

# Work-Based Learning Application Packet

**Internship/Apprenticeship Program**

*Asheville City Schools  
Buncombe County Schools  
Madison County Schools*

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Buncombe County  
Madison County  
Career Pathways Partnership***

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**Work-Based Learning Experience  
Internship/Apprenticeship**

Dear Parent/Guardian,

Your son/daughter has chosen to explore a Work-Based Learning opportunity that will provide real-life experiences in his/her related career pathway. The purposes of Work-Based Learning are to allow students to gain a broad range of skills and competencies in a Work-Based Learning setting, while at the same time assisting the student in career decision-making choices. Furthermore it is also a venue to assist students in the development of good work habits, personal growth, and communication skills.

The student will complete an application process in which his/her roles and responsibilities are outlined. Your understanding and support is needed for the success of this program; signatures indicating your approval are required before the student can register for this unique learning experience.

Enclosed in this packet you will find the application and documents, which relate to Work-Based Learning. Again, before your child can be admitted to the program, he/she will need to review the policies with you.

Thank you for assisting in your child's high school decision-making process. If you have any questions, please call the Work-Based Learning Coordinator at the school.

## Work-Based Learning Program Internship/Apprenticeship

### *Who May Participate?*

Be at least 16 years old	Junior or Senior
Be in good academic standing	At least a 2.5 GPA
Have good attendance profile	Less than 5 days absent the previous semester
Have a good discipline profile	No out of school suspensions
Have reliable transportation	Way to site

### *Student Responsibilities-*

Identify possible placement site	Be able to tell Work-Based Learning Coordinator where possible site is located (Site must be a valid learning opportunity in relation to student pathway)
Complete Work-Based Learning application	All applicants will be reviewed
Complete activities within Work-Based Learning experience	Written and verbal requirements: journal entries, time sheets, presentations, etc.
Represent school well	Be responsible, dress appropriately, and maintain excellent work habits at the site
Communicate with Work-Based Learning Coordinator regularly	Turn in required materials and inform Work-Based Learning Coordinator of any issues that may arise. Also attend scheduled meetings with the Work-Based Learning Coordinator

### *Site Responsibilities-*

Assist with Program of Work	Work with the student on accomplishing his/her goals contained in the program of work
Evaluate student learner	Evaluate the student's performance each grading period
Communicate with school	Communicate with Work-Based Learning Coordinator whenever needed
Provide a safe and effective learning environment	Ensure that the student works in a safe place and provide them with a way of learning a wide variety of skills and competencies to complete the program of work by offering a broad view of the agency's entire operation.

### *Parent and School Responsibilities-*

Communicate on a regular basis	Both the school and the parent will remain in constant contact to ensure proper supervision of student
Insurance and transportation	It is the responsibility of the parent to provide personal or school insurance and reliable transportation for the student
Supervise work-based learner	It is the responsibility of the Work-Based Learning Coordinator to visit the site to ensure proper placement and safety to the student. In addition, the Work-Based Learning Coordinator will review the weekly journal and time logs and is responsible for the assignment of a grade.

*Must be completed  
and returned to  
register for the course.*

### Work-Based Learning Application Internship/Apprenticeship

Student Name: \_\_\_\_\_ Year in School: \_\_\_\_\_

Student Address: \_\_\_\_\_

Student Phone Number: \_\_\_\_\_ Intended Course of Study: \_\_\_\_\_

Parent/Guardian Name and Address: \_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_ Intended Career Pathway: \_\_\_\_\_

Which Work-Based Learning experience are you applying for? Circle one

Internship

Apprenticeship

1. What are your academic and career goals? \_\_\_\_\_  
\_\_\_\_\_
2. What are your goals for this Work-Based Learning experience? \_\_\_\_\_  
\_\_\_\_\_
3. What experiences and school courses have you had that relate to this Work-Based Learning experience? \_\_\_\_\_  
\_\_\_\_\_

*(It is recommended that the student complete at least two courses in a declared pathway.)*

Potential Site	Work site Address	Work Site Phone Number	Site Coordinator

Please answer yes or no and fill in what applies to you.

Are you at least 16 years old?	Are you a Junior or Senior?
Are you in good academic standing?	What is your GPA?
Do you have a good attendance profile?	Did you miss less than 5 days the previous semester?
Do you have a good discipline profile?	Have you had OSS before?
Do you have reliable transportation	How will you get to work?
Do you have personal or school insurance?	Policy Number:

\_\_\_\_\_  
(Student Signature and Date)

\_\_\_\_\_  
(Parent/Guardian Signature and Date)

\_\_\_\_\_  
(Work-Based Learning Coordinator and Date)

\_\_\_\_\_  
(Approval Date)