



# ADMINISTRATIVE PROCEDURE

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## PROCEDURE PERTAINING TO THE DEPARTMENT OF CAREER AND TECHNICAL EDUCATION EXPERIENTIAL LEARNING PROGRAMS

AP 6140

Effective Date: December 16, 2024

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- I. **PURPOSE:** To provide administrative guidelines and procedures governing work site selection, grading and credit, school-based hours of service, and employment status for students participating in experiential learning opportunities.
  
- II. **POLICY:** The Prince George’s County Board of Education firmly believes that the academic achievement of all students is paramount. Student academic achievement is supported by providing equitable access to high-quality education and resources to guarantee that every child graduating from the Prince George’s County Public Schools (PGCPS) System is college and career ready (Board Policy 0118).
  
- III. **BACKGROUND:** College, Career, Research and Development (CCRD) is a school-to-careers program of study designed to assist students to make a smooth transition into the world of work. School-based instruction includes a wide range of employability skills training that prepares students for on-the-job work experience with private industry and government agencies. The course is designed for high school students interested in exploring a variety of occupational areas.
  
- IV. **DEFINITIONS:**
  - A. *College, Career Research and Development (CCRD) 1* — this is the first of three courses in the CCRD completer sequence. Students earn one (1) full academic credit for completing this course.
  
  - B. *Experiential learning* – An engaged learning process whereby students “learn by doing” and by reflecting on the experience.
  
  - C. *Student Training Plan* – The Training Plan is an outline of progressive experiences, skills, and learning activities based on the student trainee’s current career pathway/interest.

- D. *Work Based Learning (WBL) Class* – This class trains and tracks student progress throughout the WBL Experience. This WBL class (CCRD-2) runs concurrently with the WBL experience. This is the second course in the CCRD completer sequence. Students earn one (1) full academic credit for completing this course.
- E. *WBL Coordinator* – This position is a Career Development, Preparation, and Transition (CCRD-2) teacher.
- F. *WBL Experience* – The *WBL Experience* is a Full Year Course (1 credit) that takes place at the worksite. This experience has a minimum requirement of 135 hours (paid or unpaid) of work-based learning. Students earn academic credits from hours worked.
- G. *WBL Hours* – These are the hours (paid or unpaid) of experiential learning that students can earn through the WBL Experience. Students earn one (1) full academic credit for meeting the 135 hour minimum requirement.

V. **PROCEDURES:** The following procedures shall apply to all students enrolled in Experiential Learning Programs:

- A. Students receiving the Work-Based Learning credit must take the related work-based learning class, College, Career Research and Development 2 (CCRD 2).
- B. Obtaining a job is the mutual responsibility of the WBL Coordinator and the student. The Department of Career and Technical Education does not guarantee employment.
- C. Students may not terminate or transfer to another job without the consent of the WBL Coordinator.
- D. When a student does not attend school at least 50% of the scheduled school day, they may not report to. Work-based learning hours cannot be earned on any day that a student does not attend school.
  - 1. In accordance with Administrative Procedure 5113, a student is counted present for a full day if the student is in attendance 50% or more of the school day.
- E. The student is expected to follow the work schedule of the place of employment, including working on school holidays if desired by the employer.

- F. The student is responsible for accurately reporting hours and wages to the WBL Coordinator.
- G. Safe transportation to and from the WBL Experience is the responsibility of the student and parent/guardian.
- H. The workplace is an extension of the classroom. All school policies and procedures including the Student Rights and Responsibilities Handbook are applicable at the worksite.
- I. Worksite Selection
  - 1. A worksite must conform to the child labor laws of the political subdivision in which it is located.
    - a. The Work-Based Learning (WBL) Coordinator monitors and documents the worksite's adherence to the terms of the [Work-Based Learning Training Agreement](#) as part of regular on-the-job coordination visits using the [WBL Safety Form](#).
  - 2. To ensure a safe environment, students are not permitted to work alone. Employers must provide supervision at all times and ensure that at least two (2) adults are present during the students' hours of employment.
  - 3. The business must hold a valid license, conform to tax laws, and carry workers' compensation on the student trainee.
- J. Grades and Credit
  - 1. A student receives one full academic credit for a minimum of 135 hours worked. The 135 hours must be expended within one (1) academic year.
  - 2. The Department of Career and Technical Education courses satisfy Career and Technical Education Program completer status for high school graduation requirements as follows:

