



Work-Based Learning Program

Employer Internship Packet

Rising to Excellence in Every Pursuit

Work-Based Learning Program
Farmington Municipal Schools
3401 E. 30th Street, Farmington, NM 87402
Phone: 505-324-9840 | Fax: 855-290-2206
Jose Villarreal | jvillarreal@fms.k12.nm.us

Career and Technical Education (CTE): Course Sequence - SY: 2019-20

PRE-HEALTH SCIENCES

9 th	10 th	11 th	12 th
Health Occupation Careers Code:1501	Health Occupations Code:1502	Anatomy & Physiology Code:1713	Anatomy & Physiology 2 Code:1599 Dual Credit

BUSINESS

9 th	10 th	11 th	12 th
Intro to Business Code:221	Accounting Code:207	Business Law Code:250	Business Co-Op Code:297

BUILDING TRADES

9 th	10 th	11 th	12 th
Construction 1 Code:480	Construction Trades 2 Code:495	Construction Internship Code:498	BLDT 120 Code:499 Dual Credit

CULINARY ARTS

9 th	10 th	11 th	12 th
FCS Culinary 1 Code:532	Intro to Business Code:221	FCS Culinary 2 Code:533	Culinary Nutrition – FCS 234 Code:599 Dual Credit

WELDING

9 th	10 th	11 th	12 th
Welding Exploratory 1 Code:2414	Welding Exploratory 2 Code:2416	Welding 1 – Basic 129 Code:2499 Dual Credit	Welding 2 – Basic 130 Code:2499 Dual Credit

DIGITAL MEDIA ARTS AND DESIGN

9 th	10 th	11 th	12 th
Digital Photography Code:1180	Intro to Film Making Code:1172	3D Animation Code:1399	Digital Editing Code:399 Dual Credit

AUTO

9 th	10 th	11 th	12 th
AUTO 1 Code:901	AUTO 2 Code:913	AUTO 3 Code:913	AUTE 110 Code:999 Dual Credit

INFORMATION TECHNOLOGY

9 th	10 th	11 th	12 th
COSC 115 Code:399 Dual Credit	ITCT 113 Code:399 Dual Credit	ITCT 114 Code:399 Dual Credit	ITCT 119 Code:399 Dual Credit

EDUCATION

9 th	10 th	11 th	12 th
Teacher Academy 1 Code:562	Teacher Academy 2 Code:563	Intro to Education – EDUC 1120 Code:599	Teaching Practicum – EDUC 1190 Code:599

	Dual Credit	Dual Credit
WORK-BASED LEARNING: THE NEW INTERN		

Tier one: Building Foundational Skills	
Strengths	Recommended Outcome
<input type="checkbox"/> Desire to learn <input type="checkbox"/> Intro pathway course <input type="checkbox"/> Completed qualifying workshops <input type="checkbox"/> 0-1 Certifications	<input type="checkbox"/> Learn industry standard <input type="checkbox"/> Verifiable work ethic <input type="checkbox"/> Conflict resolution skills <input type="checkbox"/> Improved customer service <input type="checkbox"/> Time management
Tier two: Building Structural Skills	
Identified Strengths	Recommended Outcome
<input type="checkbox"/> Desire to learn & improve <input type="checkbox"/> Job History <input type="checkbox"/> Baseline transferable skills <input type="checkbox"/> Proven soft skills (Customer service, Time Management, Work Ethic) <input type="checkbox"/> CTSO Involvement <input type="checkbox"/> 1-2 Pathway courses <input type="checkbox"/> 1-2 Certifications	<input type="checkbox"/> Increased education <input type="checkbox"/> Leadership development <input type="checkbox"/> Industry terminology <input type="checkbox"/> Developed skill set
Tier three: Career Capstone	
Proven Strengths	Recommended Outcome
<input type="checkbox"/> Strong job history <input type="checkbox"/> Self-motivated <input type="checkbox"/> Natural talent <input type="checkbox"/> Proven time management <input type="checkbox"/> Strong soft skills <input type="checkbox"/> CTSO involvement <input type="checkbox"/> 3+ Pathway courses <input type="checkbox"/> 2+ Certifications <input type="checkbox"/> Previous internship	<input type="checkbox"/> Advanced education <input type="checkbox"/> Calibrated skills <input type="checkbox"/> Extended portfolio <input type="checkbox"/> Letter of recommendation

