

---

**CARROLL COUNTY PUBLIC SCHOOLS  
ADMINISTRATIVE REGULATIONS**

**BOARD POLICY IHAQ: WORK-BASED LEARNING EXPERIENCES**

---

To be successful, work-based learning opportunities across the county must meet specific requirements.

1. Work-based learning programs will be operated by Carroll County Public Schools in partnership with a business, industry, or agency.
2. Students are placed with employers for work-based learning experiences according to aptitude, ability, interest, and career plan through a comprehensive career development process. Selection processes will address the needs of all student populations and adhere to all state and federal laws.
3. Students will have followed a *four year sequential plan through a career major or completer* in preparation for a work-based learning experience.
4. An individualized training plan, outlining major competencies to be learned by the student on the job and in related classroom instruction is required. This plan shall be a cooperative effort by the student, school, and employer.
5. A workplace supervisor is required to provide necessary supervision and training of the student during the work-based learning experience. The career coordinator is responsible for:
  - site approval,
  - regular site visits, and
  - coordinating the learning activities of the workplace with the workplace supervisor.
6. Evaluation of the student will be a shared responsibility of the career coordinator and the workplace supervisor.