



GCHS Work-Based Learning Application

Please complete the information below if you are interested in WBL for the 2019-2020 school year. Please complete **ALL** items! Submission of this application and pertinent forms is your first effort for acceptance into the Work-Based Learning Program. It is important that you read all of the application information so that your submission is correct and complete. Submitted information will be used to determine program acceptance.

Name: _____ Current TAP Teacher: _____

Age on 8/1/19: _____ Expected Graduation Year (circle one): 2020 2021

Are you on track for graduation and up to date with your credits? (circle one): YES NO NO, but WILL BE BY MAY 2019

Cell #: _____ Please sign up for the Remind group by texting @f84dc7 to 81010.

Indicate Your Future Career/Job Interest: _____

Are you currently employed? YES NO

If NO, what type of job/internship are you interested in pursuing? _____

If YES, what business do you work for (name)? _____

If YES, about how many hours a week do you work? _____/week

Do you currently (or will you have) a vehicle & school parking permit to travel to work? Yes No

If no, how do you plan to get to/from your job site? _____

Which blocks would you want to be released from school?

Circle all that apply: 1st 2nd 3rd 4th TAP

What Career Tech classes have you completed (by the end of this year)? _____

Please list any related work experience, or training and skills you have:

Please list your school/community activities, honors received and offices held:

Briefly explain why you want to participate in the Work-Based Learning program:

Parent/Guardian Information:

Name(s): _____ Parent Phone/Cell: _____

Parent Email: _____

Parent Signature: _____ Date: _____

Please submit this form to your Work-Based Learning Coordinator (Mrs. Mize) along with two teacher recommendation forms. (Teachers may turn these in directly to Mrs. Mize.)

Work-Based Learning FAQs

What is Work-Based Learning (WBL)?

WBL is an opportunity to be released from school early to go to work and start gaining some real world work experience – and get school credit! You can have a paid part-time position or an unpaid internship. We try to relate your work experience to your long-term career goals, but you can also get WBL credit if you just have a general part time job. This is a great opportunity to begin building your resume while still in high school.

What are the requirements to take Work-Based Learning?

In order to apply for the Work-Based Learning program, here are the requirements that you must meet:

- Must be at least 16 years old (by August)
- Maintain good attendance and discipline record
- Provide your own dependable transportation to/from job site/internship and have an official school parking permit

What do I have to do for the class?

There are two main components of the WBL class:

1. **GO TO WORK.** For each release period, you must work 4 hours per week. For example, if you have WBL during 4th block on both Gold and Black days, then you have to work a minimum of 8 hours each week. Those hours do not have to literally be from 1:00-3:25 every day. You might only go to work one afternoon during the week and then on a Saturday. This gives you flexibility with other after school activities, like athletic games and practices. You must leave school EVERYDAY, regardless if you work that day. If you have practice, a meeting, etc., you can return after school is dismissed. Failure to comply may result in dismissal from the program.
2. **COMPLETE MONTHLY ASSIGNMENTS and ATTEND MONTHLY MEETINGS.** Each month, you will have a required meeting (dates given at start of the year). You will also have assignments that are related to a specific topic. All assignments are posted online. Here's an example of what your work load might look like for one month:
 - September– Create a professional resume
 - September Timesheet (track when you worked and signed by your employer)
 - September Employer Evaluation (your manager/mentor gives you a one-page evaluation on your performance twice per semester)

Some months have a little more to do than others. Assignments are always due before the next monthly meeting, so it's easy to remember. And you turn assignments in online (Google Classroom), which makes it very convenient! Failure to comply may result in dismissal from the program.

How do I apply?

Complete the one-page WBL application and return it to your WBL Coordinator (Mrs. Mize) as soon as possible. Drop it in the box outside her door or bring it inside and say hello. Then **give two teachers recommendation forms** so they can give some feedback on you. (They will return those directly to Mrs. Mize.) Be sure to register for WBL as an elective when you do your schedule registration for next year too!

In the spring, your WBL Coordinator will interview all students to ensure you meet the criteria for the program and discuss your job situation. If you don't have a job, then we'll put together a plan to help you get one for next year.