



2018-2019

WORK-BASED LEARNING MANUAL

STUDENT: _____

PROGRAM: _____

EMPLOYER: _____

EMPLOYMENT DATES: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/25/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

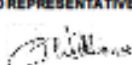
PRODUCER Willis Administrative Services Corporation DBA Willis Pooling c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: _____	
	PHONE (A/C, No, Ext): 1-877-945-7378	FAX (A/C, No): 1-888-467-2378
E-MAIL ADDRESS: certificates@willis.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: South Carolina School Board Insurance Trust		D2771
INSURER B: _____		
INSURER C: _____		
INSURER D: _____		
INSURER E: _____		
INSURER F: _____		

COVERAGES CERTIFICATE NUMBER: W6294721 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL(SUBR) INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: _____					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> No N/A	RDAM070118	07/01/2018	07/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Evidence of Coverage for the School-To-Work Students Program. Blanket Coverage.

CERTIFICATE HOLDER To Whom It May Concern	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



CONTACT INFORMATION

WORK-BASED LEARNING COORDINATOR Kerri McAlister
kmcalister@rdanderson.org
864-576-5020
864-576-8642 (fax)

ASSISTANT DIRECTOR Bobby Edwards
bedwards@rdanderson.org
864-576-5020

PROGRAM INSTRUCTOR

Nondiscrimination Policies

R.D. Anderson Applied Technology Center does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap in admission to, access to, treatment in or employment in its programs and activities. The following persons have been designated to handle inquiries regarding discrimination policies: **Title VI, VII, and IX Coordinators:** **Ms. Britt McKinney, District 4**, 118 McEdco Road, Woodruff, SC, 29388, Telephone: 864-476-3186; **Dr. Scott Turner, District 5**, PO Box 307, 100 North Danzler Road, Duncan, SC 29334, Telephone: 864-949-2350; **Dr. Gregory Cantrell, District 6**, 1390 Cavalier Way, Roebuck, SC 29376, Telephone: 864-576-4212;

504, ADA Coordinators are: **Ms. Mary Johnson, District 4**, 118 McEdco Road, Woodruff, SC 29388, Telephone: 864-476-3186; **Cathy Boshamer, District 5**, PO Box 307, 100 North Danzler Road, Duncan, SC 29334, Telephone: 864-949-2350; **Dr. Alan Eggert, District 6**, 1390 Cavalier Way, Roebuck, SC 29376, Telephone: 864-576-4212

WHAT IS WORK-BASED LEARNING?

When it comes to choosing a career, experience is the best teacher. No amount of time-spent learning about a profession in a classroom can match the firsthand knowledge gained on-the-job. Our Work-Based Learning program combines classroom-based education with on-the-job-training experiences to help students prepare for or explore their work-site objectives. This experience must be planned and supervised by the school and employers so that it contributes to the student's education and employability.

WHAT CAN BE GAINED FROM WORK-BASED LEARNING?

Work-Based Learning is a coordinated sequence of experiences designed to provide students with real-world learning through partnerships with local business and industry. These learning activities help a young person explore careers and choose an appropriate career path while meeting the Profile of the South Carolina Graduate.

A WBL experience provides *World Class Skills* such as:

- Creativity and innovation
- Critical thinking and problem solving
- Collaboration and teamwork
- Communication, information, media and technology
- Knowing how to learn

A WBL experience also helps influence *Life and Career Characteristics* such as:

- Integrity
- Self-direction
- Global perspective
- Perseverance
- Work ethic
- Interpersonal skills

GETTING STARTED: GUIDELINES FOR ESTABLISHING WORK-BASED LEARNING

Students may begin Work-Based Learning in the second year of a two-year program. However, it is important that the Work-Based Learning is relevant to the program that the student is currently enrolled. The duties performed by the student must coincide with program competencies, standards, and objectives.

