

WORK-BASED LEARNING ASSURANCES CHECKLIST

Due June 1, 2010

Evaluation for Current 2009-10 (FY10) School Year

Cone: _____ Date Completed: _____

Utah State Board of Education Rule R277-916-6 states, "Work-based Learning (WBL) shall be integrated into all levels of the education delivery system and shall be coordinated within the cones of the district and between regions."

For purposes of this document, the following definition will apply to work-based learning programs:

Work-based learning is a coherent sequence of career awareness, exploration, job training and workplace experience activities that are coordinated with school-based learning activities. There are work-based learning activities appropriate for every grade level, K-12, to support students in developing career awareness, exploring career options, developing appropriate workplace skills and relating academic skills to real world applications.

This checklist is part of the annual *Work-based Learning Funding Application*. It serves a dual purpose of self-evaluation to determine program strengths and weaknesses and to provide information to the Utah State Office of Education in order to meet technical assistance needs. This checklist will also be discussed when district/charter school and/or Utah State Office of Education staff make program approval monitoring visits to the schools.

Please rate each indicator below using the following criteria:

1 = MAJOR Improvement Needed **2** = MINOR Improvement Needed **3** = GOOD **4** = SUPERIOR

For items rated 1 or 2, please attach a written description of plans to meet the indicator.

To be eligible for WBL funds, districts/schools and charter schools shall:	
1. Have the program approved by the local board	1 2 3 4
1.1 Attach a copy of the current board approved policy with minutes (one copy per district/charter school application)	
1.1 (a) Addresses work-based learning career awareness, exploration, orientation and preparation activities K-12	
1.1 (b) Addresses <i>Work-based Learning Liability Policy, SB-28</i>	
1.2 The board supports the use of USOE sponsored (as evidenced in district policy)	
1.2 (a) <i>Utah's Work-based Learning Manual</i>	
1.2 (b) Work-based learning endorsement criteria	
1.2 (c) Utah work-based learning coordinator standards document	
1.2 (d) Partnership agreements	
2. Employ qualified work-based learning coordination personnel	1 2 3 4

2.1 All work-based learning personnel meet state work-based learning licensure/endorsement qualifications	
2.2 All work-based learning personnel have passed background checks	
2.3 All work-based learning personnel have completed the state-approved work-based learning basic training	
3. Document that a work-based learning committee representing all schools within the cone, parents and the business community has been created, is functioning effectively and regularly addresses work-based learning issues	1 2 3 4
3.1 A work-based learning committee is identified for each cone and meets a minimum of two (2) times per year	
3.2 Committee membership includes a representative from each building in the cone, parent(s), a business representative(s) and work-based learning personnel	
3.3 Work-based learning appears in meeting agendas and minutes to document that work-based learning needs are being addressed	
4. Complete a cone-wide student/parent/teacher work-based learning needs assessment	1 2 3 4
4.1 The cone's work-based learning program needs have been identified for the present funding year in coordination with work-based learning cone activities	
5. Develop work-based learning preparation, participation and evaluation activities for students and teachers involved in all work-based learning cone activities	1 2 3 4
5.1 Preparation	
5.1 (a) Community partnerships are established	
5.1 (b) Training agreements, skill grids and other forms/documents as outlined in state <i>Work-based Learning Manual</i> are used	
5.1 (b)(i) Workplace agreements contain an assurance of nondiscrimination based on gender, race, color, national origin and disabilities that is signed by both the employer and the school	
5.1 (c) SEOP coordination is assured	
5.2 Participation	
5.2 (a) Identify K-12 + work-based learning activities provided during the current funding year : Evaluate each item checked using definition in state <i>Work-based Learning Manual</i>	
<input type="checkbox"/> Apprenticeships	
<input type="checkbox"/> Career Fairs	
<input type="checkbox"/> Clinical Work Experiences	
<input type="checkbox"/> Cooperative Work Experiences	
<input type="checkbox"/> Educator Internships	
<input type="checkbox"/> Field Studies	
<input type="checkbox"/> Guest Speakers	
<input type="checkbox"/> Job Shadows	
<input type="checkbox"/> School-based Enterprises	
<input type="checkbox"/> Service Learning Opportunities	
<input type="checkbox"/> Student Internships	
<input type="checkbox"/> Teacher Internships	
<input type="checkbox"/> Other, please specify: _____	

