

The Work Experience program is designed for regular education students that want to gain experience working in a job that is directly tied to a class that the student is enrolled. The academic and occupational skills that the student will be learning need to be at the same skill level as the course that the student is enrolled.

Examples of a quality Work Experience program are working for a:

* CPA firm while enrolled in an accounting class
* Law firm while enrolled in a government or law class
* Local newspaper while enrolled in an English class

**GOALS**

1. The primary purpose of the Work Experience Program (WEP) is to provide students with a practical and relevant career related learning experience.
2. The WEP enables students to acquire an improved understanding of their abilities, interests, and educational/career aspirations.
3. The WEP provides educational opportunities not available within the present high school structure.
4. The WEP provides a means of applying/measuring those academic skills learned throughout the student’s formal education.
5. The WEP provides an avenue for students to develop the confidence, responsibility, and maturity necessary for success on the job.
6. The WEP enhances the partnership between school and community by serving the needs of local business and industry.

**PROGRAM REQUIREMENTS**

1. Program application must be completed on an official application form, preferably not later than the conclusion of the student’s junior year in high school. Participation in the program is limited to seniors who are on schedule to graduate at the conclusion of their senior year. A sample application is provided in this document.
2. A selection committee consisting of the principal and counselor shall evaluate the student’s application to determine program eligibility and acceptance.
3. High school credit will be awarded for the program.
4. Students must remain at their worksite for an amount of time equivalent to that which they would accrue in school following a normal schedule.
5. Evaluation of a student’s progress in the program shall be a joint effort by the employer and school official. A school official, on a PASS/FAIL basis, will complete actual grading.
6. Job assignments should correspond with the student’s career interests and/or post-secondary educational/employment plans as outlined in the Individual Plan of Study.
7. The student may not be self-employed.
8. Employer may not be a parent or guardian of the student.
9. Students may not work for any faculty member.
10. The program shall be organized and maintained so that students are under the direction and supervision of the school.
11. The program shall have written policies pertaining to student enrollment, attendance, absenteeism and conduct.

**PROGRAM REQUIREMENTS** (continued)

1. The director of the work experience (OJT) program and the teacher coordinator shall hold valid licenses. Licensure shall not be required for persons responsible for training at the on-site location.
2. A training agreement must be completed and signed for each work experience class. The training agreement shall be signed by the employer, student, student’s parent or guardian (if student is under 18 years of age), and the supervising teacher for the related class. A sample training agreement can be found in this document.
3. The “work experience” (OJT) shall have academic and occupational job performance competencies showing relationship to an enrolled class and shall be based on a one to one ratio limited to the time in the related class. For example, one hour of classroom instruction to one hour of work experience. Limit one hour of work experience per related class. The combination of classroom and work experience or OJT may not exceed 1.0 FTE for state reimbursement.
4. Classroom and work attendance records shall be maintained during the length of the program.

**Job Site Assignments:**

1. Job site assignments must be in either semester or full year segments (The beginning of a job site assignment must coincide with the start of a semester). All changes must be by mutual agreement between the employer and school official.
2. Job site assignments **must** be an employer other than the student, a student’s parent(s), or guardian.
3. Payment for work at the job site is secondary to the value of the learning experience in the eyes of the school. However, a student may be paid during his/her WEP experience.

**Withdrawal:**

1. Students who request removal from the WEP must provide a written statement, copies of which must be presented to the high school counselor and to the student’s assigned employer. This statement should include reasons for requesting withdrawal from the program.
2. Employers who wish to dismiss their WEP student must confer with the counselor and school official regarding their rationale for termination.
3. A sample withdrawal form is provided in this document.

