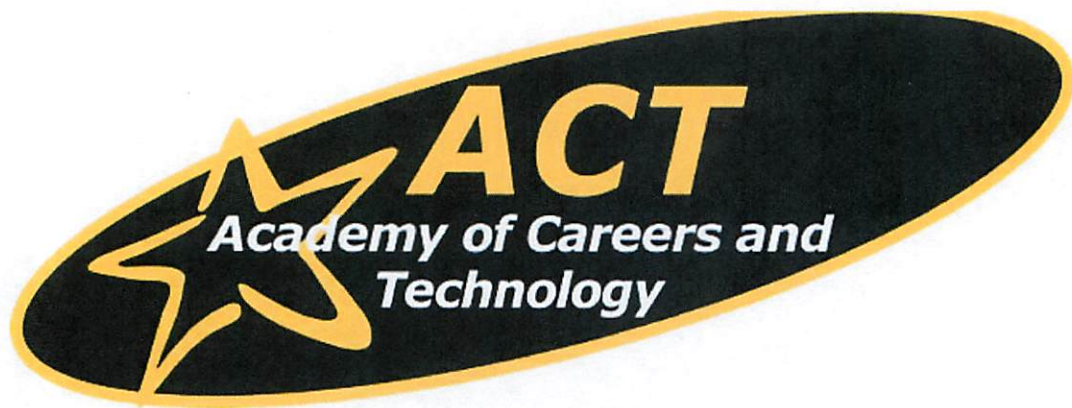


Academy of Careers and Technology

Work-Based Activity Plan



390 Stanaford Road
Beckley, West Virginia 25801
304-256-4615

Preparing Students for Their Future

<http://wvact.net>

<http://facebook.com/wvact>

TABLE OF CONTENTS

Definition 1

Essential Requirements 1

Initiating a Work-Based Activity 1

Evaluations 2

Employer/Student Work-Based Activity Agreement..... 2

Paid or Unpaid..... 2

Definition

Work-based activities are structured learning activities conducted in supervised work settings external to the institution or in a setting that involves the public that are components of educational programs. These include externships, internships, on-the-job training, or clinical experiences.

Essential Requirements

These activities must be planned with at least two objectives:

1. To provide the student-learner with the opportunity to develop and apply a 'real-world' work experience using the knowledge and skills they attained in their program of study; and,
2. To provide the institution with objective input from potential employers or customers of program graduates.

Initiating a Work-Based Activity

The teacher-coordinator is responsible for initiating new and reviewing existing work-based activity sites. The teacher-coordinator needs to work with the work-site supervisor to make sure the equipment and facility provides a safe and adequate instructional opportunity for the student-learner. The following criteria must be applied when making this determination:

1. The work-based activity is similar to training which would be given in an educational environment for their program;
2. The work-based activity is for the benefit of the student-learner.

Written Instructional Plan

Once it is determined that the potential work-based activity site will meet the instructional requirements the student-learner, work-site supervisor, and the teacher-coordinator will complete the following:

1. ACT Training Plan

Outlines:

- Who their work-site supervisor will be;
- The beginning date of work-based activity;
- The time schedule arranged for the work-based activity;

- The work-based duties and activities arranged between the student-learner and their work-site supervisor;
- The calendar and evaluation required to be kept and turned at the end of each nine-week grading period to the teacher-coordinator.

2. ACT Training Agreement

Outlines:

- The responsibilities of the student-learner, parent or guardian of the student-learner, work-site supervisor, and the teacher-coordinator.

Evaluations

The work-site supervisor will complete a Student Evaluation Report that the student-learner will turn in to their teacher-coordinator along with the calendar at the end of each nine-week grading period.

Employer/Student Work-Based Activity Agreement

The agreement packet includes:

1. ACT Training Plan-must be completed and signed
2. Training Agreement-must be completed and signed
3. Calendar to log hours or activities-must be completed and turned in at the end of each nine-week grading period
4. Student Evaluation Report-must be completed and turned in at the end of each nine-week grading period

The work-site supervisor and the student-learner should keep a copy of the work-based activity agreement. A copy should be filed with the teacher-coordinator and the job placement coordinator as well.

Paid or Unpaid

In most cases, work-based activities are unpaid, but if the student will be paid for the work-based activity these arrangements would need to be outlined between the work-site supervisor, student-learner, and the teacher-coordinator in the Training Agreement.



