



## **WORK-BASED STUDIES PROGRAM**

### **INTRODUCTION**

Cooperative Education is one segment of the school-to-work system. Cooperative education is a part of the Work-Based Studies (WBS) Program. It is a method of instruction that enables students to combine academic classroom instruction with work-based learning in a career area of choice. Emphasis is placed on the students' education and employability. Work-Based Studies is a school-and-work program in a school-to-work system.

Work-Based Studies facilitates students' school-to-work orientation, job skills and understanding of employment opportunities and responsibilities. Work-Based Studies is a structured method of instruction combining school-based classroom learning with productive work-based learning in an occupation matching the student-learner's academic and career objective. Work-Based Studies involves a planned partnership with specified connecting activities and responsibilities among students, parents, schools, employers, labor organizations and government. The major components of the Central Montco Technical High School quality Work-Based Studies program are:

- Job placement where the students perform work related to acquired skills with the opportunity to develop additional competencies and contribute to the productivity of the business organization.
- Certified person holding a Pennsylvania certificate endorsed for Cooperative Education who is qualified to plan, organize, and supervise students at a training site external to the school as well as coordinate classroom learning within the school with the practical experience provided by placing students with selected community resource/training agencies. Coordinator with appropriate occupational experience to provide planned, supervised instruction.
- Worksite training supervisors who can share occupational expertise with students.
- Accurate and realistic descriptions of the jobs to be performed by students as well as realistic employer expectations of the skills the students bring to the job.
- Individualized training plans that are correlated to the students' school-based instruction and on-the-job training.
- Formal evaluations and informal assessments of the students' progress on the job, including feedback and follow-up to assist students in improving performance.
- Parents/guardians who have a full understanding of their responsibilities in the program.
- Assistance with job placement in full-time positions or referrals for additional education for graduates.
- Follow-up studies of graduates conducted in a systematic manner.
- Instruction in all aspects of the industry the student is preparing to enter which provides a broad base of knowledge of all facets of the business operation including management, finances, health and safety.
- Strong commitment by the school administration for the program.

Successful Work-Based Studies experiences are the result of planned, relevant experiences for students. The importance of formalizing agreed-upon philosophy, policy, operating procedures and forms cannot be overemphasized. These documents provide the bridge between participants and assure a beneficial experience for all involved.

## **Philosophy**

- The Work-Based Studies Program of the Central Montco Technical High School is provided to supplement and enrich a student's program of study and to provide a transitional experience to better prepare the student for entry into his/her occupational field or college. It provides students with breadth and depth in their career or technical program.
- Business and industry benefits from the Work-Based Studies Program by helping provide a pool of qualified technicians. The school and business/industry can better prepare students and address labor market needs when they work as partners.
- WBS education includes shadowing, internship, apprenticeship, clinical and capstone (co-op) experiences-- all integral to the learning process.

## **Student Eligibility**

- Students will be eligible based upon teacher recommendation and approval by the Coordinator of Work-Based Studies
- Attendance records, grades and behavior will be considered.
- The student's ability to benefit from such an experience is paramount.
- Students must provide their own transportation.
- A Central Montco Technical High School driving permit is required.

## **Paid Work Based Education Requirements**

- Employment must be in the student's career field.
- The experience must provide the student with valuable and meaningful learning.
- The training site must meet established criteria and be approved by the Work-Based Studies Coordinator.

## **Work Based Education Application and Approval**

- The student must have a Social Security card.
- If the student is a minor, a work permit must be obtained. This is issued at the student's home school.
- A Work-Based Studies agreement must exist and be signed by the employer, the teacher, home school counselor, parent or guardian, and a representative from Administration at CMTHS.
- A training plan must be completed and agreed upon by the employer, the teacher and the Coordinator of Work-Based Studies.
- All paperwork must be completed before starting the co-op experience.

## **CMTHS WORK BASED EDUCATION POLICIES**

- A student is not considered enrolled in the Work-Based Studies Program until official notification has been given to the vocational teacher, employer and student from the Coordinator of Work-Based Studies.

### **GENERAL REQUIREMENTS**

While participating in the Work-Based Studies Program, the student must fulfill the following requirements:

- The student must attend class at the Central Montco Technical High School each week for Senior Seminar and NOCTI preparation. Unexcused absences will result in a termination of the co-op experience.
- The student must have consistent attendance and no excessive tardiness at the training site and his/her participating school.
- The student is required to inform the employer and the Coordinator of Work-Based Studies when absent from the job.
- The student is not allowed to be present at the training site if absent from school that same day.

### **PROGRAM WITHDRAW**

#### Reasons for Student Withdrawal from the Program

- The job is a non-beneficial experience for the student.
- Academic grades fall below a “B” average.
- The student has excessive absences or tardiness at home school or on the job.
- The student does not abide by the terms of the training agreement and program requirements.
- An employer is unhappy with the student’s performance and requests the school to withdraw the student or directly terminates his/her employment.

If a student withdraws, the student is must to report to their regular Central Montco Technical High School class/lab area on a regular attendance schedule.

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