

STUDENT WORKSITE LEARNING DOCUMENT CHECKSHEET

Student's name: _____ Age: _____ Birth date: _____

Program: _____

Company-Work Site: _____

Address: _____

Work Site Telephone: _____ Fax: _____

Worksite Supervisor Name: _____ Title: _____

School Work-Based Learning Coordinators: **Tim Mahaney**

The following must be complete and on file for each student experience BEFORE they may start counting hours for credit:

- Site Pre-qualification & Safety check** (documentation)
- Worksite Supervisor Orientation** (documentation)
- Worksite Training Agreement**
- Student "New Employee" Orientation** (documentation)
- Student Worksite Learning Plans** –
COOPERATIVE WORK-BASED LEARNING experience requires a new plan every 180 hours

The following must be complete and on file for each student experience as they are completed:

- Student Training/Work Time Documentation:**
COOPERATIVE WORK-BASED LEARNING: Hour/Time & Wage Reports Off Paycheck Stub Copies - (documentation throughout; 360 hours per 1.0 credit)
INSTRUCTIONAL/Unpaid: Time Report format determined by Worksite Supervisor and School Coordinator (documentation throughout; 180 hours per 1.0 credit)
- Coordination (Visitation & Evaluation) Documentation** (Two per semester)
COOPERATIVE WORK-BASED LEARNING: 2 (two) per transcript grading period
INSTRUCTIONAL: 1 (one) every 30 hours
- Student Evaluations** involving Worksite Supervisor, School Coordinator and Student.
- Other** _____

A student is placed in a cooperative work-based learning experience and is under the age of 18, Minor Work Regulations are in effect. The site must have a Minor Work Permit in place and the following are required. It is recommended that copies be included in the student file:

- Parent/School Authorization
- Student Variance forms (if applicable)