SUGGESTED PROGRAM OUTLINE

Work-Based Learning – Intern/Job Shadow Experience

- ⇒ Observation – “Fly on the Wall”
- ⇒ Regular Briefings – “Burst Interactions”
- ⇒ Hands On – “Job Sharing”

NOTE: The 3 sequenced activities are suggestions only - we ask business partners to be creative in offering a unique experience positioned within YOUR company culture.

1. **Observation –**
 - a. Orientation & Training per company policy standards
 - b. Observe different departments within company
 - c. Choose mentor(s) within company for student to shadow
 - i. Student(s) may express areas of interest for pairing
 - ii. Mentor can change, be flexible
 - d. Shadowing should last anywhere from 4-8 intern-site visits (1-2 weeks)
2. **Regular Briefings –**
 - a. Dependent on student(s) maturity level –
 - i. Give student(s) small (supervised) tasks
 - ii. Examples: Answer phones, file business documents (if applicable & in line with confidentiality agreement)
 - iii. Input data on company’s database
 - iv. Respond to professional emails, follow up emails, etc.
3. **Hands On –**
 - a. Dependent on student(s) maturity level –
 - i. Assign projects to student(s)
 - ii. Examples: Research business problems – create/pitch solutions
 - iii. Have student(s) review and revise social media campaign
 - iv. Plan or Support an event or major meeting
 - b. Assign a role for intern –
 - i. Low - Middle (Maturity) Level: Entry level position
 - ii. High Level: Project Manager

DO:

- ⇒ Offer students an opportunity to learn from within your company at levels where they progress with hands-on and real-world productivity and experience.
- ⇒ Encourage and push students to get better every day.

DON'T:

- ⇒ Give students ‘grunt’ work. i.e. go-fer, broom pusher, coffee runner.
- ⇒ Allow student(s) observation or collaboration with confidential materials or client’s personal history (i.e. HIPAA).

Benefits = Business Development, Economic Development, Workforce Pipeline.

EMPLOYER GUIDE TO WORK-BASED LEARNING

Thank you for supporting the FMS – Work-Based Learning Program. Our Program is designed to fill talent gap needs through our selections process of identifying, recruiting & qualifying the right intern.

In return, our students gain real world and/or research experience in their chosen field while earning academic credit. ***Employers only commit to interviewing qualified candidates. Upon completion of the interview, employers are encouraged to extend an internship offer if they feel the student intern candidate is an appropriate company fit.***

TYPES OF INTERNSHIPS

Unpaid/Paid Internship

A student internship is an experience where a student, 11th-12th grade, works for an employer for a specified period of time to learn about a particular industry or occupation. Internship programs extend formal classroom learning into the community. Internships are linked to a related internship class, paid or unpaid (usually unpaid), time limited, connected to career goals and the NSP, and offer opportunities to explore career options in a particular field of work.

Apprenticeship

Apprenticeship offers students the combination of paid, on-the-job training and related classroom training in a specified career. Apprenticeships programs are registered with the United States Department of Labor and are designed to culminate in certified journeyman-level skills attainment and nationally recognized credentials. An apprenticeship is sponsored by an employer, who is responsible for providing journeyman-level mentorship and supervision to the apprentice and seeing that the apprentice completes all required coursework.

BLANKET ACCIDENT INSURANCE: WBL student interns are covered under FMS “blanket accident insurance”, which includes - sickness, illness, accidents sustained while on the jobsite AND medical coverage while traveling directly to and from the jobsite during paid or unpaid experiences. FMS insurance policy can be made available upon request.

APPROVAL PROCESS

To gain approval for your internship site, companies must be a registered & insured entity in good standing with the state of New Mexico. Sites are evaluated by the Workforce Community Liaison (WCL) of the Farmington Municipal School District. The WCL looks specifically for evidence that learning will take place at your site, and that the internship is not simply a part-time job. The following criteria will be used to evaluate site proposals. 1) Safety. 2) Logic of opportunity. 3) Relevance to academic pathways. 4) Mentorship provided by industry and employer.

