



Work-Based Learning (WBL) Program Information

Program Coordinator: Dr. Kyle Jones – kjones@lanierhs.org – 678-765-4067 (Office)

Eligibility: Students wishing to enter the WBL program at Lanier High School should be aware that—

- they **MUST** have taken at least one CTE course while at LHS.
- they **MUST** be 16 years old or older to qualify as of August 2018.
- they are to provide their own transportation to a work site.
- students in a Career Student Technical Organization (CTSO) will get preferential entry into the program (i.e. student is a member of DECA, First Robotics, FCCLA, HOSA, or SkillsUSA).

Application Process: Students wishing to enter the WBL program at Lanier High School must complete the following process—

- Complete an application and English language arts, math, and CTE teacher recommendations (3 total).
Early Application Due December 20th. Regular Application Due January 31.
- Interview with Dr. Jones in either January (early application) or February (regular application).
 - Interviewees will provide a résumé and a sample email communication at the interview.
- Attend an orientation with parents in March 2018 (Date TBD)

Expectations: Students wishing to enter the WBL program at Lanier High School should be aware of the following expectations—

- WBL is **NOT** simply a work release program. Students are expected to complete assignments and attend mandatory workshops throughout each semester.
- Students are expected to work a minimum of 10 hours a week.
- Students are expected to submit timesheets and pay stubs that are signed by their employer every month.
- Students are expected to be great communicators, utilizing email, phone calls, and face-to-face meetings to stay informed and to advocate for themselves.

-FAQ on the Back-



Frequently Asked Question (FAQ)

- 1. How do I know WBL is right for me?** Being an intern is hard work and comes with responsibilities to the employer and the school. Any student wishing to do WBL needs to be self-motivated, a self-starter, and is open to constructive critiques to improve themselves. A student should also have room in their schedule and have performed decently in their English and math classes.
- 2. How do I find the application and teacher recommendation forms?** Dr. Jones in room 400, the counseling office, or online at lanierhs.org under 'Student Info' and then 'Forms.'
- 3. When will I know about my interview and if I am in the program?** You will receive a note from Dr. Jones in either early January (early application) or early February (regular application) for your interview. You will know if you are in the program at the end of February.
- 4. What blocks would I be released from during the school day to go to my internship?** Traditionally, a student would leave the last block of each day (4A and 4B); however, there are opportunities to double block (3A, 4A, 3B, 4B), or only do release on B days (4B only).
- 5. Can I do WBL and Dual Enrollment or Maxwell?** Yes! Dual enrollment can be difficult due to college schedules, but it is possible to do both. For Maxwell, classes would have to be in the morning block with WBL the second half of the day.
- 6. If I already have a job, does that increase my chances of being in WBL?** No. Ideally, the school would help you get your job placement/internship. If you have a job, it will be taken into consideration, but it does not guarantee placement in the program.
- 7. If I do not have a job, am I responsible for finding one?** No. The school and coordinator will help place you in a position; however, you will be responsible for attending interviews and preparing for those interviews.
- 8. I am not in Career Student Technical Organization (CTSO). Can I still get into WBL?** Yes, however, as stated on the first page, students in a CTSO will get preference to be in the program. You can also join a CTSO now to help with your application into the program.
- 9. How do assignments and grading work in this class?** All assignments are on eCLASS. Grades are based on rubrics as well as employer and coordinator evaluations. Employer evaluations are 40% of your grade.
- 10. Why do I have to interview to be in WBL?** To ensure you are a good fit for the program and to see where your interview skills are currently. Professionalism and preparation are signature components to doing well in WBL.
- 11. Why do my parents have to attend an orientation if I get into WBL?** Because the class is so independent, your parents, as well as you, should be as knowledgeable as possible about expectations for participation in the program.
- 12. If I don't register for WBL before the end of registration, can I still choose to do it later?** No. Unless you are a late move-in, you must register in the spring for the program.
- 13. Are internships paid?** Not always. Some internships are for experience purposes only. This program might not be for you if you are in a situation where you must be paid.
- 14. What happens if I am fired or quit my internship?** You will have to remain on campus until you either acquire a new job, or you may be let go from the program depending on the reasons for being let go/quitting.