

<u>Section I:</u> Instructional Goals and Objectives	Knox County Board of Education Policy		
	Descriptor Term: Work-Based Learning	Descriptor Code:	Issued:
		I-130	7/95
		Reviewed:	Revised:
7/23	9/23		

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2 Credit-bearing work-based learning activities are intended to serve as a capstone experience by which
3 students can pursue the goals laid out in their required Plan of Study. Students practice and demonstrate
4 the professional skills that are most valued by employers and postsecondary institutions and compile a
5 portfolio of work samples and references that serve as evidence of their abilities. The Tennessee
6 Department of Education (TDOE) policies address stand-alone credit-bearing experiences such as, but
7 not limited to Apprenticeships, Clinical Internships, Service Learning classes, and Supervised Agriculture
8 Experience.
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10 Knox County Schools will follow all TDOE General Policies for Credit-Bearing Work-Based Learning
11 (WBL). The policies establish minimum general requirements for any credit-bearing work-based learning
12 opportunity.
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14 Relation to Student’s Plan of Study and Graduation Requirements:
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16 Capstone WBL experiences and training must be aligned with the student’s updated Plan of Study as
17 required in State Board of Education (SBE) High School Policy, equate to a full-time equivalent credit,
18 meet the standards of the Career Practicum or other WBL course in which they are enrolled, and facilitate
19 intentional progress toward the attainment of knowledge and skills necessary to pursue the student’s
20 postsecondary and career goals.
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22 Participating students must be on track to meet the requirements for graduation or program completion
23 as adopted by the State Board and may earn WBL credit over the summer term as long as all WBL
24 program requirements are met.
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26 Students participating in WBL activities must be at least 16 years of age.
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28 Students must demonstrate a 90% attendance rate unless otherwise agreed upon prior to the start of the
29 WBL experience and deemed acceptable to the workplace mentor and WBL Coordinator.
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31 Students must exhibit work readiness attitudes and skills as determined by the teacher and employer and
32 consistent with the Tennessee Department of Education WBL Policy and Implementation Guides before
33 beginning a WBL experience (SBE High School Policy 2.103). Students may use their 865 Ready Portrait
34 of a Graduate Portfolios as evidence of their attitudes and skills.
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36 If a student is enrolled in a capstone WBL placement for credit, the time spent at the WBL placement
37 may be considered school enrollment time as outlined in the TDOE Student Membership and Attendance
38 Procedures Manual.
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40 The capstone WBL course, *Work-Based Learning: Career Practicum*, may be used as the third or fourth
41 course for any Career and Technical Education (CTE) Program of Study or area of elective focus, but it
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1 does not count toward CTE concentrator status. Students may earn up to three (3) credits per school year
2 in *Work-Based Learning: Career Practicum* during their junior and senior years. At least one (1) credit
3 must be earned through related classroom experience, which must include a minimum of two (2) periods
4 per week of classroom instruction. A minimum of ten (10) hours per week of supervised work experience
5 is required for one additional credit, and a minimum of twenty (20) hours per week is required for two
6 (2) additional credits. Students in capstone WBL experiences should earn credit through the Career
7 Practicum course or another appropriate WBL clinical or practicum course code.

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9 Students earning credits for work experience must be supervised by a certified work-based learning
10 coordinator. Work-based learning programs must adhere to all state and federal child labor laws.

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12 Prior approval must be obtained by the CTE Director or Special Education Director, respectively, before
13 students can be placed in occupations that require use of the Hazardous Occupations Exemption Form.

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15 Knox County Schools will follow the Work-Based Learning Policy Guide established by the Tennessee
16 Department of Education (TDOE) which includes the policies for the implementation of credit- bearing
17 work-based learning experiences.

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46 Approved as to Legal Form
47 By Knox County Law Director 7/27/2023
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