HOW THE PROGRAM WORKS

Once the internship site has been approved, it will be added to the FMS-Work-Based Learning database. For a student to earn academic credit, he or she must be enrolled in the internship class by their academic counselor. The student intern is graded and faculty supervision is necessary. The Workforce Community Liaison should contact you periodically to check on the student's progress and will send you the necessary evaluation surveys that need to be completed and returned.

BEFORE THE INTERNSHIP BEGINS

- Student intern candidate will contact you to request an interview
- Employer conducts a hiring interview with student candidate
- Training agreement is signed by Employer (It will be the student's responsibility to turn the form in)

DURING THE INTERNSHIP

- Employer assigns a mentor to student from your company
- Employer provides time for orientation, training and provides safety instruction
- Employer approves learning objectives and assumes responsibility for meaningful training and a safe workplace environment
- Employer verifies and signs attendance and/or time records
- Employer reviews progress with student periodically

COMPLETION OF INTERNSHIP

- Employer will complete student evaluation form @:
https://docs.google.com/forms/d/e/1FAIpQLSd7wP_949ZlpYOO9qthQx7peA2TX44FiEYxK0MNYThq9mnJxA/viewform?usp=sf_link
- Employer will attend Work-Based Learning Banquet after semester

VERIFYING HOURS

Interns are responsible for completing 40 hours at the internship site to receive academic credit. The student is responsible to turn in training agreements, time cards, etc. Employer will provide the opportunity for student to meet the required hours and provide the student with the information needed to show compliance with student requirements listed above.

SEMESTER LENGTH

Fall and Spring semesters are typically 17-18 weeks. Interns are not expected to be at the site during holiday breaks. Please utilize school year calendar to align school schedule here:
<http://district.fms.k12.nm.us/calendars/2019-2020.pdf>

STUDENT TRAINING AGREEMENT

Student Name: _____ High School: _____

Student Phone: _____ Email: _____

Start Date: _____ End Date: _____ Hr/Week: _____

Intern-Site: _____

Intern-Site Supervisor Name: _____ Address: _____

Intern-Site Phone: _____ Email: _____

The **Participant** agrees to accept, and the **Parent/Guardian** agrees to support the following:

1. Continue to regularly attend school and the training location. Follow all rules of the program including all expectations and obligations set forth in the Employer/Student Internship Packet, the Confidentiality Agreement, and any other agreements with FMS related to WBL.
2. Notify the school/program and employer prior to any absences.
3. Demonstrate honesty, punctuality, cooperation, proper grooming, and a willingness to learn.
4. Consult workforce community liaison/internship teacher and employer about any problems that arise in the course of the internship.
5. Conform to the rules and regulations of the training site, and maintain confidentiality.
6. Complete required assignments and furnish necessary information, reports, and timesheets.
7. Attend Work-Based Learning (WBL) program seminars when scheduled
8. Maintain a “C” average grade in all classes
9. Transportation to and from the internship is the responsibility of the parent/guardian. Under no circumstances will the participant ever transport other students in their vehicle while in route to or from the work experience.
10. Understand that neither FMS nor the Employer guarantees any particular outcome for the student as a result of the internship in terms of licensure or certification.
11. Understand that the student may be removed from the internship at the discretion of the Employer.
12. Student understands that FMS is not responsible for any compensation to be paid to student. Any agreement for compensation is between the student and the employer.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

The **INTERN-SITE SUPERVISOR** agrees to the following:

1. Provide a thorough orientation to the job and training site
2. Provide a meaningful, well-supervised work experience
3. Provide evaluation of performance, time for consultation with, and on-site monitoring visits
4. Keep and complete accurate attendance and/or time records as required
5. Complete participant evaluation forms *Note: Every Friday*
6. Consult the workforce liaison/teacher regarding problems related to the work experience
 - a. The school district must be contacted before considering suspension/transfer/termination
7. Conform to state and federal labor laws, and provide worker’s compensation coverage for paid interns.
8. Follow all rules of the program including all expectations and obligations set forth in the Employer Internship Packet and any other agreements with FMS related to WBL.

