



## BERGEN COUNTY ACADEMIES

200 Hackensack Avenue, Hackensack NJ 07601 (201) 343-6000 ext. 2022 or 2023 Fax: 201-996-6958

### STRUCTURED LEARNING EXPERIENCE AGREEMENT (16-21)

*N.J.A.C. Title 6A, Chapter 8, Standards and Assessment for Student Achievement, 6A:8-3.2 Career Awareness and Exploration and Chapter 19 Vocational-Technical Education Programs and Standards, 6A:19-6:4 Structured Learning Experiences.*

*Opportunities in career related learning experiences are available to Bergen County Academies students regardless of race, color, religion, national origin, sex, sexual orientation, disability or perceived disability. Affirmative action is taken to ensure equal opportunity and to remove barriers that may prevent underrepresented and disadvantaged groups from full participation in career related learning experiences. U.S. Dept. of Ed Title 34: 100.3*

#### PART I: INFORMATION

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Credits: \_\_\_\_\_

Wednesday Hours: \_\_\_\_\_ To \_\_\_\_\_ Wages (if any): \_\_\_\_\_

Student Name: \_\_\_\_\_

Student ID #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Academy: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

Primary Mentor Name: \_\_\_\_\_ Primary Mentor Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Mentor Name: \_\_\_\_\_ Secondary Mentor Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Business/Agency: \_\_\_\_\_

Mailing Address(es): \_\_\_\_\_

Physical Address(es)\*: \_\_\_\_\_

\*Location(s) where student will physically work – if different than mailing address(es).

#### PART 2: STUDENT RESPONSIBILITIES

I agree to follow the conditions of the career orientation structured learning experience listed below:

I will maintain regular attendance both in school and on the structured learning experience site, complete and file assessment reports, and notify the school and workplace mentor if I am unable to report to the structured learning experience site.

I will demonstrate honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, appropriate dress and willingness to learn. I will talk to the appropriate school personnel or workplace mentor about any difficulties arising during the structured learning experience. I will obey the rules and regulations of the workplace and comply with the business/agency's business practices and procedures. I will furnish the district staff person with all necessary information, complete all reports, and keep a daily record of time and educational/learning activities. If school credit is to be awarded, I understand that I will receive credit only if assignments, time sheets and evaluations are satisfactorily completed. I will work to acquire the knowledge and skills as outlined in my student learning plan. I understand that transportation to and/or from the structured learning experience site shall not be furnished by the Bergen County Academies. To the extent that transportation to and/or from the structured learning experience site is required, whether for commuting or in the course of the program, I understand and agree that I, if I am over the age of 18, or my parent/guardian shall be required to provide all required transportation, whether the structured learning experience site is located within or without the State of New Jersey.

I understand that I am not entitled to a promise of employment at the completion of the career orientation structured learning experience, as per the NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PART 3: PARENT/GUARDIAN RESPONSIBILITIES

I agree to the following conditions of the career orientation structured learning experience:

I will encourage my child or ward to effectively carry out the structured learning experience assignments and responsibilities as outlined in the student learning plan.

I will assist my child or ward to keep on schedule and to develop an understanding of the necessity of developing good work habits.

I will report any concerns raised by my child or ward regarding the structured learning experience to the supervising teacher.

I understand that transportation to and/or from the structured learning experience site shall not be furnished by the Bergen County Academies. To the extent that transportation to and/or from the structured learning experience site is required, whether for commuting or in the course of the program, I understand and agree that the student or parent/guardian shall be required to provide all required transportation, whether the structured learning experience site is located within or without the State of New Jersey.

I understand that the student is not entitled a promise of employment at the completion of the career orientation structured learning experience, as per the NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program.

I hereby give my consent for \_\_\_\_\_ to participate in career orientation structured learning experience activities during the current school year.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

EMERGENCY CONTACT INFO: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### PART 4: SCHOOL ADMINISTRATOR AND BUSINESS/AGENCY RESPONSIBILITIES

As per *New Jersey Administrative Code, Title 6A, Chapter 19, Vocational-Technical Education Programs and Standards*, the school district agrees to ensure that:

All structured learning experiences shall adhere to applicable State and Federal Child Labor Laws and other regulations of the Federal and State Departments of Education and Labor (*N.J.A.C. 6A:19-6.4(a)*).

