

Work-Based Learning Opportunities

Job Shadowing

Advanced Placement Internship

Cooperative Education



LANCASTER COUNTY
CAREER & TECHNOLOGY
CENTER

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. If the student is under the age of 18 years old, the instructor must verify that clearances are on file before pre-approving the site.
 - 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

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.

Eligibility Requirements

Advanced Placement Internship

- Recommendation from the instructor
- Must earn and maintain a “B” average or higher
- Must have no more than two (2) unexcused absences per marking period. Individual circumstances will be reviewed.
- Must have no more than four (4) unexcused absences per school year.
- No Level 3 or higher discipline referrals or multiple referrals for the same behavior at lower levels (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

Eligibility Requirements

Cooperative Education

- Recommendation from the instructor
- Must earn and maintain a “C” average or higher
- Must have no more than four (4) unexcused absences per marking period. Individual circumstances will be reviewed.
- Must have no more than four (4) unexcused tardies per school year.
- No Level 3 or higher discipline referrals or multiple referrals for the same behavior at lower levels (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 an overall score of competent or advanced on the NOCTI exam or advanced on performance portion if a basic is earned on the written portion to be eligible to go out five (5) days/week
- Complete all Program of Study tasks at a satisfactory level

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 enter required paystub information and upload a picture or PDF of 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.

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 18, 2024 (full-day)
 - January 15, 2025 (full-day)
 - March 19, 2025 (full-day)
 - May 5, 2025 (full-day)
 - May 19, 2025 – (full-day)
- Other mandatory days will be scheduled by the instructor for NOCTI reviews, NOCTI testing, and other industry-certification exams. Employers must be given advanced notice of these dates.
- 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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