The Work-Based Learning program is available at any time during the school year, but students must train during program hours and/or after classes at home high school. The work site must be within a reasonable driving distance of the home high school. A Work-Based Learning training plan will be outlined for each participant. A Work-Based Learning training agreement must be on file for each student participating in the program. ***No student will be placed until the Work-Based Learning coordinator has visited the work site and received the training plan agreement signed by all parties.***

Below are requirements when setting up a Work-Based Learning experience:

- ✓ Student must be enrolled in a program at R.D. Anderson Applied Technology Center and be recommended by program instructor to participate.
- ✓ Student must be at least 16 years old (18 if required by a work-site).
- ✓ Must have at least a C average in R.D. Anderson coursework.
- ✓ Maintain Competent or higher ratings on performance evaluations.
- ✓ Maintain passing grades in all course work at home high school.
- ✓ Meet attendance regulations.
- ✓ Have an acceptable discipline record.
- ✓ Be able to provide own transportation to and from work-site. R.D. Anderson Applied Technology Center **WILL NOT** provide transportation.

MAKING IT HAPPEN: WHAT ARE THE NEXT STEPS?

Every student who participates in a Work-Based Learning experience must have a training plan agreement. The program instructor, Work-Based Learning Coordinator, school administrator, and employer will develop the training plan agreement for the student. *Agreements will NOT transfer from one semester to the next. There MUST be a new training agreement in place each semester.*

The plan will consist of:

- Student information, work site information, and emergency contact information.
- Duties to be performed, hours of work, length of Work-Based Learning, and hourly pay rate. (Students *may* be paid at a rate agreed upon by program instructor and employer.)
- Student Journal submissions *must* be submitted to the program instructor bi-weekly. The student's grades will be based on Journal entries (completed by student) and *Employability Attributes* (completed by employer).
- Workers Compensation will be provided as specified in training plan.
- Expectations of all parties involved.

Once the training plan agreement is submitted, copies will be distributed to the student, employer, program instructor, administrator, and Work-Based Learning Coordinator to keep on file.

WHO DOES WHAT: ROLES AND RESPONSIBILITIES

Everyone has an important role to play in a successful Work-Based Learning opportunity. Below are the expectations for each party.

R.D. ANDERSON APPLIED TECHNOLOGY CENTER

In addition to the initial requirements, the school also agrees to:

- Provide implementation, maintenance, and supervision of the Work-Based Learning program.
- Provide training plan agreement for each participating student.
- Verify insurance coverage designated by state regulations.
- Provide Workers Compensation information and Certificate of Coverage to employer when not provided by the work site.
- Visit work site to ensure safety and understanding of all parties.

REMOVAL FROM WORK-BASED LEARNING EXPERIENCE

R.D. Anderson Applied Technology Center reserves the right to discharge, withdraw or transfer any student when the student:

- Performs duties not specified on the training plan.
- Fails a high school subject.
- Has an excessive number of absences.
- Reports to work and not to high school classes.
- Is absent from work without prior arrangements and does not notify the Work-Based Learning coordinator or program instructor.
- Receives low performance evaluations.
- Has discipline problems at R.D. Anderson or home high school.

THE STUDENT

In addition to the initial requirements, the student also agrees to:

- Review and sign the training plan agreement.
- Demonstrate honesty, punctuality, courtesy, a cooperative attitude, appropriate dress, and a willingness to learn.
- Conform to the rules and regulations of the work site and R.D. Anderson.
- Notify the Work-Based Learning Coordinator or program instructor AND employer if it is necessary to be absent.
- Maintain records/forms and complete all paperwork/agreements on time.
- Perform assigned tasks as listed in the training plan agreement.
- Submit Journal entries with required information.
- Submit the Work-Based Learning Manual with all completed forms to the Work-Based Learning coordinator at the end of the training period.