The district will provide the appropriate student supervision through district employees and/or contracted services. The district may also be responsible for providing other services as required by rule or statute (*N.J.A.C. 6A:19-6.4(b)*).

The student will be placed in learning sites deemed non-hazardous (*N.J.A.C. 6A:19-6.4(c)*).

**VISITS: The student will be periodically visited and/or supervised by an appropriately licensed teacher or other designated district employee (*N.J.A.C. 6A:19-6.4(c)1*).**

The district will maintain the student's records reflecting the career orientation structured learning experience (*N.J.A.C. 6A:19-6.4(d)*).

Consistent with the *NJ Department of Labor Child Labor Laws, Subchapter 18, 12:56-18.2, School-to-Work Program* requirements, the school district and business/agency understand that a career orientation structured learning experience taking place at a work site must include all of the following elements to be consistent with a "learning experience." We agree to ensure that the structured learning experience meets the following regulations:

- The student shall be at least 16 years of age;
- The activity must be related to a formal learning plan (attached to this form) for the student;
- There must be clearly identified career orientation learning objectives related to the activities that will be contained in the student learning plan;
- Any productive work is incidental to the student achieving the planned learning objectives;
- The student is expected to achieve the learning objectives and will receive credit for time spent at the worksite;
- The student is supervised by an appropriately licensed school official and a workplace mentor;
- The activity is of a limited duration, related to an educational purpose and there is no guarantee or expectation that the activity will result in employment; and
- The student does not replace an employee.

In compliance with the NJ Department of Labor Child Labor Laws, the school district and business/agency will ensure that the student and parent or guardian understand that the student is not entitled an offer of employment at the conclusion of the career orientation structured learning experience.

Worksite Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BCA Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BCA Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Bergen County Academies- Structured Learning Experience Agreement Updated 02/2015**

**ATTACHMENTS: Student Learning Plan must be attached**

Discuss your internship with your mentor and then create a summary description of your internship and a list of activities in the fields below. Check all standards that apply to your internship on the attached sheet.

## BERGEN COUNTY ACADEMIES

### STUDENT LEARNING PLAN

#### SCHOOL-SPONSORED STRUCTURED LEARNING EXPERIENCE

(N.J.A.C. 12:56-18, School-to-Work Program Requirements and N.J.A.C. 6A:8-3.2, Career Awareness and Exploration)

<b>Student:</b> _____ <b>District:</b> Bergen County Technical Schools <b>Employer:</b> _____	<b>Start Date:</b> _____ <b>End Date:</b> _____
<b>Summary description of internship:</b>	
<b>Will the student participate in new employee orientation training? Yes/No</b> _____  <b>Will the student participate in new employee safety and health training? Yes/No</b> _____	
<b>Goal Statement:</b> <b>Student will expand career awareness in the field of</b> _____.	
<b>Learning Objectives:</b> Student will participate in a structured learning experience that demonstrates interpersonal communication, teamwork, and leadership skills. Student will be able to participate in simulated industry assessments, when and where appropriate. Student will be able to prepare industry-specific technical reports/projects that incorporate graphic aids, when and where appropriate. Student will be able to demonstrate occupational health and safety skills related to industry-specific activities.  Student will be able to re-evaluate personal interests, abilities, and skills through various measures including self-assessments. Student will be able to evaluate academic and career skills needed in various career clusters. Student will be able to analyze factors that can impact an individual's career. Student will be able to assess personal qualities that are needed to obtain and retain a job related to career clusters. Student will be able to communicate and comprehend written and verbal thoughts, ideas, directions, and information relative to educational and occupational settings.	
<h4 style="text-align: center;">Activities</h4>	<h4 style="text-align: center;">Documentation Showing Achievement of Learning Objectives</h4> <p style="text-align: center;">Student will document activities and learning each week with written log entries.</p> <p style="text-align: center;">Student will write a final paper documenting research, learning and achievement.</p> <p style="text-align: center;">Student will create and present a final presentation incorporating technology and or media to display learning and achievement.</p>
<b>Description of how the career internship will be documented in the student's portfolio and credit awarded, if any:</b> The student's portfolio will consist of written log entries, an abstract, a paper documenting the internship, and a formal presentation. The student will receive 9 academic credits toward their high school graduation requirements upon successful completion of the structured learning experience.	
<b>Description of assessment:</b> The student will be evaluated by the worksite mentor, the school internship coordinators and teachers using appropriate rubrics. The student will be awarded a letter grade.	

