

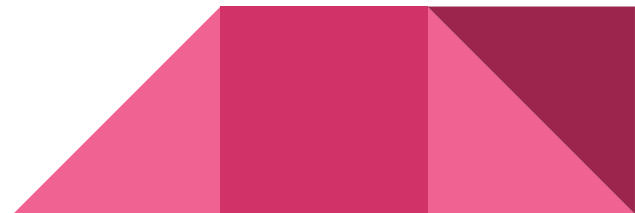
# Work-Based Learning Opportunities

Job Shadowing  
Advanced Placement Internship  
Cooperative Education

# Work-Based Learning Opportunities

The Lancaster County Career and Technology Center does not confine learning to the four walls of the classroom. Work-based learning activities combine classroom instruction with practical work experience that is directly related to a student's program of study. The main activities are Job Shadowing, Advanced Placement Internship, and Cooperative Education.


**Students are required to provide their own transportation to and from the worksite. Driver's licenses and reliable transportation are crucial for participation in any of the work-based learning opportunities.**



# Job Shadowing/Facility Tour

Job shadowing is a career exploration activity during which students visit worksites to experience the work environment and observe the daily routine of an individual in their career of choice. This opportunity is especially beneficial for the half-day students who are unsure of the full-day program to which they want to apply. This activity enhances a student's ability to refine their career goals.

Students are responsible for:


- Identifying worksite and having it pre-approved by their instructor
  - Contacting a company and arranging date, time, and location of job shadowing experience
  - Actively taking part in the experience by observing and asking questions
  - Arriving at the worksite on time
  - Following worksite's processes and procedures
  - Completing all assignments linked to the experience assigned by their teacher
  - Acting in a professional manner throughout the experience
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# Advanced Placement Internship (API)/Cooperative Education (Co-op)

The Advanced Placement Internship (API) and Cooperative Education (Co-op) programs are closely related. Both work-based learning experiences are designed to integrate classroom learning with supervised work experience. This combination of school and work is a powerful, dual approach to learning that prepares students for immediate employment and further education. Students develop important interpersonal and teamwork skills while acquiring a strong work ethic necessary for success in the workplace. There are some subtle differences between the two programs. API provides students who excel from the onset of their program with an earlier entry into the workforce of their career field of choice. Throughout the school year, the number of days will increase until the student enters the co-op portion of the program. The student practices and becomes proficient at skills in the workplace while learning new skills in the classroom setting.




# Student Responsibilities

1. The student agrees to perform the assigned duties in a loyal manner and work to the best interest of all concerned.
  2. The student agrees to report job problems to the training supervisor and cooperative education coordinator.
  3. The student will adhere to company policy. The employer has the same right to set performance expectations for the student learner as they do for other employees.
  4. The student must be regular in attendance at school and on the job. If a student is unable to report to work, the student will notify the employer and coordinator before the start of the normal workday.
  5. The student's employment will be terminated upon withdrawal from school.
  6. The student will report to school for designated meetings and related instruction.
  7. The student will follow school rules at both work and school sites.  
Violation of school rules will lead to disciplinary action, which may include termination from employment.
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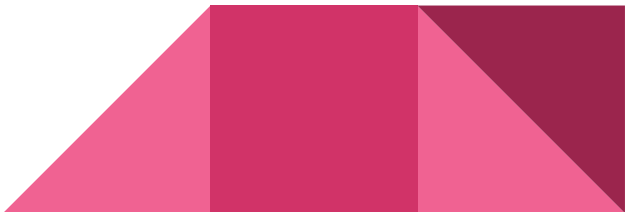
# Eligibility Requirements

## Advanced Placement Internship

- Recommendation from the instructor
  - Must earn and maintain a “B” average or higher
  - Must maintain a 95% or higher attendance rate. Individual circumstances will be reviewed.
  - No Level 2 or higher discipline referrals (see Student Handbook for details)
  - Complete OSHA-10 and other program specific safety training certifications
  - Complete the Canvas orientation course
  - Obtain work permit from high school if under the age of 18 and provide a copy
  - Complete any on-boarding processes and procedures required by the employer, including drug screening
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# Eligibility Requirements

## Cooperative Education

- Recommendation from the instructor
  - Must earn and maintain a “C” average or higher
  - Must maintain a 90% or higher attendance rate. Individual circumstances will be reviewed.
  - No Level 2 or higher discipline referrals (see Student Handbook for details)
  - Complete OSHA-10 and other program specific safety training certifications
  - Complete the Canvas orientation course
  - Obtain work permit from the high school if under the age of 18 and provide a copy
  - Complete any on-boarding processes and procedures required by the employer, including drug screening
  - Obtain a competent or advanced score on the NOCTI exam
  - Complete all Program of Study tasks at a satisfactory level
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# Application Process

Step 1: Obtain and provide a copy of your work permit if you are under the age of 18.

Step 2: Communicate interest in participating in the API/Co-op program to your instructor.

Step 3: Obtain your instructor's approval to begin looking for employment.

Step 4: Get an offer from a company related to your program of study.


Step 5: Complete the paper preliminary application and have signed by your instructor and Assistant Principal.

Step 6: If approved, initiate the paperwork the Work-Based Learning & Outreach Coordinator





# Student Expectations

- Students are required to enter journal entries at the end of each work day and submit at end of week.
  - Students are required to upload a picture or PDF of their pay stub upon receipt.
  - Students are to notify their employer and the school if they will be absent.
  - Students are to give a two-week written notice to their employer and the Cooperative Education Coordinator if they choose to terminate their employment during the school year or at graduation.
  - Students may not switch employers during the school year.
  - Students are ineligible for another work-based opportunity if terminated.
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# MANDATORY DAYS BACK TO SCHOOL

Students are expected to report to their campus on-time for the mandatory days back.

The Mandatory Days Back are:

- December 20, 2023 (full-day)
- January 17, 2024 (full-day)
- March 20, 2024 (full-day)
- May 6, 2024 (full-day)
- May 20, 2024 – (half-day)

Other mandatory days will be scheduled by the instructor for NOCTI reviews, NOCTI testing, and other industry-certification exams.

Failure to attend the mandatory meetings with the mandatory meetings may result in modification or termination of the API/Co-op experience.



# Contact Information

For more information, please reach out to our Work-Based Learning and Outreach Coordinator:

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