Intern-Site Supervisor’s Signature: _____ Date: _____

EMPLOYER RESPONSIBILITIES AND COMMUNICATION

Employer Responsibilities

- Conduct hiring interview with the student
- Sign training agreement
- Approve student learning objectives
- Provide time to orient, train and provide safety instruction
- Review progress with the student periodically
- Assume responsibility for meaningful training and a safe workplace
- Consult Workforce Community Liaison regarding problems related to the internship
- Conform to state and federal labor laws
- Provide workers' compensation coverage for students in paid experiences
- Verify and sign attendance and/or time records, as required
- Work with students to coordinate work and school schedules
- Evaluate student performance at the completion of the internship
- Provide an environment free from all types of harassment
- Support the missions of FMS and [Business partner name]: to enhance the health, safety and quality of life for all residents of San Juan County

Communication

Jose Villarreal, Workforce Community Liaison
jvillarreal@fms.k12.nm.us / 505-787-1919

- Primary communication is with your Workforce Community Liaison. Parent/Guardian may not be contacted unless it is agreed upon between Workforce Liaison and Employer or in the event of an emergency.
- Parent/Guardian Emergency Contact Name and Phone: Note – Do NOT contact unless emergency.

Parent/Guardian (PRINT)	Daytime Phone
Student Intern (PRINT)	Phone Number

EMPLOYER ORIENTATION CHECKLIST

I. Welcome and Introduction

- What it means to work at this company

II. Workplace Tour

- Overall tour of facility
- Tour of work area
- Fire extinguishers, fire escapes, exits, evacuation routes
- Introduction to staff

III. Tour of Facilities

- Rest Rooms
- Parking
- Lunch Rooms
- Telephones
- Storage for personal belongings

IV. About the Company

- Discussion of company structure
- Key people in the company
- Type of business, products, services
- Who our customers are
- Other branches or divisions

V. Department Specifics

- Telephone Number and address
- Explanation of work schedule
- Location of time clock / sign-in
- Attendance requirements
- Working with other departments /employees

(Continued on next page)

Hours / Break times / Lunch time

VI. Job Specific Issues

- Location of necessary supplies
- How to use phone / office equipment
- Job description
- Training plan
- Evaluation procedures

VII. Safety Training

- Stairwell / fire exits
- Fire extinguishers
- Special hazards
- Accident prevention
- Safety Training Log, updated as needed

VIII. Supervisor's Expectations

- Dress code (hair, clothing, jewelry, etc.)
- Performance expectations
- Company culture (teamwork, service, values, etc.)

IX. Materials

- Personnel handbook
- Organization chart
- Telephone directory
- Security procedures

STUDENT, PARENT/GUARDIAN, WCL RESPONSIBILITIES

Student Responsibilities

- Maintain high level of attendance and performance at both the school and the work site
- Maintain satisfactory grades and be in good standing with local high school
- Consult Workforce Community Liaison or supervising teacher, as well as the employer, about any concerns or problems
- Attend work site according to the Student Training Agreement
- Use transportation approved and/or provided by parent
- Dress appropriately for the work site, including all appropriate safety clothing and equipment
- Demonstrate honesty, punctuality, cooperative attitude, proper grooming and dress and willingness to learn
- Conform to rules, regulations, and safety standards of the training site and maintain confidentiality
- Complete required assignments and furnish necessary information, reports and time sheets
- Notify employer/supervisor and Work-Based Learning coordinator prior to absences
- Apply classroom learning concepts and technical skills
- Collaboratively develop personal and career goals/objectives
- Inform the WCL of any problems that occur at the worksite immediately

Parent/Guardian Responsibilities

- Approve and support the student's participation in the internship
- Provide or arrange for transportation
- Discuss internship experiences with student
- Encourage students to have good attendance at the worksite
- Be involved and informed about the progress of their students work experience program
- Discuss work challenged with the student
- Encourage students to set and work toward attainable goals
- Value and encourage continuing education with purpose