Academy of Careers and Technology Career and Technical Education Training Agreement

Student Name: _____ School Year: _____
Program: _____ Starting Date: _____
Work Site: _____
Address: _____
Work-Site Supervisor: _____ Phone: _____

RESPONSIBILITIES

The **student-learner** considers his/her job experience as contributing to his/her career objective and agrees:

1. To attend school classes at his/her school as a prerequisite to work unless prior arrangements have been made with the work-site supervisor or teacher.
2. To maintain average grades in all classes required as part of his/her CTE program and as defined by the local school system.
3. To conform to the rules and regulations of the work-site.
4. To show honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress, and a willingness to learn.
5. To consult the teacher about any difficulties arising at the work-site or related to his/her work-based activity.
6. To participate in those co-curricular activities that are required in connection with his/her CTE program.
7. To inform the work-site supervisor and teacher in the event of illness or emergency that prevents attendance as usual.

The **parents or guardians of the student-learner**, realizing the importance of the work-based activity to the student-learner, agree:

1. To encourage the student-learner to carry out effectively his/her duties and responsibilities.
2. To share the responsibility for the safety and conduct of the student-learner while he/she is traveling to and from the school, the work-site and his/her home.
3. To share responsibility for school and job attendance.

The **work-site supervisor**, recognizing that a training plan is being followed and that close supervision of the student-learner is required, agrees:

1. To employ the student-learner for ____ hours per week
2. Most work-based activities are unpaid. If you wish to pay the student-learner the amount would need to be at the minimum wage or as any other beginning employee for your company. The wage would need to be documented in the Additional Comments section at the end of this agreement.
3. To adhere to all Federal and State regulations regarding child-labor laws and other applicable regulations.
4. To assist in the evaluation of the student-learner on a regular basis.
5. To provide time for consultation with the teacher concerning the student-learner and to discuss with the teacher any difficulties the student-learner may be having.
6. To provide necessary instructional materials and occupational guidance for the student-learner.
7. To accept and assign the student-learner without regard to race, color, national origin, gender, or handicap.

The **teacher**, representing the school, will coordinate the work-based activity toward a satisfactory preparation of the student-learner for his/her occupational career objective and agrees:

1. To see that the necessary related classroom instruction is provided in accordance with the training plan.
2. To work with the work-site supervisor and the student-learner to develop a training plan that meets the career objective of the student-learner.
3. To make periodic visits to the work-site to observe the student-learner, to consult with the work-site supervisor, and to render any needed assistance with training problems of the student-learner.
4. To assist the work-site supervisor in the evaluation of the student-learner.

GENERAL POLICIES

The teacher reserves the right to withdraw the student from the work-based activity under the following conditions:

1. The student's attendance, performance, and/or grades are unsatisfactory at the work-site or in school
2. The Training Plan is not being followed.

ADDITIONAL COMMENTS

Employer Signature

Student-Learner Signature

Work-Site Supervisor Signature

Parent/Guardian Signature

Teacher Signature

Date

Administration Signature

Date



ACT Training Plan

390 Stanaford Road • Beckley, WV 25801

Phone: 304-256-4615 x304 Email: cncrouse@k12.wv.us

The **ACT Training Plan** will allow students to participate at a work site that enhances the learning activities and compliments classroom activities of the career and technical education program.

A **Cooperative Training Agreement** must be completed by all parties involved and returned to the school.

A **Monthly/Daily Calendar** and **Evaluation** must be maintained and completed by the supervisor and submitted to the school prior to the end of each six-week grading period:

- The student will follow the guidelines, safety procedures, and work duties and activities established by the work site supervisor.
- The participant is a student--snow days, holidays, and other days when school is not in session, the student is not required to participate at the work site.
- If there are special school-related events that require student attendance at ACT or at their home school, then the student must notify the supervisor of that event in advance and make arrangements to be absent from the work site. These events could include field trips, WorkKeys or end-of-course testing, semester tests, graduation practice, graduation, or other approved events.
- If the student is ill or unable to report to the work site, the student must notify the supervisor, and either the job placement coordinator or the instructor, as soon as possible.

