



Work-Based Learning

Work-Based Learning Internship Disclosure

The goal of the Work-Based Learning Internship program is to provide students with a comprehensive education while preparing them for an increasingly competitive job market. Work-Based Learning brings the workplace into the classroom and transforms the worksite into places of learning.

Three Core Components

School-Based Learning: Students acquire skills necessary to become productive, adaptable workers—learning what is relevant to the worksite. Students develop projects, work in teams and expand communication skills. This class is called “Workplace Skills” for credit.

Work-Based Learning: Students experience a real-life worksite through real life paid or non-paid internships related to career goals. Students are mentored at the worksite during their internships by experienced and skilled business partnership mentors.

Connecting Activities: Activities include assisting the mentor, schools, and students in connecting the worlds of school and work.

Student Intern Responsibilities

1. Student Interns will meet business and school expectations related to items of dress, time lines, punctuality, confidentiality and maturity. Failure to meet these



expectations may result in dismissal from class and a failing grade.

2. Potential student interns must meet competencies (resume, interview, cover letter, job application, communication, integrity and knowledge of labor and safety laws) before beginning internship experience.
3. Interns must complete required skills both in class and the worksite.
4. All paperwork must be completed before any student will be allowed to intern at a worksite.
5. Interns must be punctual to class and their internship.
6. Interns are responsible to inform their mentor AND WBL Coordinator whenever a necessary absence will take place BEFORE the absence occurs. *Failure to do so will result in loss of citizenship credit and/or dismissal from class.* Regular attendance in class and at work is essential!
Please do not schedule dentist or doctor appointments, etc., during this time.
7. Interns must work instead of attending surprise pep rallies or other unscheduled events. Interns are responsible to tell their mentors of any changes in schedule (school or personal).
8. Students are required to be at their Internship for as many hours as they are released from school for that purpose. If a student is absent from their Internship, the time MUST be made up when convenient for the mentoring company.
9. When special arrangements have been made to accommodate a student's unusual schedule due to internships which do not occur during the regular school schedule, the parent/guardian will be responsible for the supervision and care of the student.
10. Interns will provide their own transportation to and from the worksite. Interns CANNOT drive company cars. Interns CANNOT ride alone with mentors, excluding police. If the internship requires, Interns may drive to follow mentors to "on the job" locations.

11. Interns must leave **cell phones off** at all times (except in the case of an emergency) while attending their internship.
12. Interns who do not comply with the requirements and assignments in this program may be dropped from their internship and receive a failing grade in the class.
13. If an Intern receives a “U” from any class while in the program, there may be consequences to participation in the program.



I have read this disclosure and agree to follow the guidelines of the Work-Based Learning Program including notifying WBL Coordinator if absent from the Internship.

Intern Signature _____ Date _____



I have read this disclosure, understand the components of the Internship class and agree to have my student follow the guidelines of the Work-Based Learning Program.

Parent Signature _____ Date _____

Canyons School District does not discriminate on the basis of race, color, religion, sex, age, national origin, or disability.