**WORK EXPERIENCE PROGRAM**

**Rules and Regulations**

**Job Site Supervision:**

1. Adequate supervision will be provided for each WEP student by a designated school official.
2. All school rules, regulations and policies are considered to be in effect while a student is in the program. This includes tardiness, absences, disciplinary action, athletic and extra curricular eligibility, etc.
3. Failure of a student to abide by all WEP rules and regulations may result in disciplinary action and could result in expulsion from the program and enrollment in courses.
4. ALL expenses incurred in traveling to and from a job site are the responsibility of the student. ALL expenses incurred in securing and maintaining the WEP position is the responsibility of the student.
5. Planned Absences: Any WEP student who intends to be absent from his/her job site must inform the employer and school official as early as possible in advance of the intended absence. Emergency situations are exempt from this rule. An ABSENCE FORM must be filed for each absence. ALL absences must be reported to the school official by the parent/guardian on the day they occur.
6. Unexcused Absences; The employer must report a WEP student absent from his/her job site without prior approval or notice immediately to the high school official or counselor.

**Job Site Supervision:** (continued)

1. Students absent from school for illness are not permitted to report to the job site for work on those days affected.
2. In the case of WEP absences, similar to regular academic subjects, parent(s)/guardian(s) are expected to contact the office.
3. A school official will conduct a job site visitation every nine weeks.
4. The employer of a WEP student shall submit a weekly report form, provided by the high school. The report, which contains a daily time sheet and evaluation/comment section, will highlight the student’s work activities. This report form can be mailed, faxed or delivered to the school official. A sample weekly report form is provided in this document.
5. The employer assumes all liability and responsibility for Workman’s Compensation coverage whether the student is or is not receiving payment.
6. Students under the age of 18 will not be assigned hazardous tasks as defined by the U.S. Secretary of Labor. Hazardous tasks are defined as any non-agricultural task including but not limited to the following:
   1. Manufacturing and storing explosives
   2. Motor vehicle driving
   3. Coal Mining
   4. Logging and saw milling
   5. Power-driven woodworking machines
   6. Exposure to radioactive substances
   7. Power-driven hoisting apparatus
   8. Power-driven metal forming, punching, and shearing machines
   9. Mining, other than coal mining
   10. Slaughtering or meatpacking, processing or rendering
   11. Power-driven bakery machines
   12. Power-driven paper-products machines
   13. Manufacturing brick, tile, and kindred products
   14. Power-driven circular saws, band saws, and guillotine shears
   15. Wrecking, demolition and ship-breaking operations
   16. Roofing operations
   17. Excavation operations.

**Records to be maintained:**

1. On-the-job attendance records which the employer shall file each week.
2. Student work schedule, which shall be filed by the employer.
3. Employer’s verification of work record.
4. Employer’s evaluation of student’s work experience.
5. Report of on-site visits made by the school.
6. Documents verifying compliance to the requirements stated above.
7. The program/school shall maintain a record of employers, employer addresses, and employer phone numbers and make these available along with other listed documents for audit purposes.

*Sample forms begin*



*on the next page.*

To download the **Excel version** of the forms shown below, click here: [Fiscal Audit homepage](http://www.ksde.org/Agency/Fiscal-and-Administrative-Services/Fiscal-Auditing). Scroll to the bottom of the screen and select: **Work Experience Sample Forms**

T:guidelines and manuals/work experience forms Rev. Dec 2017

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|  | ***High School Work Experience Program*** |

Name of High School

APPLICATION FORM

Please type or print in ink:

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s Name: |  | Age: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Address: |  | City: |  | Zip: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Phone: |  | Date of Birth: | Mo. /Day/Yr |  |

|  |  |
| --- | --- |
| Business Name of Employer: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Person: |  | Contact Phone: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Address: |  | City: |  | Zip: |  |

|  |  |
| --- | --- |
| Parent Guardian Name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Occupation: |  | Work Phone: |  |

1. Can you furnish a vehicle for travel to and from the job site? 
2. Confer with the counselor regarding your academic status and graduation requirements. Current number of credits: \_\_\_\_\_\_\_\_ Counselor’s Initials \_\_\_\_\_\_\_\_

3. List those course and credits required for graduation:

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| --- | --- | --- |
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4. List some of your personal strengths that would apply to this career/position.

