
1. DEFINITIONS.

- a. Clinical experience-structured student learning that takes place in a community-based healthcare setting, is an integrated part of the student's health occupations program of study, and is supervised and evaluated.
- b. Cooperative education-structured student learning in a paid work position that connects career interest to academic and occupational learning in the classroom in cooperation with business and industry.
- c. Internship-structured student learning in a paid work position that connects career interest to academic and occupational learning in the classroom in cooperation with business and industry.
- d. Job shadowing-structured career exploration activity with a specific time limit and objectives that allow students to learn about a particular career.
- e. School-based enterprise-school projects that connect business activities through structured learning and lead to finished products or services for internal or external consumption.
- f. Work-based learning-a core component of technology/career education programs which is related to a coherent sequence of courses and contributes to the development of core and higher order academic competencies, fundamental workplace skills, and specific occupational skills. Work-based learning experiences can include job shadowing, school-based enterprise, clinical experience, internship, cooperative education, and youth apprenticeship.
- g. Youth Apprenticeship-a program of study that integrates school-based and work-based learning coordinated with business, industry, and labor that facilitates transition to the workforce by providing the apprentice the opportunity to earn a high school diploma, post-secondary credential/diploma, and certificate of occupational skills.

2. REQUIREMENTS.

- a. Columbia County Schools will provide technology/career education programs which include opportunities for student involvement in work-based learning experiences where feasible and appropriate.
 - 1) Student participation in work-based learning shall be a component of a sequenced technology/career education program that is congruent with the student's career interest and high

school program of study, and consistent with the opportunities for work-based learning available in the community.

- 2) Work-based learning programs shall provide a planned sequence of learning experiences which help the student to make connections between academic and occupational skills learned in the classroom and their application in work-based settings, and which contribute to the development of core and higher order academic competencies, fundamental workplace skills, and specific occupational skills so that the student is better prepared for post secondary education and/or work.
 - 3) School personnel shall recruit and select work-based learning sites that provide occupational growth opportunities consistent with student interest and learning objectives.
 - 4) Work-based learning programs shall have written criteria for Student admission and for the involvement of the student's parent(s)/guardian(s) in the admission process.
 - 5) Each participating student shall have a work-based learning Agreement and a training plan that is signed by the student, parent(s)/guardian(s), and designated representatives from the school and the work-based learning site.
 - 6) Criteria for the selection and assignment of work-site Supervisor(s) for the student learner shall be established and provided to each participating work-based learning site.
 - 7) School personnel responsible for coordinating and supervising student work-based learning placements shall make regular Visits to work sites to assess and document student progress and to monitor compliance with established policies and applicable federal and state labor laws.
- b. The Columbia County School System shall implement work-based learning programs that are consistent with applicable state and federal laws, State Board of Education rules, and local board of education policies.
- 1) School personnel responsible for work-based learning programs Shall have certification in the appropriate technology/career program area and shall participate annually in state-sponsored professional development to update knowledge and skills related to the work-based program.
 - 2) School personnel responsible for work-based learning programs shall monitor compliance with federal and state wage and labor laws, applicable State Board of Education rules, and local board of education policies.
- c. Operation of work-based learning programs shall be in accordance with the guidelines in the Georgia Work-Based Learning Manual, available from the department.

Authority O.C.G.A. §§ 20-2-151(b); 20-2-161.

PROCEDURE: NO

ADOPTED: NEW August 10, 1999

REVISED:

Columbia County Board of Education