## Check ✓ all Core Curriculum Content Standards that apply to your internship.

### Visual and Performing Arts

- ☐ 1.1 **The Creative Process:** All students will demonstrate an understanding of the elements and principles that govern the creation of works of art in dance, music, theatre, and visual art.
- ☐ 1.2 **History of the Arts and Culture:** All students will understand the role, development, and influence of the arts throughout history and across cultures.
- ☐ 1.3 **Performance:** All students will synthesize those skills, media, methods, and technologies appropriate to creating, performing, and/or presenting works of art in dance, music, theatre, and visual art.
- ☐ 1.4 **Aesthetic Responses & Critique Methodologies:** All students will demonstrate and apply an understanding of arts philosophies, judgment, and analysis to works of art in dance, music, theatre, and visual art.

### Comprehensive Health and Physical Education

- ☐ 2.1 **Wellness:** All students will acquire health promotion concepts and skills to support a healthy, active lifestyle.
- ☐ 2.2 **Integrated Skills:** All students will develop and use personal and interpersonal skills to support a healthy, active lifestyle.
- ☐ 2.3 **Drugs and Medicines:** All students will acquire knowledge about alcohol, tobacco, other drugs, and medicines and apply these concepts to support a healthy, active lifestyle.
- ☐ 2.4 **Human Relationships and Sexuality:** All students will acquire knowledge about the physical, emotional, and social aspects of human relationships and sexuality and apply these concepts to support a healthy, active lifestyle.
- ☐ 2.5 **Motor Skill Development:** All students will utilize safe, efficient, and effective movement to develop and maintain a healthy, active lifestyle.
- ☐ 2.6 **Fitness:** All students will apply health-related and skill-related fitness concepts and skills to develop and maintain a healthy, active lifestyle.

### Language Arts Literacy

- ☐ 3.1 **Reading:** All students will understand and apply the knowledge of sounds, letters, and words in written English to become independent and fluent readers, and will read a variety of materials and texts with fluency and comprehension.
- ☐ 3.2 **Writing:** All students will write in clear, concise, organized language that varies in content and form for different audiences and purposes.
- ☐ 3.3 **Speaking:** All students will speak in clear, concise, organized language that varies in content and form for different audiences and purposes.
- ☐ 3.4 **Listening:** All students will listen actively to information from a variety of sources in a variety of situations.
- ☐ 3.5 **Viewing and media literacy:** All students will access, view, evaluate, and respond to print, nonprint, and electronic texts and resources.

### Mathematics

- ☐ 4.1 **Number and numerical operations:** All students will develop number sense and will perform standard numerical operations and estimations on all types of numbers in a variety of ways.
- ☐ 4.2 **Geometry and measurement:** All students will develop spatial sense and the ability to use geometric properties, relationships, and measurement to model, describe and analyze phenomena.
- ☐ 4.3 **Patterns and algebra:** All students will represent and analyze relationships among variable quantities and solve problems involving patterns, functions, and algebraic concepts and processes.
- ☐ 4.4 **Data analysis, probability, and discrete mathematics:** All students will develop an understanding of the concepts and techniques of data analysis, probability, and discrete mathematics, and will use them to model situations, solve problems, and analyze and draw appropriate inferences from data.
- ☐ 4.5 **Mathematical processes:** All students will use mathematical processes of problem solving, communication, connections, reasoning, representations, and technology to solve problems and communicate mathematical ideas.