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**WORK EXPERIENCE PROGRAM Application – Page 2**

5. List some of your special skills that would apply to this career/position.

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6. What type of job site do you prefer and why?

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7. Below write a brief statement (50-100 words) explaining how you might benefit from the Work Experience Program.

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8. Provide a copy of your resume when submitting this application.

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| --- | --- |
|  | ***High School Work Experience Program*** |

Name of High School

ORIENTATION FORM

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Agreement:** I, |  |  | , hereby agree to abide by all |

First Name - Middle Initial - Last Name

|  |  |  |
| --- | --- | --- |
| established Rules and regulations contained in the |  | Work Experience Program. |

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s Signature: |  | Date: |  |

**Parental Approval:**

As parent or legal guardian of the said student, I hereby approve of his/her application for and participation in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Experience Program; furthermore, I agree to abide by all the provisions contained in the program, as well as assume liability for

|  |  |
| --- | --- |
|  | while he/she travels to and from his/her job assignment. |

Name of Student

|  |  |  |  |
| --- | --- | --- | --- |
| Parent’s Signature: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| School Official’s Signature: |  | Date: |  |

***EMPLOYER ORIENTATION*** - *Employer has reviewed rules and regulations of WEP program.*

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| --- | --- | --- | --- |
| Employer’s Signature: |  | Date: |  |

***Employer Visits -*** *A school official will conduct a job site visitation every 9 weeks.*

***1st Nine Weeks***

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s Signature: |  | Date: |  |

***2nd Nine Weeks***

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s Signature: |  | Date: |  |

***3rd Nine Weeks***

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s Signature: |  | Date: |  |

***4th Nine Weeks***

|  |  |  |  |
| --- | --- | --- | --- |
| Employer’s Signature: |  | Date: |  |

|  |  |
| --- | --- |
|  | ***High School Work Experience Program*** |

Name of High School

WEEKLY REPORT

*Each week, the employer shall mail, fax, or deliver the attendance/evaluation report to the district office.*

|  |  |
| --- | --- |
| Students Name: |  |

|  |  |
| --- | --- |
| Employer’s Name: |  |

|  |  |
| --- | --- |
| Job Site: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Week of:** |  | **/** | **/** |

|  |  |  |  |
| --- | --- | --- | --- |
| **DAY** | DATE | TIME IN | TIME OUT |
| Sunday |  |  |  |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |

***EMPLOYER’S EVALUATION*** – Please indicate the student’s performance in each of the following areas by circling the appropriate rating:

**Attendance:** Excellent Satisfactory Unsatisfactory

**Punctuality:** Excellent Satisfactory Unsatisfactory

**Dependability:** Excellent Satisfactory Unsatisfactory

**Cooperation:** Excellent Satisfactory Unsatisfactory

**Initiative:** Excellent Satisfactory Unsatisfactory

**Attitude:** Excellent Satisfactory Unsatisfactory

**Appearance:** Excellent Satisfactory Unsatisfactory

***Additional Comments:***

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Employer’s Signature**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | ***High School Work Experience Program*** |

Name of High School

ABSENCE REPORT

|  |  |
| --- | --- |
| Students Name: |  |

|  |  |
| --- | --- |
| Employer’s Name: |  |

|  |  |
| --- | --- |
| Job Site: |  |

|  |  |  |
| --- | --- | --- |
| Day | Date | Reason for Absence |
| Sunday |  |  |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| Saturday |  |  |

***Additional comments concerning absence:***

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| --- | --- | --- | --- |
| Employer’s Signature: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s Signature: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| School Official’s Signature: |  | Date: |  |

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|  | ***High School Work Experience Program*** |

