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GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING



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SUPERINTENDENT OF  
PUBLIC INSTRUCTION

January 17, 2007

TO: Local and Intermediate School District Superintendents, Public School Academy Directors

FROM: Carol Wolenberg, Deputy Superintendent

SUBJECT: Work-Based Learning Criteria – Effective 2007-2008 School Year

The Michigan Department of Education has developed new criteria for pupil participation in Experiential Learning Courses (formerly "in-school placements") and Work-Based Learning Experiences that will be effective beginning with the 2007-2008 school year.

After clarifying a long-standing Department position that middle school pupils were not eligible to have in-school placements count toward the calculation of the pupils' FTE, there was much discussion concerning not only the grade levels involved in work-based instruction (in-school or off-school-site) but the requirements and quality of the experiences. The Department issued a "moratorium" on audit findings regarding in-school placements based upon the grade level of the pupils in order to provide a time period for deeper discussion and development of revised criteria. A work group comprised of Department staff, Department of Labor and Economic Growth, Career and Technical Education staff, and ISD pupil accounting auditors was convened to tackle this challenge. The results of the work are in the form of the revised criteria, which were approved by the State Superintendent of Public Instruction on January 12, 2007.

The revised criteria can be found on the Department's web site at: [www.mi.gov/mde](http://www.mi.gov/mde) under "Current Topics." Questions should be directed to JoEllen Wonsey at 517-373-3352 or [wonseyj@michigan.gov](mailto:wonseyj@michigan.gov).

cc: Education Alliance

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## EFFECTIVE 2007-2008 SCHOOL YEAR

### **Experiential Learning Courses (Formerly In-School Placement) For General Education Pupils Pupil Accounting Requirements**

For the purposes of counting general education pupils in membership who participate in **Experiential Learning Courses**, all of the following must be met:

- Pupil is enrolled in grades 9 to 12.
- Supervised by a certified teacher or licensed librarian.
- Grade and credit is given based on assessment.
- Attendance is taken and documented.
- Local Board approved curriculum/course with identified content standards and expectations.
- Must have an Education Development Plan (EDP).
- Instructional Plan must include learning objectives for the pupil that relate to the EDP. The learning objectives must relate to the board approved curriculum/course, outlining content standards and expectations and must be progressive in nature. The learning objective can't be general such as punctuality, developing good work habits, and other general employable skills.
- Cannot be used solely as the one course requirement for eligibility to participate in dual enrollment.
- Limited to one placement per semester.
- The learner must not replace a regular employee.

The following are examples of experiential learning courses that are eligible for membership:

- District has a Library Assistant course that is board approved and curriculum based. Pupils receive a syllabus, are given tests and quizzes, and the course is graded, rather than pass/fail.
- Teacher aide assigned to tutor or mentor other students. Pupils receive a syllabus, are given tests and quizzes, and the course is graded, rather than pass/fail.
- Physical education teacher assistant. Pupils receive a syllabus, are given tests and quizzes, and the course is graded, rather than pass/fail.

The following are examples of high school experiential learning courses that are NOT eligible for membership:

- Pupil is enrolled in grade other than 9 to 12.
- Teacher's aide assigned to perform menial tasks such as photocopying, delivering and retrieving messages, taking attendance or running errands.
- Nurse's aide.
- Office aide.
- Janitor aide.
- Cafeteria aide.

Pupils receiving special education services may participate, as appropriate, in any experiential learning course designed for general education pupils. In doing so, the pupils

receiving special education services must meet all of the requirements of that experiential learning course to be counted in membership.

Upon request, the superintendent of public instruction may waive the 9 to 12 grade restriction for experiential learning courses.



## EFFECTIVE 2007-2008 SCHOOL YEAR

### **Work-Based Learning Experiences For General Education Pupils\* Pupil Accounting Requirements**

#### **Paid and Unpaid Work-Based Learning Experience (General Education Pupil)**

For the purposes of counting general education pupils in membership who participate in **Paid and Unpaid Work-Based Learning Experiences**, all of the following must be met:

- Pupil is enrolled in grades 9 to 12.
- Work experience shall be monitored by a designated school certified teacher/coordinator.
- The pupil shall be eligible to receive credits towards a high school diploma for the work-based learning experience.
- Federal and state regulations regarding time and hour restrictions for employing pupil minors shall be followed (i.e., pupil is to work and go to school not more than 48 hours in one week).
- District shall determine the maximum number of pupil hours spent at the worksite that can be counted toward the minimum hours of instruction. The work-based learning experience shall not generate more than one-half of the pupil's total FTE not to exceed .5 FTE. The employment of the pupil shall not exceed the maximum hours set by the district.
- A training plan shall be written and in place by the pupil membership count date and shall include all of the following:
  - List of education goals related to the job placement that align with the student's career pathway contained in their educational development plan (EDP).
  - List of job activities that will contribute to the student learner's progress.
  - List of employer, school, and student learner responsibilities.
  - The beginning and ending dates of agreement.
  - The eligible hours to be worked (with beginning and ending times).
  - Identification of academic course(s) that the pupil is currently enrolled in relating to and preparing the student for job placement.
  - Verification of appropriate safety instruction provided by the school district (may also be verified in training agreement).
  - Signatures of principal/or designee, certificated coordinator, student learner, parent/guardian, and training station supervisor (employer).
- The district shall have a written training agreement in place by the pupil membership count date. The training agreement shall include all of the following:
  - Student learner's personal information, employee's name, home address, telephone, birth date, emergency contact information.
  - School's name, address, telephone and contact person.
  - Employer's name, address, telephone and contact person.
  - Beginning and ending dates of the agreement.
  - Verification that employer provides proof of worker's disability compensation and general liability.
  - Daily hours to be worked.
  - Beginning rate of pay.

- List of job activities that will contribute to the student learner's progress toward a career objective.
- Verification of appropriate safety instruction provided by the school district. Safety instruction may also be verified in the training plan.
- Signatures of principal/or designee, certificated coordinator, student learner, parent/guardian, and training station supervisor (employer).
- The employer or coordinator shall maintain and verify records of the pupil's attendance throughout the duration of the training agreement.
- A regular visitation plan, making at least one visit every nine week-period to the site by the certificated teacher/coordinator, after first visiting the employer to establish the training station, shall be developed with each employer.

In addition to the requirements for Paid and Unpaid Work-Based Learning Experiences for general education pupils, the following are specifically required for **Unpaid** Work-Based Learning Experiences:

- The training shall not be for more than a total of 45 hours per specific training experience.
- Work experience shall occur during scheduled classroom time, unless a special exception is documented. For special exceptions, the training plan and agreement shall reflect the alternate hours and a certificated teacher/coordinator shall be available to monitor this experience during the pupil's training hours.

Pupils receiving special education services may participate, as appropriate, in any work-based learning experience designed for general education pupils. In doing so, the pupils receiving special education services must meet all of the requirements of that work-based learning experience to be counted in membership.

Upon request, the superintendent of public instruction may waive the 9 to 12 grade restriction for work-based learning experiences.

\* Additional requirements apply to state-approved career and technical education paid capstone experiences.