

Section I: Instructional Goals and Objectives	Knox County Board of Education Policy		
	Descriptor Term: Work-Based Learning	Descriptor Code:	Issued:
		I-130	7/95
		Reviewed:	Revised:
	5/17	3/16	

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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 not
7 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 as
23 adopted by the State Board and may earn WBL credit over the summer term as long as all WBL program
24 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)

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35 If a student is enrolled in a capstone WBL placement for credit, the time spent at the WBL placement may
36 be considered school enrollment time as outlined in the TDOE Student Membership and Attendance
37 Procedures Manual.

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39 The capstone WBL course, *Work-Based Learning: Career Practicum (6105)*, may be used as the third or
40 fourth course for any Career and Technical Education (CTE) Program of Study or area of elective focus
41 and may count toward CTE concentrator status. Students may earn up to two credits per school year in
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1 work-based learning courses. Students in capstone WBL experiences should earn credit through the
2 Career Practicum course or another appropriate WBL clinical or practicum course code.

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4 Introductory WBL courses, including but not limited to *Career Exploration (6166)*, are intended for
5 general education purposes and, as such, shall not count toward a student’s CTE Program of Study or area
6 of elective focus.

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

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

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45 Approved as to Legal Form
46 Knox County Law Director 1/27/2016
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