WBL – Workforce Community Liaison Responsibilities

The planning and management of the experience is critical to the success of our work-based learning program. FMS WBL Program includes:

- **Selection of training site:** It is the role of the WCL to identify appropriate types of locations, jobs, and companies for student learners and to develop a formal, written, training agreement that clearly documents both the training site's and the school's commitment to the WBL experience.
- **Identification of sponsor:** The WCL works with the appropriate management personnel to identify a specific individual who will serve as the student's training sponsor/mentor at the worksite.
- **Agreement on learning outcomes:** A carefully documented training agreement and training plan must be used to clarify learning expectations and to facilitate the scheduling of specific activities and work-based assignments to include experience not typical of most teen jobs. The WCL and sponsor/mentor must identify clear expectations for student learning over the agreed upon period.
- **Regular worksite visits:** The frequency of the visits will vary with each situation but, ideally, the WCL should plan to visit:
 - Once a week during the first and second weeks of employment
 - Once every two weeks during the next six to ten weeks of employment
 - Once a month for the duration of the experience
 - On demand, as necessary, to mediate performance problems and to ensure adherence to the training agreement and training plan
- **Keep a file including:**
 - Application for admittance to the WBL experience
 - Training agreement
 - Training plan
 - District-mandated permission slips
 - Wage and/or hour report (hours if not paid)
 - Visitation notes/reports
 - Employer evaluation reports
 - Journal/Diary

EMPLOYER FAQs

Q: Who supervises the students?

A: The WBL program staff work in partnership with a jobsite mentor to oversee students.

Q: How do students get to the jobsite?

A: Students must arrange for their own daily transportation to/from the jobsite.

Q: Will I be expected to pay students for their work?

A: Interns can be paid or unpaid. This is negotiated between you and the student.

Q: How will I know what to do once students are here? Will I be expected to “teach” them?

A: Students want to hear the story of YOU. How did you arrive at your current position? What did it take to get there? You will assist students in developing specific skills and knowledge that will enhance their professional and personal growth.

Q: Confidentiality is extremely important in my business. How can I be assured its importance will be understood by the students?

A: Confidentiality is critical in many occupations and an important lesson. Discuss your confidentiality expectations with the student. If they don't maintain confidentiality according to your stated expectations, contact the WBL Liaison. If the problem is serious enough, students may be removed from the program.

Q: What about safety issues?

A: Safety is a concern in all places of business and students must follow your safety rules. What can I do if a student does not behave in a manner that shows interest or maturity? First, talk to the student and review the type of behavior necessary for the job, If the behavior does not change, contact our WBL staff. If the behavior still does not change, students may be removed from the program.

Q: Can I terminate a student if he or she is not meeting satisfactory standards?

A: Yes. Students are expected to abide by employer rules and regulations. Failure to do so may be reflected in the employer's evaluation of the student. Please inform our WBL staff of the situation.

Q: Who covers the insurance?

A: If the student is participation in a paid activity with your business, you would pay the cost of workers' compensation. If unpaid intern, work injuries or occupational diseases sustained or contracted in the course of my internship are covered by Farmington Municipal Schools - Blanket Accident Insurance. Students are also covered by FMS Medical Accident Insurance during travel to and from work-site.

Q: Can students claim unemployment insurance benefits against my company after the internship ends? Students are not eligible for unemployment benefits.

Q: Do I have to take an intern every semester?

A: No. We do our best to recruit students that fit your culture and needs. If you don't find the right intern, you are free to pass.

Q: How many hours is the internship?

A: 40 hours minimum in a semester.

Q: Is the internship during school hours?

A: Yes, we can stack a couple periods together in order to provide the student with more hours for the internship. **Q: Who picks the intern?**

A: Your company. We will recruit and qualify our interns to ensure you are getting the right candidates. Picking the intern is entirely up to your team.

FAIR LABOR STANDARD ACT

FLSA - Hazardous occupations for minors age 16 and 17. Students under 18 may not engage in the following occupations.