Name of High School

WITHDRAWAL FORM

|  |  |
| --- | --- |
| Students Name: |  |

|  |  |
| --- | --- |
| Employer’s Name: |  |

|  |  |
| --- | --- |
| Job Site: |  |

***Please describe below your reason(s) for requesting a withdrawal from the WEP:***

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| --- | --- | --- | --- |
| Employer’s Signature: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Student’s Signature: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| School Official’s Signature: |  | Date: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Parent’s Signature: |  | Date: |  |

Work Experience Training Plan

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student Name: |  | School Name: |  | USD No. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Work Site: |  | Supervisor: |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Worksite Training Period: |  | / |  | / |  | through |  | / |  | / |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Related Class: |  | Teacher Coordinator: |  |

Training tasks, listed below, shall include eligibility and specific academic and occupational competencies. If applicable, include specific safety competencies.

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| --- |
| **Training Tasks** (to be provided by EMPLOYER unless otherwise specified) |
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| --- | --- | --- | --- | --- |
| I have reviewed and been provided with a copy of this training outline. | | | | |
|  |  |  |  |  |
|  | Student’s Signature |  | Date |  |
|  |  |  |  |  |
|  | Teacher-Coordinator’s Signature |  | Date |  |

Training Agreement

|  |  |
| --- | --- |
|  | ***High School Work Experience Class*** |

Name of High School

|  |  |
| --- | --- |
| *and* ***Work Site:*** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | ***Student:*** | |  | |  | ***Phone:*** | |  | |  | |
|  | | | This agreement covers the school year 20 | |  | | - 20 |  | |  | |
|  | | | | | | | | | | |
| Work Experience   |  |  |  | | --- | --- | --- | | *This agreement between* |  | *School, the employer, the student, and his/her* |   *parent or guardian defines responsibilities that each accepts and agrees to shown by their signature.* | | | | | | | | | | |

**School Responsibilities:**

1. Coordinate the work experience class with the related class, one work experience class per related class.
2. Provide forms and maintain adequate records
3. Act as liaison between the parties of this agreement.
4. Screen and select student-learning applicants.
5. Provide general related instruction.
6. Notify the employer in advance if the employment status of the student changes (when possible).
7. Make visitations to the Work Site once every school quarter (2 times a semester) to discuss student progress, evaluate the work site and coordinate the program.
8. Evaluate the student and assign letter grades and credits.

**Employer Responsibilities:**

1. Employ the student for at least (5) hours per week, per class credit.
2. Employer may not be a parent or guardian of the student.
3. Provide safe working conditions and safety instruction for tasks and duties performed during the training period for the student learner.
4. Release the student from his/her work schedule to participate in school activities, providing prior arrangements have been made.
5. Provide instruction and training in the various phases of the training named above.
6. Assign training supervisor who will evaluate and supervise the student as agreed upon.
7. Meet with the coordinator to discuss the student’s progress.
8. Conform to all federal, state, and local labor laws and existing labor-management agreements that apply.
9. No person shall be denied employment, re-employment, or advancement nor shall be evaluated on the basis of sex, marital status, race, color, age, disability, creed, or national origin. Age shall be considered only with respect to minimums set by law as specified by the state.

**Student Responsibilities:**

1. Perform the necessary tasks and follow instructions as given by the teacher-coordinator and/or employer.
2. Attend any related class as required.
3. Provide transportation to and from place of employment.
4. Notify the teacher-coordinator and the employer on day of absence or late arrival prior to starting time (when possible).
5. Not to report to work on days absent from school.
6. File complete weekly reports on his/her job activities as required.
7. Report to the coordinator as soon as possible when problems arise affecting his/her employment.
8. Work to improve skills, knowledge, and personal qualities.

*I have read the above training agreement and understand my responsibilities and relationship to the program as outlined by the agreement.*

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Employer’s Signature |  | Company |  | Date |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
| Student’s Signature |  | Date |  | Parent/Guardian’s Signature |  | Date |
|  |  |  |  |  |  |  |
| Teacher-Coordinator’s Signature |  | Date |  |  |  |  |