

## Sample: Work Based Learning Intent to Participate Form

*This form is adapted from a successful practice from Anderson County, TN.*

### **About Work-Based Learning**

Work-Based Learning for high school credit is a capstone experience (12<sup>th</sup> grade students) that provides students with the opportunity to apply knowledge and skills learned in general education and CTE coursework in a work place setting. Students can earn a maximum of two WBL credits toward high school graduation.

### **Types of Work-Based Learning for Credit**

Check with your counselor and/or teacher(s) to discuss which WBL option is the best fit for you.

- Registered Apprenticeship
- Internship
- Health Science Clinical
- Cooperative Education
- School Based Enterprise
- Service Learning
- Transition-Paid
- Transition-Non-Paid
- Career Cluster-Specific Practicum Courses

### **Work-Based Learning Requirements**

- Completion of 2-4 credits in a CTE focus area or Program of Study (POS),
- Minimum score of 18 on the ACT,
- Minimum 2.75 GPA,
- Completion of the WBL Intent To Participate Form on file, **and**
- Recommendation from current/former teacher and WBL Coordinator for the POS.

### **Deadline for Submission of the Completed WBL Intent to Participate Form**

**Fall WBL: April 30<sup>th</sup> or Spring WBL: November 30<sup>th</sup>**

- Students who submit a completed Intent to Participate Form on time will be considered first for WBL.
- Not every student who qualifies may be able to participate in WBL. Classes CANNOT be overloaded.

### **Work-Based Learning Intent to Participate Submission and Review Process**

- 1. Talk to your counselor** to determine if you meet the prerequisites and requirements to participate in Work-Based Learning. This conversation should begin no later than registration for your senior year, but it is recommended to begin this conversation as early as possible.
- 2. Begin by asking your counselor to enter the information** concerning your graduation and scheduling requirements, attendance, GPA, ACT, and discipline, and to sign the Intent to Participate Form.
- 3. Complete your Intent to Participate Form** by providing the information in the Student Information section.
- 4. Sign your Intent to Participate Form** and make sure you have your parent/guardian's signature.
- 5. Obtain a recommendation from your teacher in the subject related to your WBL experience.** The teacher may consider the following before recommending you to apply for WBL:  
*What is this student's competency level? How was this student's attendance? How well did this student interact with other students in the class? Did the student accept responsibility for his/her action/inaction in a positive manner? Will this student represent the WBL program in a positive way?*  
The teacher may have additional requirements/forms that you must complete in order to receive a recommendation for WBL – make sure to meet all deadlines related to these requirements.
- 6. Submit your completed Intent to Participate Form** to the WBL Coordinator for review.
  - The WBL coordinator will review your attendance and discipline records. Only students who represent our school well will be approved for WBL opportunities. Employers seek people who are dependable (attendance records), who get along with others (self-discipline), and who are responsible.
- 7. Return the approved Intent to Participate Form** to your counselor to initiate a schedule change to accommodate your WBL experience.
- 8. Obtain your Work-Based Learning placement. It is the student's responsibility to find an appropriate WBL placement before the semester scheduled for WBL.** If you need assistance, contact your WBL coordinator prior to the beginning of the semester. The WBL coordinator must give final approval before any student will be allowed to participate in WBL. This is to ensure compliance with state and federal laws.

## Sample: Work Based Learning Intent to Participate Form

<b>Student Information (to be completed by the student)</b>	
Student Full Name: _____	Date of Birth: _____
Home Phone: _____	Student Cell Phone: _____
Current Address: _____	Email Address: _____
Parent/Guardian Name: _____	Parent/Guardian Phone: _____
Program of Study/Elective Focus Area: _____	
<b>Employment Plans</b> (Be specific. Explain how participation in the type of work-based learning experience you describe will further your understanding of the skills/concepts presented in your focus area or Program of Study.)	

<b>Signatures</b>	
<i>Student Signature</i>	<i>Date</i>
<i>Parent Signature</i>	<i>Date</i>
<i>Teacher Signature</i>	<i>Date</i>

<b>Administrative Information (to be completed by the counselor)</b>	
GPA: _____	Graduation/Scheduling Requirements: _____
ACT: _____	Attendance: _____
	Discipline Events: _____ None   Attached
Counselor Signature	Date

<b>Final Approval (to be completed by WBL Coordinator)</b>		
WBL Participation:	Approved   Denied	Comments: _____
WBL Placement:	Approved   Denied	Comments: _____
WBL Coordinator Signature	Date	