Occupations involving or in connection with:

- ⇒Explosives**
- ⇒Motor-vehicle drivers**
- ⇒Mining**
- ⇒Logging including sawmill**
- ⇒Power-driven woodworking machinery**
- ⇒Radioactive substances**
- ⇒Hoisting apparatus'**
- ⇒Elevators**
- ⇒Cranes**
- ⇒Derricks**
- ⇒Hoists, and high lift trucks**
- ⇒Metal forming/punching/shearing machines**
- ⇒Slaughtering/meat packing**
- ⇒Power driven bakery machines**
- ⇒Paper product machines**
- ⇒Manufacture of brick**
- ⇒Tile and kindred products**
- ⇒Circular saws**
- ⇒Band saws and guillotine shears**
- ⇒Wreaking, demolition, and ship breaking**
- ⇒Roofing occupations and excavation operations.**

CONFIDENTIALITY AGREEMENT

As a student intern placed in an internship, I understand that I may have access to confidential information/data, which may include, but is not limited to, information/data relating to:

- Customers (such as records, conversations, financial information, etc.).
- Employees (such as wages, employment records, disciplinary actions, etc.).
- General or private information (such as financial and statistical records, internal reports, memos, communications, access codes, proprietary technology, etc.).

Accordingly, and as a condition of my participation as a student intern, I promise that:

- 1.) I will use confidential information/data only as needed by me to perform my legitimate duties as a student intern. This means, among other things, that:
 - A.) I will not access confidential information which I have no legitimate need to know.
 - B.) I will not in any way divulge, copy, release, sell, loan, revise, alter, or destroy any confidential information/data except as properly authorized.
 - C.) I will not misuse confidential information/data or deal carelessly with confidential information/data.
- 2.) I understand that my obligations under this agreement will continue after termination of my status as a student intern.
- 3.) I will be responsible for my misuse or wrongful disclosure of confidential information/data, and for my failure to safeguard my access code or other information. I understand that my failure to comply with this agreement will result in the termination of my internship arrangement, and may also result in legal liability and other consequences.

AT ALL TIMES DURING MY INTERNSHIP, I WILL ACT IN THE BEST INTERESTS OF THE BUSINESS WITH WHICH I AM PARTICIPATING AND IN COMPLIANCE WITH ALL LAWS.

Student Intern Signature: _____ Date: _____

Parent Signature: _____ Date: _____

EMPLOYER EVALUATION FORM

Work-Based Learning Employer Evaluation - Weekly Survey - Every Friday

Please fill this survey out and submit every Friday. This tool will help us learn about each students progress. Thank you!

Your email address (jvillarreal@fms.k12.nm.us) will be recorded when you submit this form.

*** Required**

1. **Email Address ***

2. **Supervisor (Mentor) Name ***

3. **Intern-Site (Company Name) ***

4. **Student Name ***

5. **Choose your intern participants school * Mark only one oval.**

Farmington High School Piedra Vista High School Rocinante High School

San Juan College High School

6. **WORK HABITS AND ATTITUDES: Motivation and energy for self improvement, initiative, enthusiasm, pride in work, adaptability, willingness to learn. ***

Below Expectations 1 2 3 4 5 6 7 8 9 10 Exceeded Expectations *Mark only one oval.*

7. **INTERPERSONAL EFFECTIVENESS: Ability to get along with others, tact, courtesy, ability to contribute to a team effort. ***

Below Expectations 1 2 3 4 5 6 7 8 9 10 Exceeded Expectations *Mark only one oval.*

8. **TECHNICAL SKILLS: Overall progress in developing skills and abilities in assigned tasks, given the students training, experience and time in the program. ***

Below Expectations 1 2 3 4 5 6 7 8 9 10 Exceeded Expectations *Mark only one oval.*

9. **QUALITY OF WORK ACCOMPLISHED: How accurate, neat, error free and complete is the work? ***

Below Expectations 1 2 3 4 5 6 7 8 9 10 Exceeded Expectations *Mark only one oval.*

10. **DEPENDABILITY: Attendance, punctuality, conscientiousness, reliability in meeting commitments. ***

Below Expectations 1 2 3 4 5 6 7 8 9 10 Exceeded Expectations *Mark only one oval.*