5.2 (b) Describe work-based learning activities in cone.	
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	5.2 (b) (i) Describe high school level activities. What services does the WBL coordinator provide at the high school level?	
	5.2 (b) (ii) Describe middle/junior high school level activities. What services does the WBL coordinator provide at the middle/junior high school level?	
	5.2 (b) (iii) Describe elementary school level activities. What services does the WBL coordinator provide at the elementary school level?	
5.3 Evaluation		
	5.3 (a) Employer coordination visits, including periodic internship/cooperative work experience site visits for every student	
	5.3 (b) Participating employer evaluations are completed at the end of each activity	
	5.3 (c) Student evaluations are completed at the end of each activity	
6. Maintain evidence that work-based learning components have been integrated and coordinated with elementary career awareness, secondary career exploration and preparation activities, integrated core curriculum activities, CTE Introduction (formerly TLC) comprehensive counseling and guidance and CTE Pathways		1 2 3 4
6.1 Work-based learning coordination personnel are in place to develop, monitor or facilitate:		
	6.1 (a) Elementary career awareness activities including, but not limited to Core Career Connection activities	
	6.1 (b) Secondary career exploration and preparation activities, including CTE Introduction (formerly TLC) work-based learning experiences	
	6.1 (c) Related work-based learning training including student internships seminars/critical workplace skill classes, etc.	
6.2 Students have the opportunity to participate in work-based learning experiences as part of a state recognized CTE Pathway		
7. Maintain evidence that work-based learning activities are developed in coordination with IEP/SEP/SEOP/504 requirements in each cone		1 2 3 4
7.1 Student participation in work-based learning activities is based upon each student's academic/career planning process		
7.2 A process is in place to communicate student career goals/objectives to work-based learning personnel		
7.3 Work-based learning personnel receive appropriate cone/district IEP/SEP/SEOP/504 training		

8. Require the inclusion of all student groups within the cone in work-based learning activities	1 2 3 4
8.1 Students of different gender, race, color, national origin and disabilities are given equal opportunity for participation in work-based learning activities	
8.2 School and district/charter school resources are utilized by work-based learning personnel to meet diverse student needs	
9. Demonstrate coordination with employers and with other school/community development activities	1 2 3 4
9.1 Use of appropriate documentation/forms as outlined in the state <i>Work-based Learning Manual</i>	
9.2 Work-based learning personnel coordinate with school and district/charter school calendars	
9.3 Work-based learning personnel have opportunity to meet regularly with cone administrators	
10. Verify that state work-based learning funds are supporting work-based learning personnel, that state funds are matched by the local recipient of funds, and that sufficient budget for work-based learning personnel facilities, materials, equipment and support staff is available	1 2 3 4
10.1 State work-based learning funds and matching funds are used exclusively to support work-based learning personnel for the purpose of developing, implementing and maintaining work-based learning programs as described herein	
10.2 Work-based learning funding is matched dollar for dollar according to State Board Rule R277-916-5	
10.2 (a) Identify how funding is matched	
10.3 Sufficient budget for work-based learning personnel, facilities, materials, equipment and support staff is provided	
11. Require work-based learning personnel to complete state-sponsored work-based learning coordinator basic training and participate in ongoing professional development activities	1 2 3 4
11.1 District/charter school and cone supports the work-based learning personnel's participation in related training, workshops and inservices	
12. Require work-based learning personnel to participate in state and district/charter school data collection and reporting	1 2 3 4
12.1 A database of the employer and other community partners is kept and maintained by each cone/district or charter school/region	
12.2 Work-based learning personnel participate in data collection and reporting	

Signatures:

Names and signatures of cone work-based learning personnel and the grade levels they serve:

Name	Signature	Grade Levels
1. _____	_____	
2. _____	_____	
3. _____	_____	

High School Administrator: _____ Date: _____
On Behalf of Cone

District/Charter School CTE Director: _____ Date: _____