

# UTAH COUNTY ACADEMY OF SCIENCES POLICIES AND PROCEDURES

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**SECTION:** I - Instruction  
**POLICY TITLE:** Work-Based Learning Experiences for Students  
**FILE NO.:** IA  
**DATED:** May 21, 2024

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### 1. PURPOSE AND PHILOSOPHY

- 1.1. The Utah County Academy of Sciences recognizes the value of work-based learning in the education of many students. Career exploration offers valuable experience to students who are faced with vital career decisions during their high school years. The Board of Trustees is aware of the necessity to provide appropriate and adequate safety and supervision for all students who choose to pursue this type of learning.
- 1.2. Work-site experiences may be provided through a cooperating employer in the public or private sector. Work based learning may be paid or unpaid. Paid and unpaid experiences shall follow the guidelines outlined in the document, "Employment Relations", under the Fair Labor Standards Act, U.S. Department of Labor, WH-1297, revised 1985. According to the Employment Relations Requirements, in an unpaid experience: a) a student/trainee may not displace a regular employee, b) the employer that provides the training derives no immediate advantage from the activities of the student/trainee, c) the student/trainee is not entitled to a job at the conclusion of the training period.
- 1.3. Work-based learning opportunities include, but are not limited to: Job Shadowing and Internships.

### 2. DEFINITIONS

- 2.1. Internship means situations where students work for an employer for a specified period of time to learn about a particular industry or occupation. This could be paid or unpaid experience.
- 2.2. Job Shadowing means an opportunity for a student to follow an employee at a firm for part(s) of one or more days to learn about a particular occupation or industry. It is recommended for students in grades 6 through 9 as a part of career exploration activities. It may be implemented in context with a particular course of study. This is an unpaid experience.

### 3. ELIGIBILITY

A Career and College Readiness Conference (CCR) will be used as a qualifying indicator for students to participate in a work-based learning experience. The CCR will indicate student interest in a specific

field of study which will be matched with cooperating employers to provide work-site experiences for students. Students should have successfully completed or be concurrently enrolled in a related classroom course.

#### **4. STUDENT RECORDS**

Students may earn up to one elective credit towards graduation, the following documents must be completed, kept up-to-date and on file at the school:

**4.1.** SEOP

**4.2.** Student Application

**4.3.** Work-Site Assessment/Evaluation

**4.4.** Training Agreement between student, parent or legal guardian, employer and school official

**4.5.** Student Work Record

**4.6.** Student Evaluations

#### **5. STUDENT/TRAINEE RESPONSIBILITIES**

Students who qualify and receive work-based learning placement will:

**5.1.** Strive to develop good work habits.

**5.2.** Maintain satisfactory attendance and performance at school and on the job.

**5.3.** Maintain at least a 2.0 GPA.

**5.4.** Submit monthly records to the Work-based Learning Coordinator.

**5.5.** Report any changes in the work situation to the Work-based Learning Coordinator.

#### **6. PARENT AND GUARDIAN RESPONSIBILITIES AND LIABILITIES**

**6.1.** Partner with school personnel, school counselor, and student by participating in the SEOP process.

**6.2.** Support the student's participation in the work-based learning program.

**6.3.** Provide and accept liability for transporting their student to and from the work site.

#### **7. Work-based Learning Coordinator Responsibilities**

**7.1.** Approve the cooperating employer work site and training.

**7.2.** Review employer's evaluation of the trainee.

**7.3.** Help resolve any problems between the employer and trainee.

**7.4.** Determine the amount of elective, pass/fail credit earned by the student.

**7.5.** Base instruction on the Utah State Core requirements.

## **8. Cooperating Employer/Supervisor Responsibilities**

- 8.1.** Assure a safe work environment, i.e. Students will not be placed in a situation which would allow significant unsupervised access to the trainee by the employer or by any other individual.
- 8.2.** Provide appropriate safeguards and supervision at the work site for the trainee.
- 8.3.** Provide meaningful training for the trainee at the work site.
- 8.4.** Communicate on a regular basis with the Work-based Learning Coordinator.
- 8.5.** Consult the Work-based Learning Coordinator regarding problems related to the work experience, and contact promptly the Coordinator before considering suspension, transfer, or termination.
- 8.6.** Record attendance and performance of the student trainee.
- 8.7.** Provide evaluation of the trainee's work.
- 8.8.** Conform to State and Federal Labor Laws.
- 8.9.** Provide worker's compensation insurance under which the trainee is covered (if paid experience).

## **9. Worker's Compensation Insurance**

- 9.1.** For the paid work experiences, workers' compensation insurance benefits will be provided by the employers.
- 9.2.** For unpaid work experiences, workers' compensation medical benefits will be provided by the Utah County Academy of Sciences as specified in 535A-29-103 of the Utah Code.

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### **REFERENCES**

UTAH ADMIN. CODE R277-915

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### **FORMS**

None

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### **HISTORY**

Reviewed – May, 21, 2024

Revised – April 19, 2005

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