WHO DOES WHAT: ROLES AND RESPONSIBILITIES

THE EMPLOYER

In addition to the initial requirements and providing close supervision of the student, the employer also agrees to:

- Work with the program instructor in developing the training plan agreement.
- Adhere to all federal and state regulations regarding child labor, safety, and other applicable laws and regulations.
- Pay the monetary wage by check through the payroll system with withholdings taken as with other employees.
- Complete the student performance evaluations.
- Communicate on an as needed basis with the Work-Based Learning coordinator and program instructor.
- Supervise students on the job.
- Maintain records and files.
- Call or email Work-Based Learning coordinator or program instructor when student is absent.
- Review and sign the training plan agreement.
- Complete the *Employability Attributes* portion of the Work-Based Learning Evaluation Plan.

THE PARENT

In recognition of the value and importance of the Work-Based Learning experience and the student attaining his or her career and education goals, the parent agrees to:

- Accept responsibility for the safety and conduct of their student while he or she is traveling to and from the Work-Based Learning site and home.
- Provide accident and automobile insurance coverage.
- Make any inquiries concerning the student's experiences through the Work-Based Learning coordinator rather than directly to the employer.
- Support the student's efforts and progress throughout the Work-Based Learning experience.
- Review and sign the training plan agreement.

PROGRAM INSTRUCTOR

In addition to assisting in the design and implementation of the Work-Based Learning experience, the teacher supervising the student agrees to:

- Recommend student for the Work-Based Learning program.
- Assist Work-Based Learning coordinator in locating work-site.
- Assist in developing a list of work based and school based competencies.
- Review and sign the training plan agreement.
- Assign bi-weekly grades to student submitted Journal entries using rubric.
- Assign quarterly grades using employer evaluation (*Employability Attributes*).

WORK-BASED LEARNING COORDINATOR

In addition to representing the school in the program and ensuring a satisfactory placement of each student in his or her field of interest, the Work-Based Learning coordinator agrees to:

- Assist in making arrangements for the potential placement of participating students.
- Visit the work site prior to the student placement to consult with the employer and assist in developing the training plan agreement.
- Assist program instructors in locating work site.
- Review and sign the training plan agreement.
- Inform the business or agency of the applicable federal and state regulations regarding child labor laws.
- The Work-Based Learning coordinator will assist in the evaluation of the Work-Based Learning experience by ensuring students are meeting the work site and R.D. Anderson's expectations. The Work-Based Learning coordinator will check attendance, grades, submission of journal entries, etc. twice a nine weeks. This will be documented on the Progressive Exit Slip and submitted to the Work-Based Learning administrator.
- Hold exit interviews with students each semester to update current agreement, form new agreement, or terminate Work-Based Learning agreement.
- Maintain all records and files.
- Visit student at work site.

South Carolina Work-Based Learning Training Agreement/Evaluation Plan

Date: _____

Student's Name: _____

School/Career Center: _____ School District: _____

Start Date: _____ End Date: _____

Worksite Name/Location: _____

Work Assigned Days: _____ Work Assigned Hours: _____

Worksite Supervisor Name: _____ Worksite Supervisor Title: _____

Worksite Phone: _____

Worksite Email: _____

Student's Career Pathway/Program of Study: _____

Is the Work-Based Learning (WBL) Placement aligned to student's Individual Graduation Plan (IGP)?

Yes No

Is the Work-Based Learning Placement paid or non-paid? Yes No

Is the WBL placement tied to a credit-bearing course? Yes No

If yes, what is the course code? _____

Job Description (Tasks, Responsibilities, Projects, etc. established by worksite supervisor)

List of objectives and/or skills to be mastered based on industry-defined competencies within career pathway

South Carolina Work-Based Learning Training Agreement/Evaluation Plan

1

Employability Attributes – EMPLOYER MUST COMPLETE

The employability attributes provided below as Profile Elements are essential in every work environment throughout one’s career. Discuss and review with the student as each should be viewed as the foundation upon which specific workplace and career ready skills are aligned with the Profile of the SC Graduate. Each will be the basic expectation for the work-based learning experience and will serve as the criteria of measure for the mid and final employer evaluation tool.