11. **COMMUNICATION COMPETENCIES: Reading and comprehending, listening and understanding, speaking and writing clearly and in accordance with accepted standards. ***

Below Expectations 1 2 3 4 5 6 7 8 9 10 Exceeded Expectations *Mark only one oval.*

12. **MATHEMATICAL AND PROBLEM-SOLVING COMPETENCIES: Numeric and algebraic calculations; problem-solving strategies such as application of the scientific method, statistical analysis and graphing. ***

Below Expectations 1 2 3 4 5 6 7 8 9 10 Exceeded Expectations *Mark only one oval.*

13. **APPEARANCE AND GROOMING: Meets standards of decency and cleanliness. ***

Below Expectations 1 2 3 4 5 6 7 8 9 10 Exceeded Expectations *Mark only one oval.*

14. **Additional Comments**

WBL STUDENT APPLICATION

Students must turn in this application complete with parent/guardian signatures as well as an updated resume to the Work-Based Learning program. Applications will be collected and students will be interviewed for selection for the following term.

The Student Must:

- be at least 16 years of age;
- be on track to graduate;
- have a clearly defined career goal;
- be a student in good academic standing as pertaining to attendance, behavior, and grades;
- have completed or concurrently completing related coursework/pathway; have transportation; be willing to submit health/substance screenings that may be required by the employer.

Applicant Information	
Student Last Name:	Student First Name:
School:	Expected Graduation Year:
Home Address/City/Zip:	
School Email:	Student Cell Phone:
Date of Birth:	Age:
Parent/Guardian Name:	
Parent/Guardian Email:	Parent/Guardian Daytime Phone Number:

Employment Information		
Are you currently employed? YES/NO	If Yes: Company Name:	If Yes: Supervisor's Name:
How many hours/week do you currently work?	Company Phone Number:	Supervisor's Phone Number:
Company Address:		

Emergency and Insurance Information	
Allergic to Medications: YES/NO If Yes List Medications:	List any other allergies or Medical Alerts:
Insurance Company:	Policy Number:
Parent/Guardian:	Home Phone: Work Phone: Cell Phone:
Additional Emergency Contact: Relationship:	Home Phone: Work Phone: Cell Phone:
Additional Emergency Contact: Relationship:	Home Phone: Work Phone: Cell Phone:
I consent for my child to receive medical treatment in case of injury or illness. The information provided is accurate to the best of my knowledge.	
Parent/Guardian Signature:	Date:

Parent/Guardian Acknowledgement & Consent Form	
Please initial EACH item below to indicate your acknowledgement/consent:	
	If accepted, I consent to the enrollment of my son/daughter/ward in the Work-Based Learning program at Farmington Municipal Schools.
	<u>Transportation Consent:</u> I understand that the WBL program does not provide transportation, and confirm that my child has transportation to/from the worksite. I expressly release the Work-Based Learning program work site, local school, and the Farmington Municipal Schools and school board, and any agents or employees of the employer or the school district from any liability that may result from my son/daughter/ward's use of his/her individual transportation or any other mode of transportation my student utilizes to meet this requirement.
	<u>Photo/Media Release:</u> The Workforce Community Liaison and or employer may wish to photograph participants in the program for promotional and/or educational purposes. I hereby give my consent to all Work-Based Learning photographs, audio recordings, and/or video recordings take of me or my minor child by Farmington Municipal Schools or their designee. I understand that any photographs, audio recordings, and/or video recordings become the property of the local school/district/designee and may be used by the school, district, or others with the consent, for education, instructional, or promotional purpose determined by the district in broadcast and media formats now existing or to be created in the future.
	<u>Student Record Release:</u> I authorize the Farmington Municipal School System to release my son/daughter/ward's student-submitted resume, academic, behavior and attendance records to any potential employer for the purpose of securing a potential job/internship placement, and I agree that the Farmington Municipal Schools and its agents will be absolved of any responsibility in connection with such release. The authorization can be cancelled at any time by written notice to the Work-Based Learning Workforce Community Liaison.
	<u>Treatment Consent:</u> I hereby authorize the school or the Work-Based Learning Workforce Community Liaison or work-site supervisor/mentor to secure emergency medical treatment. I will assume all financial responsibility.
	Some employers require prospective employees to participate in drug screening procedures. In such cases, this procedure becomes a condition of participation/employment. I hereby consent to required drug screening of my child or ward by or on behalf of the employer as a condition of employment and subsequent drug screens as dictated by the company's drug policy.
	Some employers may require a physical examination and/or tetanus or tuberculosis vaccination. I consent to a company required physical examinations and/or company required vaccinations as a condition of my son's daughter's or ward's employment.
Having read with understanding the above, I hereby give consent to the enrollment of my son/daughter/ward in the Work-Based Learning program:	
Name of Parent/Guardian:	Daytime Phone:
Parent/Guardian Signature:	Date:
Student Signature:	Date:

