

1540 School Road

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[www.northvalleyctc.org](http://www.northvalleyctc.org)

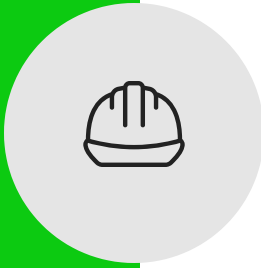


North Valley Career and Technology Center

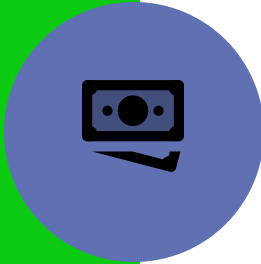
# NORTH VALLEY

## Work-Based Learning Explained





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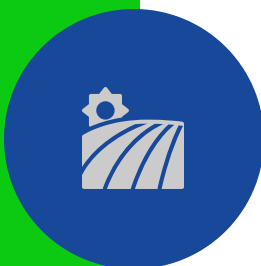


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# What is Work-Based Learning?

The term “Work-Based Learning” means (for the purposes of Perkins V funding):

- **Sustained interactions** with industry or community professionals in real workplace settings, to the extent practicable;

OR

- **Simulated environments** at an educational institution that foster in-depth, firsthand engagement with the tasks required in a given career field and that are aligned to curriculum and instruction.



**Option 1:** Sustained interaction should strive for a minimum of 40 hours of one supervised experience on the worksite. One example of a sustained interaction work-based learning experience is 75 hours per semester credit or 150 hours per credit in a cooperative work experience course.

**Option 2:** Simulated environments in an educational setting, which means any CTE-funded course, should strive for a minimum of 40 hours throughout a series of in-class projects/lab work, with each project/lab taking no less than 1 week or 5 successive hours of class time to complete. The entire series of projects/labs should have a goal of equaling 40 hours or more during enrollment in the program.

# For Students



This program provides students with a regularly scheduled, supervised job opportunity to develop and improve work skills aligned with future career goals. The employment must be completed after or during a North Valley class related to the work experience.

1/2 credit per 75 work hours will be awarded with four credits being the maximum. In the event employment is terminated, no credit will be earned and a failing grade will be documented. Experiences can be paid or unpaid. The employer will use the Career Ready Practice Rubrics (see Resources on page 8) for evaluation.



Complete and submit a Work-Based Learning Plan/Agreement (see Resources on page 8).



Keep such records of work experiences and wages (if applicable) earned as required by the school, and submit them on or before specified deadlines.



Maintain passing grades in school, maintain regular attendance, and not to allow out of school work to conflict with your educational program.



Conform to the policies, procedures and regulations of the employer and North Valley.



## Summer Internship Final Evaluation

<https://forms.gle/jMzomSeGyL5H1jyQ6>



## Summer Internship Pay Period Reflection

<https://forms.gle/o4xuZUAZTaeqTKHEA>



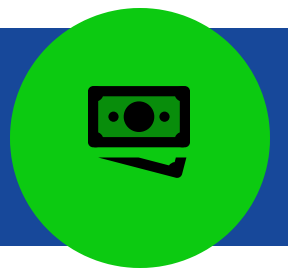
## Cooperative Work Experience Weekly Reflection

<https://forms.gle/V9FT7tQPrHkre1ga9>





# For Businesses



Work-based learning is an effort to give students the opportunity to use the skills they've learned at North Valley while filling the employment gap in our area. Schedules will be set between the employer and the student. The experience can be paid or unpaid.

## Cooperative Work Experience (CWE)

During the school year, students in grades 11 and 12 who have taken North Valley class(es) work during school hours to earn credit.

## Summer Internship Program

Throughout the summer (dates vary depending upon which high school the student attends), students who have taken North Valley class(es) and completed grades 9, 10, or 11 work to earn credit. Participating businesses receive \$375 for each student who completes 75 hours of work once the business completes the required forms for each student employee(s).

## Create your Compass Profile

Compass is an innovative workforce platform that matches employers with high school students based on traits, interests, and talents.

<https://bit.ly/gps-sign-up>



Take an active part in the training and supervision of student(s) while providing instruction and close supervision by an experienced and qualified person to avoid subjecting the student to unnecessary or unusual hazards.



Assist the teacher/coordinator in the evaluation of student(s) performance on the job by completing the necessary evaluation forms when required.



The teacher/coordinator will make short, periodic visits to the student(s) work site to talk with the employer and the student.



## Summer Internship Final Evaluation

<https://forms.gle/yKUJUotigiDFV9wT7>



## Summer Internship Pay Period Evaluation

<https://forms.gle/22QTAd4AgYXFrWFW6>



## CWE Quarterly Evaluation

<https://forms.gle/z6pZoVkJASTH5oLz5>



# For Parents and Guardians



Encouraging participation in Work-Based Learning is just one way parents and guardians can help their child(ren) gain valuable workplace knowledge and skills.

Students are assessed by their Work-Based Learning supervisor/employer using five of the 12 Career Ready Practices chosen by the the ND Department of Career and Technical Education: Responsible Employee, Technical Skills, Communication, Problem Solving, and Teamwork.



Accept responsibility for the student's safety and conduct while traveling to and from school, place of employment, and/or home.



Support the concepts of Work-Based Learning.



Abide by the Internship Plan/Agreement for hazardous occupations, when applicable.

## Student Testimonial

"Future students should do the summer internship. It gives kids a chance to make money, learn about a possible future, and get a high school credit. I did an internship every year of high school, and it helped me interact with my future and gave me a few extra credits to help me in school."



# For Counselors and Administrators



Starting in kindergarten, students are exposed to an array of entrepreneurship and career opportunities in northeast North Dakota through numerous events hosted or supported by North Valley (see link below). The goal is that participation in these events, paired with the guidance provided by administrators and counselors, students are better able to align their skills and interests with the Work-Based Learning opportunities North Valley can offer.

Counselors and administrators play an integral role in raising awareness of these programs to their students and stakeholders.



Work-Based Learning courses must be preceded by, or concurrent with, classroom instruction related to the experience.



1/2 credit = 75 work hours  
1 credit = 150 work hours  
4 credits maximum




The employer will evaluate the student using the Career Ready Practice Rubrics (see Resources on page 8), helping students achieve "Choice Ready" graduation requirements.



Students will utilize the RUPReady platform to create a resume.


**North Valley Course Catalog** ↙

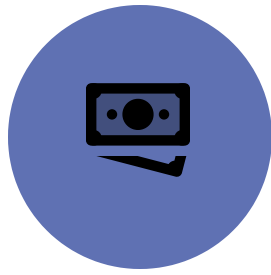
<https://shorturl.at/bmrts>



**Career Exploration Events (Grades K-12)** ↙

<https://shorturl.at/hrH47>





# Resources

## Links to Career Ready Practice Rubrics

[#1 - Responsible Employee](#)

[#2 - Technical Skills](#)

[#4 - Communication](#)

[#8 - Problem Solving](#)

[#12 - Teamwork](#)



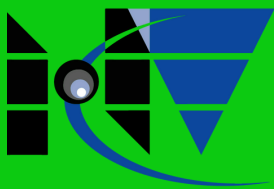
[WBL Plan and Agreement \(link\)](#)



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