* Two evaluation reviews are recommended to capture growth -- Be objective!

KEY: Evaluation Score

- 1 = Performance Improvement Needed: Needs to have a strategy to improve this skill
- 2 = Developing: Developing this skill; learning to address challenges related to this skill; aware of next steps
- 3 = Competent: Demonstrates this skill; aware of the importance of this skill
- 4 = Proficient: Consistently demonstrates this skill; shows initiative to learn about, enhance or apply this skill
- 5 = Advanced: Exceeds expectations; works with high level of independence, acts as a role model, or shows initiative to apply and extend this skill

PROFILE ELEMENT	PERFORMANCE EXPECTATIONS	REVIEWS	1-5 Scale (See Key Above)	COMMENTS Notes, goals, and reflections for Review #1 and Review #2
Attendance Appearance, and Punctuality	<ul style="list-style-type: none"> ▪ Arrives on time and prepared for work ▪ Provides sufficient notice if unable to report for work ▪ Clean, neat appearance ▪ Dresses appropriately for position and duties ▪ Wears ID Badge in accordance with policy ▪ Practices personal hygiene for position and duties 	1		
		2		
Initiative Motivation, Self-Direction	<ul style="list-style-type: none"> ▪ Participates fully in tasks or projects from start to finish ▪ Initiates interaction with supervisor for next task or project upon successful completion of previous one ▪ Able to work with little supervision; dependable ▪ Use good judgement 	1		
		2		
Communication	<ul style="list-style-type: none"> ▪ Communicates effectively, orally and in writing, using the language and vocabulary appropriate to a variety of audiences within the workplace including coworkers, supervisors, and customers ▪ Demonstrates active listening skills; focuses attentively, makes eye contact or other affirming gestures, confirms understanding and follows directions 	1		
		2		

Teamwork and Collaboration	<ul style="list-style-type: none"> • Works productively with co-workers, individually and in teams; support organization’s mission and goals • Accepts direction and constructive feedback with positive attitude • Cooperative 	1		
		2		
Critical Thinking and Problem Solving	<ul style="list-style-type: none"> • Notices and identifies challenges and problems that arise in the workplace • Brings concerns to attention of supervisors when appropriate • Develops solutions to challenges and problems by analyzing available information and looking at options, guided by expectations for the position and goals of the organization 	1		
		2		
Workplace Policy, Integrity, Culture and Safety	<ul style="list-style-type: none"> • Exhibits understanding of workplace culture and policy • Follows professional standards for use of computers, phones and social media • Respects confidentiality • Complies with health and safety rules for the workplace • Adheres to cell phone usage policy 	1		
		2		
Knowing How to Learn	<ul style="list-style-type: none"> • Eager and willing to learn • Listens and observes to learn • Asks questions • Initiates to seek answers • Inquisitive • Manages time effectively 	1		
		2		
Information/Media & Technology	<ul style="list-style-type: none"> • Knows how to locate necessary information to perform tasks • Uses digital media literacy to identify, access and analyze • Displays global knowledge with use of technology 	1		
		2		
Global Perspective	<ul style="list-style-type: none"> • Identifies and respects cultural diversity • Understands social/economic relationship impact on the job • Seeks to work towards conflict resolution • Thinks globally and understands link to people worldwide 	1		
		2		
Creativity/Innovation	<ul style="list-style-type: none"> • Introduces new ideas or methods for task or work process • Imaginative: Thinks outside the box • Shares ideas and insights • Encourages engagement 	1		
		2		

Employer Signature _____

Date _____

South Carolina Work-Based Learning Training Agreement/Evaluation Plan

2

Workplace & Career Specific Skills – INSTRUCTOR MUST COMPLETE BASED ON JOURNAL ENTRIES

List *three to five skills* that will be a focus for this work-based learning experience.