- a. College, Career, Research and Development (CCRD)
    - 1) College, Career, Research & Development (CCRD 1 and 2) – Two (2) Credits
    - 2) CCRD – Work Component – One (1) Credit
    - 3) Total Required Credits: Three (3)
  - b. For additional information, please refer to the Educational Requirements and Options in Secondary Schools, Administrative Procedure 6150.
3. The student receives one grade for the classroom component and one grade for each credit earned in the work-based learning component.
  4. The grade issued for work experience is determined by the WBL Coordinator and is based on the objectives in the Department of Career and Technical Education classroom and the field-based work experience.
  5. The student must achieve passing grades for the classroom component to receive credit for work.

#### K. Delayed Openings and School Closings

1. Experiential Learning Programs will follow PGCPSS procedures for delayed openings and early closings. Schools should refer to Administrative Procedure 2565: Modification of School Hour Schedules, Delayed Openings, etc.

#### L. Job Loss

It is the responsibility of the WBL Coordinator to investigate job losses and to determine whether the loss is acceptable under the guidelines of the Department of Career and Technical Education. If the WBL Coordinator determines the job loss falls within the acceptable category, they shall work with the student to actively seek an alternative job site.

1. Acceptable reasons for job loss:
  - a. Seasonal cutbacks;
  - b. Layoffs;

- c. Reduction in force;
  - d. Request of WBL Coordinator; or
  - e. Voluntary job change with permission of WBL Coordinator.
2. Unacceptable reasons for job loss (reasons that might result in withdrawal from the program):
- a. Dishonesty;
  - b. Unsatisfactory performance at the worksite cited by the employer based on the elements of the Trainee Evaluation Form;
  - c. Use of dangerous and unlawful substances. This refers to conditions during the work period, including arriving under the influence, intoxicated, and substance abuse on the job;
  - d. Unsatisfactory work habits cited by the employer based on the elements of the Trainee Evaluation Form
  - e. Student terminates the job voluntarily without the WBL Coordinator's permission; or
  - f. Non-adherence to company/school policies.
- M. If a job is unavailable after a reasonable length of time, the student may be placed in a volunteer position. It is the student's responsibility to locate the volunteer position, which must be approved by the WBL Coordinator. A CCRD 2 student should find a job placement in the first semester of the academic year. If a student does not find a placement in the first semester of the academic year. Then the WBL Coordinator may approve to receive credit for serving in a volunteer capacity. The volunteer position must be approved by the WBL Coordinator.
- N. Students who do not have a job or do not accept or seek a volunteer position shall receive a letter grade of "E" for the work-based learning component during that grading period.

**VI. MONITORING AND COMPLIANCE:**

- A. Students enrolled in the College, Career Research and Development pathway will matriculate into a WBL Experience after successfully completing CCRD-1.
- B. The WBL Experience is guided by a formal Training Agreement and a student training plan developed among the student, parent, WBL Coordinator, and the employer.

- C. The WBL Coordinator is responsible for documenting students’ progress by “providing a rubric for the student training plan to measure academic, technical, and workplace readiness.
  - 1. The rubric will also measure students’ level of performance for each duty and task indicated.
- D. Continuous supervision and regular communication among the student, employer, and the CCRD 2 teacher/WBL Coordinator will provide the student with feedback and evaluation results from their WBL placements.
- E. Students will develop a final portfolio that will document proficiency in academic, technical, and workplace readiness skills as indicated in the student Work-Based Learning plan.

**VII. RELATED PROCEDURES:**

Administrative Procedure 2565 – Modification of School Hour Schedules, Delayed Openings

Administrative Procedure 5113 – Student Attendance, Absence and Truancy

**VIII. RELATED ATTACHMENTS:**

Training Agreement

WBL Guide

Work Based Learning Safety Form

**IX. MAINTENANCE AND UPDATE OF THIS ADMINISTRATIVE PROCEDURE:**

This administrative procedure originates with the Division of Academics, Department of Career and Technical Education, and will be updated as appropriate.

**X. CANCELLATIONS AND SUPERSEDURES:** This administrative procedure cancels and supersedes Administrative Procedure 6140, dated August, 15, 2013.

**XI. EFFECTIVE DATE:** December 16, 2024.