Student Name: _____ Signature: _____

Supervisor's Name: _____ Signature: _____

Work Site: _____

Beginning Date: _____ Time Schedule: _____

Duties and Activities as dictated by the work site and/or supervisor:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



Academy of Careers and Technology

Cooperative Education Training Calendar

OCTOBER		NOVEMBER		DECEMBER		NOTES
1		1		1		
2		2		2		
3		3		3		
4		4		4		
5		5		5		
6		6		6		
7		7		7		
8		8		8		
9		9		9		
10		10		10		
11		11		11		
12		12		12		
13		13		13		
14		14		14		
15		15		15		
16		16		16		
17		17		17		
18		18		18		
19		19		19		
20		20		20		
21		21		21		
22		22		22		
23		23		23		
24		24		24		
25		25		25		
26		26		26		
27		27		27		
28		28		28		
29		29		29		
30		30		30		
31				31		



Academy of Careers and Technology Cooperative Education Training Calendar

JANUARY		FEBRUARY		MARCH		NOTES
1		1		1		
2		2		2		
3		3		3		
4		4		4		
5		5		5		
6		6		6		
7		7		7		
8		8		8		
9		9		9		
10		10		10		
11		11		11		
12		12		12		
13		13		13		
14		14		14		
15		15		15		
16		16		16		
17		17		17		
18		18		18		
19		19		19		
20		20		20		
21		21		21		
22		22		22		
23		23		23		
24		24		24		
25		25		25		
26		26		26		
27		27		27		
28		28		28		
29				29		
30		(use for leap year)		30		
31				31		



Academy of Careers and Technology

Cooperative Education Training Calendar

APRIL		MAY		JUNE		NOTES
1		1		1		
2		2		2		
3		3		3		
4		4		4		
5		5		5		
6		6		6		
7		7		7		
8		8		8		
9		9		9		
10		10		10		
11		11		11		
12		12		12		
13		13		13		
14		14		14		
15		15		15		
16		16		16		
17		17		17		
18		18		18		
19		19		19		
20		20		20		
21		21		21		
22		22		22		
23		23		23		
24		24		24		
25		25		25		
26		26		26		
27		27		27		
28		28		28		
29		29		29		
30		30		30		
		31				



Academy of Careers and Technology

Cooperative Education Training Calendar

JULY		AUGUST		SEPTEMBER		NOTES
1		1		1		
2		2		2		
3		3		3		
4		4		4		
5		5		5		
6		6		6		
7		7		7		
8		8		8		
9		9		9		
10		10		10		
11		11		11		
12		12		12		
13		13		13		
14		14		14		
15		15		15		
16		16		16		
17		17		17		
18		18		18		
19		19		19		
20		20		20		
21		21		21		
22		22		22		
23		23		23		
24		24		24		
25		25		25		
26		26		26		
27		27		27		
28		28		28		
29		29		29		
30		30		30		
31		31				



Academy of Careers and Technology

390 Stanaford Road, Beckley, WV 25801

Phone: 304-256-4615 Fax: 304-256-4674

CAPSTONE COOPERATIVE CAREER & TECHNICAL EDUCATION STUDENT EVALUATION REPORT

Student Name _____

Training Agency _____

ATTRIBUTES	EXCELLENT	GOOD	AVERAGE	BELOW AVERAGE	POOR	COMMENTS
Ability to Work with Others						
Attitude Toward Job						
Cooperation						
Customer Relations						
Decision Making						
Follows Directions						
Initiative (Finds Work to do)						
Mathematical Skills						
Oral Communications						
Performs Job Expected						
Personal Appearance						
Practices Good Safety Habits						
Problem Solving						
Quality of Work						
Quantity of Work						
Reaction to Supervision						
Reading Skills						
Related Job Skills						
Technical Knowledge						
Use of Equipment/Tools/Materials						
Use of Working Time						
Willingness to Learn						
Written Communications						
Other						
OVERALL PERFORMANCE						

ATTENDANCE

- ☐ Perfect attendance
☐ Seldom absent with good excuses & advance notification
☐ Occasionally absent without good excuse or notification
☐ Frequently absent

PUNCTUALITY

- ☐ Always on time
☐ Seldom late but with good excuse
☐ Occasionally late without good excuse
☐ Frequently late

Do you wish an immediate conference with the Instructor? YES___ NO___

(Signature of Supervisor)

(Date)

Additional Comments: _____