



## Work Based Learning Grand Haven High School



**Course Number:** V98  
**Grade Level:** 11-12  
**Credits :** 1  
**Prerequisite Courses :** none

### Course Description

Work-based Learning (Co-op) Students who are employed in the community can earn H.S. credit for their work experience. Students need to work an average of 15 hours per week to receive credit and must take and pass a related vocational course (Accounting, Marketing, Computer Applications, Web Design, or a Careerline Tech Center course) each trimester they are enrolled in Work-based Learning

Work-based Learning (Internship) The purpose of this program is to give students exposure to an area they will be interested in as a career. Students need to report (usually non-paid) to their placement 10 hours per week. They must also complete a trimester project that reflects what they have learned throughout the course. A "Community Teacher" supervises students in these positions. Placements are available in most career interest areas. Students must have a cumulative G.P.A. of 2.0 to apply for this program.

### Course Objectives

Students will gain valuable experience in the world of work.

### Student Expectations

Students are expected to work hard, demonstrate responsible behavior, be respectful and punctual in whatever placement they secure.

### Communication

Students will communicate with the Coordinator via weekly timesheets that will be turned in to the Student Services Office.

#### Building Behavioral Expectations

***TEAM GH ... One Team, One Family, One Grand Haven. Be Kind. Always.***

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## Grading Policy

A	= 93-100	C	= 73-77
A-	= 90-92	C-	= 70-72
B+	= 88-89	D+	= 68-69
B	= 82-87	D	= 63-67
B-	= 80-81	D-	= 60-62
C+	= 78-79	F	= Below 60

Timesheets (50%)\*

Employer Evaluation (50%)

\*Timesheets are due the Wednesday following working those hours. If a student turns in timesheets past that due date, they are only worth 60% credit.

## Scope and Sequence

1. All Work-based Learning (Co-op) students are required to be enrolled in a concurrent, related vocational class (Accounting, Marketing, Computer Applications or Advanced Computer Applications, Web Design or any class at Careerline Tech Center). Satisfactory grades in the related class must be maintained while on the Work-based Learning program. Failure to maintain satisfactory grades will cause removal from the cooperative training program and loss of Work-based Learning credit.
2. Students must work a minimum of 15 hours per week through the school year. No student is allowed to work at more than one job.
3. Students must be employed by the third week of the semester. If the employment is pending at this time, the student will be placed on a probationary status until a decision is made about employment. A student will be dropped from the Work-based Learning roster for not being employed by this time and will return to regular classes.
4. Students must be employed throughout the entire semester. Exceptions may be made if specific instances justify such action. Any exceptions will be at the discretion of the coordinator.
5. Students are required to maintain time sheets at the school. Time sheets will list the hours worked from the previous week and are due by 3:00 p.m. on the Wednesday following the workweek. This will be a daily record of the hours worked.

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6. Students are expected to report to their place of employment on holidays and school vacations if they are scheduled to work. (For example, winter and spring recesses.) Times sheets for work done anytime during these weeks are to be turned in by 3:00 p.m. on the Wednesday following return to school. If no work is performed during these times, you still are required to submit a time sheet showing zero (0) hours and the reason why.
7. If a Work-based Learning student goes on a personal vacation, takes time off to go Deer Hunting or any non-school related time off, he/she still needs to turn in a time sheet with zero (0) hours, along with the reason why no work was performed for the days he/she was absent.
8. Students will be released from school upon the completion of their classes, regardless of their work schedule for a particular day. There will be no loitering in the school without permission.
9. Reasonable, conservative and appropriate attire will be required of all students while on the job. Any safety/protection attire or equipment must be used.
10. Students are responsible for their own transportation to and from their training station. Transportation problems do not justify absence from work or school.
11. Absence from school means absence from work. Students may not attend work, when absent from school. It is the student's responsibility to make sure the school and the employer are notified as soon as possible about the absence. Students may not quit their job without written consent of the coordinator. The coordinator will investigate the situation and meet with the student and the employer to recommend possible solutions to the problem.
12. If a problem occurs on the job, the student is responsible for contacting the coordinator immediately. The coordinator will investigate the situation and meet with the student and the employer to recommend possible solutions to the problem.
13. If the student becomes unemployed as a result of situations beyond their control, the coordinator will help locate alternate employment. If employment can't be found, the student will not receive credit for the time he/she does not work and will return to regular classes.
14. Students who are removed from their jobs because of dishonesty of any kind will be removed from Work-based Learning and returned to regular classes. The employer and/or the school, depending on the circumstances, may take additional disciplinary action.
15. If the students are required by teachers and administrators to remain after school, they are to do as instructed and notify the employer about the conflict as soon as possible.

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16. Students who are removed from school due to disciplinary problems cannot report to their employment during the time they are out of school. This includes suspensions from school. They should notify their employer of the situation as soon as possible.

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