### Science

- ☐ 5.1 **Science Practices:** All students will understand that science is both a body of knowledge and an evidence-based, model-building enterprise that continually extends, refines, and revises knowledge.
- ☐ 5.2 **Physical Science:** All students will understand that physical science principles, including fundamental ideas about matter, energy, and motion, are powerful conceptual tools for making sense of phenomena in physical, living, and Earth systems science.
- ☐ 5.3 **Life Science:** All students will understand that life science principles are powerful conceptual tools for making sense of the complexity, diversity, and interconnectedness of life on Earth. Order in natural systems arises in accordance with rules that govern the physical

world, and the order of natural systems can be modeled and predicted through the use of mathematics.

- ☐ 5.4 **Earth Systems Science:** All students will understand that Earth operates as a set of complex, dynamic, and interconnected systems, and is a part of the all-encompassing system of the universe.

### Social Studies

- ☐ 6.1 **U.S. History: America in the World:** All students will acquire the knowledge and skills to think analytically about how past and present interactions of people, cultures, and the environment shape the American heritage. Such knowledge and skills enable students to make informed decisions that reflect fundamental rights and core democratic values as productive citizens in local, national, and global communities.
- ☐ 6.2 **World History/Global Studies:** All students will acquire the knowledge and skills to think analytically and systematically about how past interactions of people, cultures, and the environment affect issues across time and cultures. Such knowledge and skills enable students to make informed decisions as socially and ethically responsible world citizens in the 21st century.
- ☐ 6.3 **Active Citizenship in the 21st Century:** All students will acquire the skills needed to be active, informed citizens who value diversity and promote cultural understanding by working collaboratively to address the challenges that are inherent in living in an interconnected world.

### World Languages

- ☐ 7.1 **World Languages:** All students will be able to use a world language in addition to English to engage in meaningful conversation, to understand and interpret spoken and written language, and to present information, concepts, and ideas, while also gaining an understanding of the perspectives of other cultures. Through language study, they will make connections with other content areas, compare the language and culture studied with their own, and participate in home and global communities.

### Technological

- ☐ 8.1 **Educational Technology:** All students will use digital tools to access, manage, evaluate, and synthesize information in order to solve problems individually and collaboratively and to create and communicate knowledge.
- ☐ 8.2 **Technology Education, Engineering, and Design:** All students will develop an understanding of the nature and impact of technology, engineering, technological design, and the designed world, as they relate to the individual, global society, and the environment.

### 21st-Century Life & Career Skills

- ☐ 9.1 **21st-Century Life & Career Skills:** All students will demonstrate the creative, critical thinking, collaboration, and problem-solving skills needed to function successfully as both global citizens and workers in diverse ethnic and organizational cultures.
- ☐ 9.2 **Personal Financial Literacy:** All students will develop skills and strategies that promote personal and financial responsibility related to financial planning, savings, investment, and charitable giving in the global economy.
- ☐ 9.3 **Career Awareness, Exploration, and Preparation:** All students will apply knowledge about and engage in the process of career awareness, exploration, and preparation in order to navigate the globally competitive work environment of the information age.
- ☐ 9.4 **Career and Technical Education:** All students who complete a career and technical education program will acquire academic and technical skills for careers in emerging and established professions that lead to technical skill proficiency, credentials, certificates, licenses, and/or degrees.

### **Check one of the 16 career clusters below:**

- ☐ Agriculture, Food, & Natural Resources Career Cluster
- ☐ Architecture & Construction Career Cluster
- ☐ Arts, A/V Technology, & Communications Career Cluster
- ☐ Business, Management & Administration Career Cluster
- ☐ Education & Training Career Cluster
- ☐ Finance Career Cluster
- ☐ Government & Public Administration Career Cluster
- ☐ Health Science Career Cluster
- ☐ Hospitality & Tourism Career Cluster
- ☐ Human Services Career Cluster
- ☐ Information Technology Career Cluster
- ☐ Law, Public Safety, Corrections, & Security Career Cluster
- ☐ Manufacturing Career Cluster
- ☐ Marketing Career Cluster
- ☐ Science, Technology, Engineering, & Mathematics Careers
- ☐ Transportation, Distribution, & Logistics Career Cluster