

**R277. Education, Administration.**

**R277-915. Work-based Learning Programs.**

**R277-915-1. Authority and Purpose.**

- (1) This rule is authorized by:
  - (a) Utah Constitution Article X, Section 3, which vests general control and supervision over public education in the Board;
  - (b) Subsection 53E-3-401(4), which allows the Board to make rules to execute the Board's duties and responsibilities under the Utah Constitution and state law; and
  - (c) Section 53G-7-902, which allows schools to offer Work Based Learning programs in accordance with Board rules.
- (2) The purpose of this rule is to provide expectations for K-12 WBL programs.

**R277-915-2. Definitions.**

- (1) "Apprenticeship" means the same as the term is defined in Subsection 35A-6-102.
- (2) "Career Pathway" means a coordinated, nonduplicative sequence of academic and technical content at the secondary and postsecondary level that incorporates challenging state academic standards including:
  - (a) academic and technical knowledge and skills;
  - (b) standards aligned with the needs of industries in the economy of the state, region, Tribal community, or local area;
  - (c) progresses in specificity beginning with all aspects of an industry or career cluster and leading to more occupation-specific instruction;
  - (d) standards that have multiple entry and exit points that incorporate credentialing; and
  - (e) standards that culminate in the attainment of a recognized postsecondary credential.
- (3) "College and Career Awareness" means the same as the term is defined in Subsection R277-916-2.
- (4) "Field study" means a planned group activity that provides opportunities for a student to observe skills and jobs in a variety of settings at an actual workplace.

(5) "High quality experience" means an internship that:

(a) links to a related course;

(b) is paid or unpaid;

(c) implements learning intentions developed by an LEA and employer to guide student learning;

(d) adheres to state, Board, and local safety and supervision requirements;

(e) includes practical application of concurrently or previously studied theory or related curriculum;

(f) connects to career goals, career pathway, and the plan for College and Career Readiness (CCR);

(g) includes opportunities for a student to explore career options in a particular field of work; and

(h) results in the completion of a digital career portfolio which outlines the student's experience and prepares them for the next steps in their career development.

(6) "Internship" means a high quality experience where students are mentored by an employer for approximately 40 hours on site during one course to learn about a particular industry or occupation.

(7) "Job shadow" means a structured career activity in which students follow an industry professional for a short time period to learn about a particular occupation or industry.

(8) "LEA" includes, for purposes of this rule, the Utah Schools for the Deaf and the Blind.

(9)(a) "Participant" means a student enrolled in a school-sponsored work experience and career exploration program under Section 53G-7-902 involving both classroom instruction and work experience with a cooperating employer, for which the student may or may not receive compensation.

(b) Participant may include:

(i) a student completing an apprenticeship;

(ii) one internship experience in either grade 11 or grade 12, or both;

(c) Participant does not include a student on work release.

(10) "School-based enterprise" means a business set up and run by supervised students learning to apply practical skills in the production of goods or services for sale or use by others.

(11) "Work site" or "workplace" means the actual location where employment occurs for a particular occupation, or an environment that simulates all aspects or elements of that employment, including school-based enterprises.

(12) "Work-based learning" or "WBL" means a continuum of awareness, exploration, preparation, and training activities that combines structured learning and authentic work experiences implemented through industry and education partnerships including:

- (a) a job shadow;
- (b) a field study; or
- (c) attending a lecture from a professional guest speaker.

### **R277-915-3. Mandatory LEA Policy.**

An LEA that has WBL programs that include assigning students as participants at off-campus sites, in on-campus simulations, or in virtual or remote WBL experiences, shall establish a policy which includes the following:

(1) training for student participants, student participant supervisors, and cooperating employers regarding health hazards and safety procedures in the workplace;

(2) standards and procedures for approval of off-campus work sites, job shadows, field studies, and other WBL experiences;

(3) transportation options for students to and from the work site, job shadows, field studies, and other WBL experiences;

(4) appropriate supervision by employers at the internship or apprenticeship work site;

(5) adequate insurance coverage provided and identified either by the student, the program, or the LEA;

(6) appropriate supervision and assessment of the student by the LEA;

(7) appropriate involvement and approval by the student's parents in the WBL program;

(8) provision for risk or liability inherent in the WBL program developed in consultation with State Risk Management or the LEA's insurance provider; and

(9) a requirement that any internship or apprenticeship credit awarded maintains the integrity and rigor expected for high school graduation and career pathway alignment, as determined by the Board.

#### **R277-915-4. Disbursement of Funds.**

(1) An LEA shall meet all requirements of this rule to be eligible for WBL funding.

(2) The proportion of total WBL funding allocated for a participating LEA shall be determined by the formula described in Subsection (3).

(3) WBL funds are restricted and shall be allocated to an LEA for an approved program as follows:

(a) a base amount per LEA as established by the Superintendent; and

(b) an additional allocation that is proportional to the LEA's prior school year's October 1 headcount in comparison to all other LEAs with an approved program;

(4) An LEA shall annually complete a funding application with assurances that the LEA meets the WBL standards as described in Subsection R277-915-5.

(5) An LEA shall utilize the restricted indirect cost rate for WBL program expenditures.

(6) A participating LEA shall provide an equal match in funds to state appropriated WBL funds.

#### **R277-915-5. Standards.**

(1) To be eligible for WBL funds, an LEA shall:

(a) have the program approved by the LEA board;

(b) document that a WBL committee representing all schools within the LEA:

(i) has been created and includes a variety of stakeholders from the different areas described in subsection R277-915-5(1)(c);

- (ii) is actively functioning evidenced by planning and implementing WBL activities described in subsection R277-915-5(1)(d); and
- (iii) regularly addresses WBL issues;
- (c) conduct WBL activities utilizing information from:
  - (i) business and industry;
  - (ii) administrators;
  - (iii) teachers;
  - (iv) counselors;
  - (v) parents; and
  - (vi) students;
- (d) develop work-based preparation, participation, and assessment activities for students and teachers involved in all WBL LEA activities;
- (e) maintain evidence that WBL components have been integrated and coordinated with:
  - (i) elementary career awareness;
  - (ii) secondary career exploration;
  - (iii) integrated core activities;
  - (iv) College and Career Awareness; and
  - (v) school counseling;
- (f) maintain evidence of WBL activities and assurances in each LEA developed in coordination with a student's:
  - (i) IEP;
  - (ii) Plan for College and Career Readiness; and
  - (iii) 504 requirements;
- (g) require the inclusion of all student groups within the LEA in career development and preparation;
- (h) demonstrate WBL coordination with employers and with other school and community development activities;
- (i) participate in ongoing state-sponsored WBL coordinated professional development;
- (j) participate in the CTE Program Approval evaluation; and

(k) ensure all program requirements are in accordance with section R277-114-5.

**R277-915-6. Consistency with Law and State and LEA Board Rules and Policies.**

(1) A workplace experience shall be consistent with the provisions of the Fair Labor Standards Act, 29 U.S.C. Sec. 201, et seq.

(2) An LEA internship program shall have internship safety agreements in accordance with 53G-7-904 or meet the requirements of 53G-11-402.

(3) WBL programs shall operate consistently with Board rules and LEA policies, including:

(a) student transportation;

(b) credit toward graduation;

(c) attendance;

(d) fee waivers; and

(e) standards and training for non-licensed employees and volunteers.

**KEY: public schools, work-based learning**

**Date of Last Change: May 24, 2022**

**Notice of Continuation: December 2, 2021**

**Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53G-7-902; 53E-3-401(4)**