

Signature and date of advisor indicating pre-approval _____

Advisor Signature

Date

MONONGALIA COUNTY SCHOOLS STUDENT WORK-BASED EXPERIENCE DOCUMENTATION FORM

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|----------------------------|---------------------------|
| STUDENT NAME: | WVEIS NUMBER: |
| ADVISOR: | CAREER CLUSTER: |
| CAREER MAJOR: | CAREER PATHWAY: |
| BUSINESS VISITED: | DATE/TIME VISITED: |
| TYPE OF EXPERIENCE: | |

Please check the category of the work-based experience as listed below:

For a more defined description, please refer to the Monongalia County Schools Policy IKFAB.

- _____ **Capstoning:** A formal educational process that combines on-the-job training, work experience and classroom instruction, and leads to master of a vocational skill.
- _____ **Clinical Experience/Observation:** Usually health facility-based to provide students with extensive client contact. They are governed by specific educational goals and objectives.
- _____ **Community Service:** Blends both service and learning goals and objectives. Service learning projects emphasize both service and masters of instructional goals and are designed to use volunteer community projects.
- _____ **Cooperative Work Experience:** Provides a planned alternating or parallel of classroom study and supervised employment which includes a written learning agreement between the educational institution, student and employer.
- _____ **Field Trips:** Supervised class visits to work sites that have specific educational value.

- _____ **Independent Study Projects/Contracted Learning:** Student generated projects based on the technical and social issues they confront at the workplace. These projects offer an excellent way to integrate school learning and work site experience.
- _____ **Internship:** A time-limited alternative learning experience at a work site outside the traditional classroom. Students are placed in a supervised community and work-based learning experience which links the student with employer for a planned set of learning activities.
- _____ **Job Shadowing:** A career awareness activity that provides students with a realistic view of a selected occupation

- _____ **Mentorship:** Relationship established between students and adult role models that foster understanding of the balance between individual, work, citizen, and family roles.
- _____ **School-Based Enterprises:** A school-based enterprise involves goods and services being produced by students as part of their educational program.
- _____ **Computer Based Simulations:** These experiences are not real work-based experiences, but in certain situations they may constitute a good introductory activity for upper level students or a substitute for real workplace activities.
- _____ **Supervised Agricultural Experience (SAE):** SAE provides actual and simulated work-based agricultural experiences.

- _____ **Summer Youth Work Study Experience:** This experience involves the student working (paid or unpaid) during the summer months. Students must have a job in their career field.
- _____ **Supported Employment:** These experiences include job-site work with the assistance of a Job Coach employed by Monongalia County Schools.
- _____ **Regular Work-Based Employment:** Individuals have paid experience in the regular community work environment. For such employment to satisfy the work-based learning requirement, it must be related to the student's career major. Classroom instruction will be combined with paid, on-the-job training.

Signature of Business Mentor/Date/Number of hours completed

Parent Signature and Date Verifying Completion

Student Signature and Date Verifying Completion

Advisor Signature and Date Verifying Receipt of Completed Form

Original – Counseling Office

Copy 1 – Career Portfolio

Copy 2 – Student Copy

Copy 3 – Business Mentor