

Signature and date of advisor indicating pre-approval \_\_\_\_\_

Advisor Signature

Date

MONONGALIA COUNTY SCHOOLS  
STUDENT WORK-BASED EXPERIENCE DOCUMENTATION FORM

STUDENT NAME:	WVEIS NUMBER:
ADVISOR:	CAREER CLUSTER:
CAREER MAJOR:	CAREER PATHWAY:
BUSINESS VISITED:	DATE/TIME VISITED:
TYPE OF EXPERIENCE:	

Please check the category of the work-based experience as listed below:

For a more defined description, please refer to Monongalia County Schools Policy IKFAB.

- \_\_\_\_\_ **Capstoning:** A formal educational process that combines on-the-job training, work experience and classroom instruction, and leads to mastery of a vocational skill.
- \_\_\_\_\_ **Clinical Experience/Observation:** Usually health facility-based to provide students with extensive client contact. They are governed by specific educational goals and objectives.
- \_\_\_\_\_ **Community Service:** Blends both service and learning goals and objectives. Service learning projects emphasize both service and mastery of instructional goals and are designed to use volunteer community projects
- \_\_\_\_\_ **Cooperative Work Experience:** Provides a planned alternating or parallel of classroom study and supervised employment, which includes a written learning agreement between the educational institution, student and employer.
- \_\_\_\_\_ **Field Trips:** Supervised class visits to work sites that have specific educational value.
- \_\_\_\_\_ **Independent Study Projects/Contracted Learning:** Student generated projects based on the technical and social issues they confront at the workplace. These projects offer an excellent way to integrate school learning and work site experience
- \_\_\_\_\_ **Internship:** A time-limited alternative learning experience at a work site outside the traditional classroom. Students are placed in a supervised community and work-based learning experience which links the student with an employer for a planned set of learning activities.
- \_\_\_\_\_ **Job Shadowing:** A career awareness activity that provides students with a realistic view of a selected occupation.
- \_\_\_\_\_ **Mentorship:** Relationship established between students and adult role models that foster understanding of the balance between individual, work, citizen, and family roles.
- \_\_\_\_\_ **School-Based Enterprise:** A school-based enterprise involves goods and services being produce by students as part of their educational program.
- \_\_\_\_\_ **Computer Based Simulations:** These experiences are not real work-based experiences, but in certain situations they may constitute a good introductory activity for upper level students or a substitute for real workplace activities.
- \_\_\_\_\_ **Supervised Agricultural Experience (SAE):** SAE provides actual and simulated work-based agricultural experiences.
- \_\_\_\_\_ **Regular Work-Based Employment:** Individuals have paid work experience in the regular community work environment. For such employment to satisfy the work-based learning requirement, it must be related to the student's career major. Classroom instruction will be combined with paid, on-the-job training.
- \_\_\_\_\_ **Summer Youth Work Study Experience:** This experience involves the student working (paid or unpaid) during the summer months. Students must have a job in their career major.
- \_\_\_\_\_ **Supported Employment:** These experiences include job-site work with the assistance of a Job Coach employed by Monongalia County.

\_\_\_\_\_  
Signature of Business Mentor/ Date/ Number of hours completed

\_\_\_\_\_  
Parent Signature and Date Verifying Completion

\_\_\_\_\_  
Student Signature and Date Verifying Completion

\_\_\_\_\_  
Advisor Signature and Date Verifying Receipt of Completed Form