/JOB: _____

SCHEDULE:

Work Days (Circle all that apply): M Tue W TH F S Sun

HOURS: _____ WAGE: _____/HR

Training Period From: _____ To: _____

ALL PARTIES AGREE:

The program will comply with all federal, state and local labor laws, and will not discriminate in the employment policies, educational programs or activities for reasons of race, color national origin, religion, sex, or handicap.

The worksite training meets the related educational objectives provided by the school CTE program, and is for the benefit of the student. The student will not displace regular employees, and is not necessarily entitled to a job at the conclusion of the work based experience period.

Good communication and understanding among all parties is vital if objectives of the program are to be met. Joint conferences will be held among student, employer, teacher and others whenever two or more parties discuss misunderstandings: to discuss reasons for termination of work based experience training. The program may be terminated at any time by any of the parties, but all parties should be given sufficient notice.

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We, the undersigned, agree to the terms and statements contained in this agreement.

DATE: _____

STUDENT: _____ EMPLOYER: _____

PARENT/GUARDIAN: _____ CTE CLASS TEACHER: _____

Washoe County School District Career and Technical Education
Work Based Experience Program

LEARN AND EARN WORK BASE PROGRAM

VERIFICATION of STUDENT HOURS

STUDENT NAME:	HOME SCHOOL:
WORK BASED EXPERIENCE SITE:	SUPERVISOR / EMPLOYER:

PLEASE RECORD ALL HOURS BELOW:

Month of _____ 20

	S	M	T	W	TH	F	S
Week of _____							
Week of _____							
Week of _____							
Week of _____							
Week of _____							

Total Hours: _____

To: Employer / Internship Site Supervisor:
 Your cooperation in verifying this student's performance / training hours is appreciated.
 This verification is required for our record-keeping process.

I verify that the above-named student was present during this attendance period.

Signature of Employer / Supervisor Date Signed

Please fax or mail to participating CTE teacher, care of Home School Listed Above

Washoe County School District Career and Technical Education
Work Based Experience Program

LEARN AND EARN WORK BASE PROGRAM

Dear Parent or Guardian:

Your son/daughter _____ has enrolled in the LEARN AND EARN Program for this semester. Students are required to provide their own transportation to and from school and the worksite. The school district offers other insurance through Menicucci Insurance Services. This company can be reached at 333-0204 for a possible plan to cover your child's involvement in these activities.

Please mark one option. Sign and return this form.

____ I have bought the student accident insurance from Menicucci Insurance Services.

____ I choose not to purchase student accident insurance from Menicucci Insurance Services.

Signature

Date

Washoe County School District Career and Technical Education
Work Based Experience Program

LEARN AND EARN WORK BASE PROGRAM

EMPLOYER ACCEPTANCE: _____ hereby acknowledges their participation as a Work Based Experience Site for Washoe County School District’s LEARN AND EARN Work Base Program during the **fall/spring** semester of the **200█-200█** school year.

IT IS UNDERSTOOD:

- ◆ Work Based experience involves a student observing a real worker performing his or her job in the actual work setting. It may also involve “simulated” operations of the facilities. For example, an employee shows a student how a camera is operated then allows the student to try for the purpose of understanding and experiencing “camera operating.” However, the student does not actually operate a camera for a period of time in order to produce work for the company. Work Base Experience activities may also include but are not limited to (1) a tour of the workplace including other company divisions, (2) Summarization of the job, (3) Hand-outs and samples where appropriate, (4) Observation of company/management meetings, (5) Rotation through other departments with other employees to aid the student’s understanding of the inter-relationship of these departments, (6) Emphasis on the basic skills (communication, math, computer, etc.) required in order to enter this career / job field.
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- ◆ The Student / Parent are responsible in securing the necessary insurance coverage while student is work base experience.
- ◆ The student may be required to sign a company confidentiality / non-disclosure form prior to the work base experience.
- ◆ The Work Base Experience meets the related educational objectives provided by the ***LEARN AND EARN Program***, and is for the benefit of the students. Students will not displace regular employees, will not perform actual work, do not receive wages or benefits for job shadowing, and are not necessarily entitled to a job at the conclusion of their work base experience.

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We, the undersigned, agree to the terms and statements contained in the agreement. Date: _____

EMPLOYER: _____ **CTE TEACHER:** _____

END OF WORK BASED EXPERIENCE