



Hays Consolidated
Independent School District
**Career & Technical
Education**

Changing Lives One Student at a Time

Work-Based Learning Program Guidelines

Standards of Operations for Practicum Courses



Key Terms and Definitions

Practicum Course: Designed to be a capstone experience providing supervised practical application of knowledge and skills following a coherent sequence of courses and should ensure that students are meeting the 2-3 course credit requirements. Work-based learning (WBL) provides students the opportunity to explore a variety of careers, develop knowledge and skills related to their field of interest, and transition from a student to a professional. An example of work-based learning could include students rotating among various departments of a local facility in the community or completing an internship experience in a desired career field.

Training Plan: A training plan is a written agreement between a school and a training sponsor for each student enrolled in a WBL component of a practicum course. The training plan ensures that each student receives classroom instruction coordinated with work-based instruction to develop the essential knowledge and skills identified for the training area.

Training Site: Training sites are typically the workplaces of businesses or organizations where WBL students receive occupation-specific training in accordance with their training plans.

Training Sponsor: A training sponsor is the WBL student's supervisor and guide at a WBL training site. The sponsor confers regularly with the teacher-coordinator to plan, conduct, and evaluate training experiences to ensure that students develop the knowledge and skills required in their chosen occupational training area.

Teacher-Coordinator: The teacher-coordinator is the teacher of record for a course that includes the work-based learning experiences. This person is responsible for teaching students in the classroom and coordinating WBL experiences outside of the classroom.

Non-Discrimination Statement

It is the policy of Hays CISD not to discriminate on the basis of age, race, religion, color, national origin, sex, marital or veteran status, disability or other legally protected status in its programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. The following person has been designated to handle inquiries regarding the non-discrimination policies: Chief Human Resources Officer, 21003 IH 35, Kyle, Texas 78640 at 512-268-2141, ext. 46007.

Es la política del Distrito Escolar de Hays de no discriminar con base de edad, raza, religión, color, nacionalidad de origen, sexo, estado marital o de veterano, discapacidad, o cualquier otra condición protegida, con el fin de proveer programas, servicios o actividades según lo requiere el Título VI del Acta de los Derechos Civiles de 1964 según la enmienda; el Título IX de las Enmiendas a la Educación de 1972; y la Sección 504 del Acta de Rehabilitación de 1973 según la enmienda. Director de Recursos Humanos ha sido designado como la persona responsable de las investigaciones con respecto a las políticas de discriminación; con oficina en el 21003 IH 35, Kyle, Texas 78640 al 512-268-2141, ext. 46007.

Work-Based Learning Training

Practicum Courses provide an opportunity for students to gain work experience and classroom instruction in the career field they have chosen. It is necessary to the success of the program that students, parents, and employers understand and agree to abide by several basic principles of operation. The development of good work habits begins with compliance with the Standards of Operation for Practicum Courses found below.

Standards of Operation (paid and unpaid Practicum Courses)

1. Practicum and other work-based learning courses may use on campus labs and paid or unpaid work experiences for students in order to earn course credit.
2. A combination of classroom instruction and work-based learning instruction must average 10 hours per week for a two-credit practicum course and 15 hours per week for a three-credit practicum course.
3. Each practicum course using a work-based learning instructional arrangement must consist of student participation in training aligned with the student's program of study plus participation in related CTE classroom instruction.
4. In a practicum instructional arrangement, related classroom instruction must average one class period per week during the school year.
5. Students MUST have adequate and reliable transportation to school and to training site.
6. Students may be dropped from the program for frequent absenteeism from school or the training site for any reason.
7. The student is expected to contact the teacher-coordinator and the employer if they will be absent from class or work at the training site as scheduled.
8. Students are expected to maintain a satisfactory academic standing at school and to inform the Teacher/Coordinator of any problems that might affect their jobs or school work. The Texas Education Agency recommends limiting student work hours to 20-25 hours per week.
9. A student whose work-based learning experience is terminated must report the change in status to the Teacher/Coordinator immediately.
10. Students changing training sites with prior approval from the Teacher/Coordinator will have 10 school days to find a new job before being dropped from the program. Documentation of the job search will be required.
11. Students involved in the work-based learning program are viewed as community representatives of the high school. Students are expected to maintain excellent conduct and appropriate appearance at all times.

Paid Practicum Students

13. A student must be a minimum age of 16 and hold valid work documentation such as a Social Security card to enroll in any of the practicum learning experiences that have a **paid** component.
14. Students unemployed for more than 15 consecutive school days in a practicum learning experience must be placed in an unpaid learning experience or an on-campus lab-based setting.

Responsibilities of Students

By enrolling in the Practicum course and by signing the Standards of Operation and the Training Plan, the student agrees to actively participate in all aspects of the work-based learning program. This includes but is not limited to:

- Providing transportation to and from the training station
- Attending on-campus instruction and training when scheduled
- Complying with rules & regulations at school and at training site
- Complete weekly time sheet for classroom and work-based learning instruction
- Submit the signed permission to operate private transportation to the training site or the permission to be a passenger in a privately owned vehicle form prior to the start of the program

Responsibilities of Parents/Guardians

By signing the Standards of Operation and the student's Training Plan, parents/guardians agree to support and monitor their child's active participation in the work-based learning program. This includes but is not limited to:

- Providing transportation to and from the training site
- Encouraging attendance at school and at the training site
- Encouraging compliance with rules & regulations at school and at training site
- Sign either the permission to operate private transportation to the training site or the permission for your student to be a passenger in a privately owned vehicle form prior to the start of the program

Responsibilities of the Teacher-Coordinator

By signing the Standards of Operation and the student's Training Plan, the teacher-coordinator agrees to support and monitor their student's active participation in the work-based learning program. This includes but is not limited to:

- Collect the signed permission to operate private transportation to the training site or the permission to be a passenger in a privately owned vehicle form prior to the start of the program
- Communication with the training sponsor either during an in-person site visit or virtually once per grading period
- Ensure student completes required number of hours per week and collect the student's weekly timesheet
- Collect the Training Sponsor Evaluation of the Student Form once per grading period

Responsibilities of Training Sponsors

By signing the Standards of Operation and the student's Training Plan, training sponsors agree to support and monitor their student intern's active participation in the work-based learning program. This includes but is not limited to:

- Ensure student completes required number of hours per week
- Sign weekly timesheet for student's work-based learning instruction
- Complete Training Sponsor Evaluation of Student Form once every six weeks.
- Communication with the teacher-coordinator either during an in-person site visit or virtual meeting once per grading period

Signatures

Your signature below indicates you have carefully read and completely understand the rules and Standard Operating Procedures of Practicum training in Hays CISD.

You are aware that this is an elective program and your signature acknowledges your agreement to the standards stated herein.

Student

Student's Printed Name: _____

Student's Signature: _____

Parent/Guardian

Parent/Guardian's Printed Name: _____

Parent/Guardian Signature & Date: _____

Parent/Guardian's e-mail address: _____

Phone Number: _____

Training Sponsor

Print Firm or Business Name: _____

Training Sponsor's Printed Name: _____

Training Sponsor's Signature & Date: _____

Training Sponsor's e-mail address: _____

Phone Number: _____
