

Internship/Co-op Student Process

Name: _____

If you wish to participate in work-based learning, you MUST complete the following tasks in this order. Please keep this form as you progress through the process.



1

Speak to a teacher in your pathway about your desire to participate in WBL for a future school semester. Teachers must sign demonstrating their support and willingness to find placement.

Teacher Signature of approval to proceed

Pathway

2

Speak to your school counselor about your desire to participate in WBL for a future school semester. Counselors must complete the field below and sign demonstrating their support.

Counselor Signature of approval to proceed

By signing above, I confirm that this student is eligible for WBL based on number of courses in the pathway, attendance, GPA, and discipline

3

Speak to the teacher from #1. With the support of the teacher, identify a placement for work-based learning. Once identified, make sure all WBL forms are completed (available from counselors/teachers).

Teacher Signature of approval to proceed

Proposed Work Site

WBL Type

4

Return to your guidance counselor with all completed forms, excluding a completed background check. Once all forms have been completed and the supervisor's background check has been approved, your schedule will be changed.

Counselor Signature of approval to proceed

NOTE: For any student to be eligible for work-based learning (WBL), the following MUST be true.

- Successfully completed 3 classes in a single career pathway (internship/apprenticeship), or 4 classes for co-op placement
- Meet the minimum GPA requirements (2.0) for the semester prior to placement
- No more than 4 unexcused absences (or equivalent) the semester prior to/during placement
- Have an 'exemption' form for any one of these requirements signed by a school principal (available from a principal)
- The WBL placement CANNOT be supervised by a family member
- Students must have a valid industry certification, passed the EOP in the appropriate pathway, or made a C or above in a pathway dual-credit course to participate.

Types of Work-Based Learning

- **Unpaid Internship** (must be a named course available in the specific pathway)
- **Paid Internship** (must be a named course available in the specific pathway)
- **Entrepreneurship** (student-owned, legally registered company in a career pathway)
- **Cooperative Education (Co-op)**

KEES Information

- Work-based learning placement may have an impact on KEES scholarship funds. Please speak to your Guidance Counselor for more information.

NOTE

- In order for students to continue in their WBL placement throughout the semester, they must document their experiences using the provided forms with the support of their teachers and supervisors, and their GPA and attendance must continue to meet the requirements.

More information will be available at www.bchsguidance.com/wbl