SKILL	SKILL DEFINITION	REVIEWS 1-5 Scale (See Key Above)		COMMENTS Notes, goals, and reflections for Review #1 and Review #2
		1		
		2		
		1		
		2		
		1		
		2		
		1		
		2		
		1		
		2		

REVIEW 1:

REVIEW 2:

Student Signature: _____

Student Signature: _____

Supervisor Signature: _____

Supervisor Signature: _____

School Staff Signature: _____

School Staff Signature: _____

Date: _____

Date: _____



WORK-BASED LEARNING JOURNAL QUESTIONS

What you write in your reflection becomes important supporting evidence of your learning. Your reflections along with samples of your work can serve as resources to share with others. These valuable resources can be used when applying for jobs, scholarships, or admission to new education or training programs. The reflection on learning has several purposes that will help you.

Your Journal will help you:

- Make connections between what you do in your WBL experience and the intended outcomes of the experience.
- Learn to evaluate the quality of your work in relation to the standards established for the intended learning outcomes.
- Think about how you improved your knowledge and skills over time.
- Identify your strengths and make plans for what you want to do next.
- Achieve your career and life goals.

The following reflective questions should be submitted bi-weekly to your instructor. You are allowed to write or email your responses and/or pictures. Please use the provided rubric to ensure you are meeting all requirements.

1. Explain a task you completed that helped you improve the work place skills described in the job description.

2. Describe one positive experience from the completed task.

3. Describe one challenge experienced from the completed test. What will you do differently next time to ensure success?



WORK-BASED LEARNING JOURNAL RUBRIC

WBL Category	Advanced 5	Proficient 4	Needs Improvement 3	Unacceptable 2—0
Meets Deadlines	All WBL reflections are completed by due date with no reminder.	Student consistently completes WBL reflections. Rarely needs reminders.	Although most WBL reflections are completed, they are rarely completed without a needed reminder.	Student does not complete WBL reflections, even with reminders.
Content	The reflection paints a vivid picture of the work experience. Journal entry is detailed, uses industry specific terminology, and contains photos.	The reflection gives an overview of the work experience and includes some detail and some industry specific terminology.	The reflection gives a general overview of the work experience without sufficient detail or industry specific terminology.	The description does not convey enough information to describe what the work experience was.
Personal Growth	The reflection conveys extensive evidence of personal reflection. The student demonstrates a self-awareness of both personal strengths and areas in need of growth. Student provides 4-5 examples.	The beginning stages of the reflective process is evident. The student demonstrates some self-awareness of both personal strengths and areas in need of growth and provides 3-4 examples.	There is little evidence of the reflective process. The student identifies few strengths and areas in need of growth and provides 3 or fewer examples.	No reflection is provided. No strengths or areas in need of growth are identified. No examples are given.
Writing Mechanics	Sentences are complete. Word usage is appropriate. Assignment is free of punctuation, grammatical and spelling errors.	Sentences are complete. Punctuation, grammar and spelling are quality with very few grammatical and spelling errors noted.	The document is easy to follow, but includes incomplete sentences and poor word choices. Multiple grammatical and spelling errors are noted.	The document is difficult to follow. Sentence structure, punctuation, grammar and/or spelling are unacceptable.
Grade:				



WORK-BASED LEARNING JOURNAL LOG SHEET

Name: _____

Date	Journal Grade (Bi-Weekly)	Supervisor Employability Grade (Total of Two)



WORK-BASED LEARNING WORK SITE ORIENTATION CHECKLIST

1. Welcome and Introduction

- Overall tour of facility
- Tour of work area
- Fire extinguishers, fire escapes, exits, evacuation routes
- Introduction of supervisor
- Introduction of staff

2. Tour of Facilities

- Storage for personal belongings
- Location of time clock/sign-in
- Location of necessary supplies
- Location of restrooms
- Location of parking