Additional Information	
Do you have an IEP? YES/NO	Are you registered with WIOA? YES/NO
Why are you applying for Work-Based Learning? What do you hope to learn or do? Briefly explain.	
Briefly identify your career goal or areas of interest:	

Resume

A brief (one page) **resume** is required and must be included with the WBL application. Your resume should include any prior/current work experience and relevant training, certification or specific skills related to your preferred WBL placement. If desired, include any leadership roles you have/had in school activities or organizations, and community organizations or events. Use space below or attach document.

All career and technical education programs follow the system's policies of nondiscrimination on the basis of race, color, religion, national origin, sex, age, and disability in all programs, services, activities, and employment. In addition, arrangements can be made to ensure that the lack of English language proficiency is not a barrier to admission or participation.

I hereby give my intent to participate in the Work-Based Learning program for the following term:

Student Signature:	Date:
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OFFICE USE ONLY

GPA:	Attendance:	Discipline:	On Track to Graduate:
WBL Participation: Approved/Denied		WBL Placement: Approved/Denied	
Comments:		Comments:	
WBL Workforce Community Liaison Signature:		Date:	

TIPS TO PROMOTE LEARNING

The workplace offers a unique environment for students to learn skills that they may not be able to learn at school — skills that will be critical for their long-term success. Here are some tips for fostering the development of these skills in the students you are supervising.

- **Connecting school and work.** Encourage students to relate their internship experiences back to their classwork, asking questions such as:
 - What kinds of reading, writing and math do you do at school and at work—and how are they similar or different?
 - What skills do you need at work that you can also work on at school?
 - What kinds of things are you good at, or do you like, that you can explore further in school?
 - What could you learn in college that would enable you to pursue a well-paying career in our organization or another organization like ours?
- **Applying math skills.** Encourage students to use math, whether in measurement, counting change, or completing accounting ledgers.
- **Applying reading and writing skills.** Encourage students to read manuals and write memos; do not hesitate to require students to complete work to the expected standards.
- **Learning about careers.** Provide opportunities for the student to be exposed to various departments and functions, including technical departments, marketing, human resources, finance/accounting, etc. by encouraging them to visit, conduct interviews, and/or shadow staff throughout the organization.
- **Learning about the workplace, understanding teamwork, and building relationships.** Provide opportunities for students to participate in staff meetings, project meetings, and other formal and informal exchanges among staff; introduce students to staff and encourage staff to welcome students to join them at lunch and breaks. Informal exchanges are often the best way to learn about an organization's culture.
- **Fostering initiative, critical thinking, and creativity.** If possible, allow students to solve problems on their own, tackle small organizational issues, or take on tasks requiring novel solutions, in addition to carrying out everyday responsibilities; these will help students develop and demonstrate initiative, critical thinking, problem-solving and creativity — skills that they will need in future careers that are difficult to learn in school.
- **Encouraging productivity, accountability, and collaboration.** If possible, provide a project to the student—one that would enable the student to plan his/her time, organize tasks, and work with others, in addition to performing basic workplace tasks.
- **Practicing communication.** If possible, ask the student to present the project to his/her teammates and supervisor, to practice oral communication and presentation skills.
- **Providing feedback to teachers as well as students.** Provide input to the teacher or Workforce Community Liaison during supervisory visits to the worksite; provide specific suggestions regarding the student's knowledge and skills that could benefit both the intern and other students.

