



Handout #1

REMEMBER...

All Work-Based Learning Experiences should:

- Be developmentally appropriate;
- Include an orientation for all parties;
- Identify learning objectives;
- Explore all aspects of the industry;
- Develop the SCANS¹ competencies;
- Assess student performance;
- Provide opportunities for reflection;
- Link to the student's next step;
- Be documented and recorded; and
- Comply with state and federal labor laws.

¹ SCANS is an acronym for the Secretary's Commission on Achieving Necessary Skills, which created *The SCANS Report for America 2000*, issued by the US Department of Labor, April 1992. The report defines a set of skills and competencies necessary for success in the workplace.



Handout #2

Anna's Story #1

Anna is a 17 year old senior in the Health Careers Academy of her high school. You decide to set up an internship for her at the local hospital where she will assist the nursing staff with clerical tasks and provide some minor assistance with patients. She will be at the hospital two afternoons a week for the rest of the school year. You want her to learn all aspects of the health care industry so you will make sure she has an opportunity to spend time in a number of departments, including various administrative offices, the medical records department, and the laboratory.

- a) How would you develop a plan for the experience that includes learning objectives and activities?

- b) How would you structure the experience to support learning?

- c) Develop a plan to address safety, health and legal issues that are relevant to Anna's internship.

- d) How would you support Anna and her supervisor before, during and after the experience?



Handout #3

Quiz: Safe and Legal Work Experiences

1. **T F**
 Young workers are rarely hurt on the job.
2. **T F**
 When youth do get hurt on the job, it is usually because they are being careless.
3. **T F**
 The law says young workers must be provided with training about health and safety on the job.
4. **T F**
 The law says 17 year olds may work until 11:00 pm on school nights.
5. **T F**
 A student who is 16 years old may work in the construction industry.
6. **T F**
 If a student receives school credit for a work-based learning experience, the employer is not required to pay the student a wage.
7. **T F**
 School districts may not require students to perform volunteer work as a condition of graduation.
8. **T F**
 Only students who are paid wages are eligible for workers' compensation benefits if they injured on the job.



Handout #4

Anna's Story #2

Anna is a 17-year old senior in the Health Careers Academy of her high school. You decide to set up an internship for her at the local hospital where she will assist the nursing staff with clerical tasks and provide some minor assistance with patients. She will be at the hospital two afternoons a week for the rest of the school year. You want her to learn “all aspects” of the health care industry so you will make sure she has an opportunity to spend time in a number of departments, including various administrative offices, the medical records department, and the laboratory.

- a) What training will you provide Anna before she begins her internship?

- b) What kind of training and supervision would you want Anna to receive during her internship? What steps would you take to make sure this happens?

- c) Should Anna be paid during this internship? Why or why not?

- d) What health and safety hazards might Anna encounter or observe during this internship?