3. Supervisor's Expectations

- Dress code (hair, clothing, jewelry, etc.)
- Performance expectations
- Explanation of work schedule
- Attendance requirements (Hours, breaks)

4. Job-specific Issues

- Job description/overview
- Personnel handbook
- Security procedures



WORK-BASED LEARNING SCHOOL ORIENTATION CHECKLIST

Student Name:	Worksite:																																								
Student Email:	Supervisor:																																								
Program Area:	Email:																																								
Teacher:	Address:																																								
Phone: DOB:	City/Zip:																																								
Career Cluster:	Phone:																																								
High school:	Start date: End date:																																								
<p><u>WBL Coordinator and Student have Reviewed and Understands:</u></p> <p><input type="checkbox"/> Expectations of School and Worksite</p> <p><input type="checkbox"/> Worksite safety procedures</p> <p><input type="checkbox"/> Attendance policy and expectations</p> <p><input type="checkbox"/> Dates to submit journal entry</p> <p><input type="checkbox"/> WBL coordinator has visited work site Date of Visit: _____</p> <p><input type="checkbox"/> All parties have completed WBL Manual/agreement</p> <p><u>WBL High School Credit</u></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Course Code: _____</p> <p>Number of Credits: _____</p>	<p>Typical weekly work schedule</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 15%;">Day</th> <th colspan="2" style="width: 60%;">Time of Work</th> <th style="width: 25%;">Total Work Hours</th> </tr> <tr style="background-color: #cccccc;"> <th></th> <th style="width: 20%;">From</th> <th style="width: 20%;">To</th> <th></th> </tr> </thead> <tbody> <tr><td>Mon</td><td></td><td></td><td></td></tr> <tr><td>Tue</td><td></td><td></td><td></td></tr> <tr><td>Wed</td><td></td><td></td><td></td></tr> <tr><td>Thurs</td><td></td><td></td><td></td></tr> <tr><td>Friday</td><td></td><td></td><td></td></tr> <tr><td>Sat</td><td></td><td></td><td></td></tr> <tr><td>Sun</td><td></td><td></td><td></td></tr> <tr style="background-color: #cccccc;"> <td></td><td></td><td>Total</td><td></td> </tr> </tbody> </table> <p>Pay Rate: _____/hour (if applicable)</p>	Day	Time of Work		Total Work Hours		From	To		Mon				Tue				Wed				Thurs				Friday				Sat				Sun						Total	
Day	Time of Work		Total Work Hours																																						
	From	To																																							
Mon																																									
Tue																																									
Wed																																									
Thurs																																									
Friday																																									
Sat																																									
Sun																																									
		Total																																							

R. D. Anderson ATC Administrator

Work-Based Learning Coordinator

Student

Parent Signature



WORK-BASED LEARNING PROGRESSIVE EXIT SLIP

Student Name: _____ Semester: _____

Grade Check

Student must maintain a "C" or better grade in all courses. Grades must be checked twice per semester.

Date Checked
Interim -
Report Card -
Interim -
Before exam -

(Copies of interims and reports cards will be kept in file)

Attendance

Student must maintain good attendance. If the student will be absent, he/she will let the teacher and/or WBL coordinator know.

Date Absent	Contacted Teacher/WBL coordinator	Date Absent	Contacted Teacher/WBL coordinator

Exit Questions

To be completed at the end of the training agreement.

- List/describe one positive take away from your WBL experience.

- List/describe one negative take away from your WBL experience.

Review of work site/supervisors evaluation was complete. Yes No

Will student continue with current WBL placement? Yes No

If not, Why? _____



WORK-BASED LEARNING WORK SITE EXIT INTERVIEW - EMPLOYER

1. What is your overall impression of the Work-Based Learning experience?

2. What areas could RDA improve?

3. Please share one success story.

4. In the future, would you continue to hire Work-Based Learning students from RDA?

Signature

Date