



## THE EDGE

Extended Development for Graduation and Employment

College and Career Technical Education Work Site Learning Program

---

- **Work Site Learning (WSL) provides students with opportunities for instruction in occupation skills and career exploration, and guidance in identifying employment and educational goals. Students have the opportunity to connect what they learn with work site application in the form of employer mentorship with specific learning objectives.**

### Frequently Asked Questions

#### ***How is Work Site Learning different from an internship or job shadow?***

*Work Site Learning* includes pre-determined and agreed upon learning plans and objectives for the students which are collaboratively determined by an employer, Certified *Work Site Learning* Coordinator and classroom instructor. Once the learning objective is met, which could be project based, the student moves to a different learning objective. In a paid internship, there is an employer-employee relationship in which the student is compensated for his or her time and productivity. The net product from a bona-fide *WSL* program has a learning objective attributed to the work being done, therefore satisfying the criteria for the [Fair Labor Standard Test for Unpaid Internships](#).

#### ***Why should companies participate in Work Site Learning?***

Often employers mention that they have difficulty attracting skilled workers. *Work Site Learning* is a logical choice and is an appropriate mechanism for identifying the next generation of the workforce in the local community. Employers have the unique opportunity to test drive emerging talent who have an invested interest in the employers occupation and/or industry. Employers also have the opportunity to become advisors to classroom instruction while strengthening the workforce, and enhancing the image of the organization in the community.

#### ***What are some of the possible safety, liability, concerns that normally arise during Work Site Learning?***

The skilled trades and medical industries may have the potential for safety and liability concern. Our program requires students to go through new employee orientation and safety training at each company. Employers will also provide a student with a mentor as to maintain proper supervision standards. Students can still learn through project simulation, static diagnostics, quality control projects and mentor lessons to limit exposure. Our *Work Site Learning* Coordinator consult prior to help identify potential issues and avoid liabilities while creating an environment that's safe and productive. The Department of Labor and Industries also offers inexpensive [Worker Compensation](#) coverage for unpaid students-volunteers in work site placements, which cover's medical benefits if a student is injured. Students in paid placements are covered like any other employee.

#### ***What is the employer responsibility to the student?***

As a *Work Site Learning* host, the employer is responsible for providing the student a safe work environment that promotes vocational education in a professional environment. Employers are responsible, with the help of district staff, to identify mentors that will provide projects and oversight during the course of the *WSL* experience.

Evergreen Public Schools | 13501 N.E. 28<sup>th</sup> Street P.O. Box 8910 | Vancouver, WA 98668-8910 | [www.evergreenps.org](http://www.evergreenps.org)

Evergreen Public Schools provides equal educational opportunity and treatment for all students in all aspects of the academic, athletic and activities programs, including career and technical education, and equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal opportunity will be provided without regard to race, creed, color, national origin, sex, sexual orientation, marital status, honorably-discharged veteran or military status, previous arrest (unless a clear and present danger exists) religion, age or incarceration, including gender expression or identity, non-program-related physical, sensory or mental disability, or the use of a trained guide dog or service animal by a person with a disability, and provides equal access to the Boy Scouts of America and other designated youth groups.

**Evergreen Public Schools | 13501 N.E. 28<sup>th</sup> Street P.O. Box 8910 | Vancouver, WA 98668-8910 | [www.evergreenps.org](http://www.evergreenps.org)**

*Evergreen Public Schools provides equal educational opportunity and treatment for all students in all aspects of the academic, athletic and activities programs, including career and technical education, and equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal opportunity will be provided without regard to race, creed, color, national origin, sex, sexual orientation, marital status, honorably-discharged veteran or military status, previous arrest (unless a clear and present danger exists) religion, age or incarceration, including gender expression or identity, non-program-related physical, sensory or mental disability, or the use of a trained guide dog or service animal by a person with a disability, and provides equal access to the Boy Scouts of America and other designated youth groups.*

### ***What times are students available and what is the normal length of program?***

Schedules come as a case by case, individual basis. In order for the student to receive credit, they must complete a 90 hour *Work Site Learning* experience per semester. Typically, students are on site after school from 1-2.5 hours per day. Semesters are roughly 90 days and begin in September and February. There have been examples of students participating during their school day, class schedule permitting. It is [State Law](#) that has hour restrictions for 16/17 year olds; but with *Work Site Learning* placements, the hours of work restrictions are not really an issue. However, we ask the employer to be mindful of students' academic schedules. At this time, we do not offer summer, *Work Site Learning* opportunities.

### ***Is there any cost incurred to host a Work Site Learning program?***

There is no cost to the employer, only the investment of your time. However, the employer is encouraged to enroll in the low-cost Student-Volunteer Workers' Compensation Insurance for unpaid students to cover medical care if a student is injured.

### ***What are the benefits to the students?***

Students are compensated tangibly in the form of school credit toward graduation requirements. However, there are other highly valuable benefits students can receive. The experience of performing tasks related to their area of interest is critical. They learn important professional skills including industry communication, deadline management and other job responsibilities building confidence. These experiences can be added to a résumé, college applications and be applied to future employment. *WSL* gives the students the ability to translate theory into hands-on practical applications; a proven successful method in the learning process.

### ***Who is responsible for monitoring the student's progress?***

Once a student begins his/her *Work Site Learning* experience, the *Work Site Learning* Coordinator from the student's corresponding high school will be the main point of contact for feedback relating to progress, organizational fit and completion.

### ***What are some examples of Learning Objectives/projects a student can do related to my business?***

It really depends on the business. Even the most remedial project or task has the potential to contain a learning objective. Using filing of documents for instance, when you break down filing into separate tasks like categorization and the importance of maintaining accurate records, each can be deemed a learning objective. Perhaps your organization uses CAD or other software to create projects or models. Learning the basics on how to apply the software on real projects is something the students can observe. Projects focusing on Process Improvement, Safety and Office/Workshop procedures can all be considered learning objectives. Once we've developed your program, these learning objectives will be in place for future participants and/or may change depending on individual skill level.

### ***After we hire a student, can they start right away?***

No. The school must first ensure proper paperwork is completed by the student and parent before the student may begin the internship.

**Evergreen Public Schools | 13501 N.E. 28<sup>th</sup> Street P.O. Box 8910 | Vancouver, WA 98668-8910 | [www.evergreenps.org](http://www.evergreenps.org)**

Evergreen Public Schools provides equal educational opportunity and treatment for all students in all aspects of the academic, athletic and activities programs, including career and technical education, and equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal opportunity will be provided without regard to race, creed, color, national origin, sex, sexual orientation, marital status, honorably-discharged veteran or military status, previous arrest (unless a clear and present danger exists) religion, age or incarceration, including gender expression or identity, non-program-related physical, sensory or mental disability, or the use of a trained guide dog or service animal by a person with a disability, and provides equal access to the Boy Scouts of America and other designated youth groups.

***Can you just do evaluations over the phone?***

No. The *Worksite Learning* Coordinator is required to visit in person a certain number of times depending on amount of hours worked.

**Evergreen Public Schools | 13501 N.E. 28<sup>th</sup> Street P.O. Box 8910 | Vancouver, WA 98668-8910 | [www.evergreenps.org](http://www.evergreenps.org)**

Evergreen Public Schools provides equal educational opportunity and treatment for all students in all aspects of the academic, athletic and activities programs, including career and technical education, and equal employment opportunity and treatment for all applicants and staff in recruitment, hiring, retention, assignment, transfer, promotion and training. Such equal opportunity will be provided without regard to race, creed, color, national origin, sex, sexual orientation, marital status, honorably-discharged veteran or military status, previous arrest (unless a clear and present danger exists) religion, age or incarceration, including gender expression or identity, non-program-related physical, sensory or mental disability, or the use of a trained guide dog or service animal by a person with a disability, and provides equal access to the Boy Scouts of America and other designated youth groups.