

## Internships

Internships help students move from school to the workplace by offering "hands-on" learning, in real work settings, over a relatively long period of time. They are school-supervised and may be paid or unpaid. The internship is designed to give students a better sense of the jobs within a particular industry; to provide students with information about all aspects of the business; and to aid them in understanding, through experience, how each part of a company aids another in meeting the goals and objectives of a business or industry.

## Work Experience Programs

The goal of a Work Experience program is for students to learn employability skills in a work setting. This program is implemented in much the same way as the Employability Skills Certificate Program, except the work-based training plan is based on either 21st Century Skills or local employability skills.

## Youth Leadership Skill Standards Certificate Program

Youth leadership skill standards certificate programs are designed to help youth gain competence and confidence as leaders in school, workplace, and community settings.

## Cooperative Education Programs (Co-op)

"Traditional" cooperative education programs are implemented in much the same way as the state certified co-op programs, except that the work-based training plan typically includes local competencies and no state certificate is issued, although many districts award local certificates. Please see the chart in the center of this document for program areas

## Assistant Child Care Teacher Program(ACCT)

To work as an assistant in a child care center, students can choose the ACCT program. To receive certification as an Assistant Child Care Teacher, student enrollees must be 11<sup>th</sup> or 12<sup>th</sup> graders or at least 17 years of age in the semester of enrollment. Students must also be enrolled in a DPI approved ACCT course taught by a vocationally certified teacher in child services.

The student may enroll in a co-operative education skill standards certificate program leading to a DPI certificate as a Child Care Teacher (CCT). Students with an ACCT certificate may work in a child care facility beginning at age 17. Without this certificate individuals are prohibited from working as an ACCT prior to age 18.

## Infant Toddler Skills Certificate

In addition to the ACCT Certification, a student could enroll in the Infant Toddler Certificate program. This enables students to work in a child care setting with children ages birth to three in a regulated child care setting.

Information regarding DPI Programs is available on the DPI Workbased Education website:  
<http://dpi.wi.gov/cte/workbase.html>

## Service Learning:

Academic service-learning meaningfully engages students as they adapt, synthesize, and evaluate the skills and knowledge gained in the formal academic curriculum as they address an identified need in the community. Teachers guide students through a learning process that facilitates high academic performance and empowers students to enact genuine social change on relevant issues. Information regarding Service Learning Programs can be obtained by contacting <http://dpi.wi.gov/fscp/slhp.html>.

## School-Based Enterprise

"School-based enterprises (SBE) are effective educational tools in helping to prepare students for the transition from school to work or college. For many students, they provide the first work experience; for others, they provide an opportunity to build management, supervision and leadership skills." SBE activities help students increase their skills in management, problem solving, business operations, time management, and working in teams. For more information, please see

<http://www.schoolbasedenterprises.org/>

## Supervised Agriculture Experience(SAE) Program

The Supervised Agricultural Experience (SAE) programs are school-supervised work experiences in any agricultural-related areas. The SAE allows for the application of concepts and principles learned in agriculture education classes. Students may start their own businesses or work for someone else. There are 47 areas of proficiency recognized by Wisconsin's agricultural businesses and industries; they reward outstanding FFA members with \$70,000 worth of sponsorship annually. For more information, see <https://www.ffa.org/AboutWhoWeAre/SAE/Pages/default.aspx>

Information on publications available from DPI can be obtained by contacting Publication Sales at 800-243-8782 (U.S. only) or (608) 266-2188, fax to (608) 267-9110 or by connecting to the following website: <http://www.dpi.wi.gov/pubsales/index.html>

Wisconsin Department of Public Instruction (DPI)



Department of Workforce Development (DWD)



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# Wisconsin Work-based Learning Programs

Linking Students to 21<sup>st</sup> Century Careers



## Wisconsin Youth Apprenticeship Program:

The standard Youth Apprenticeship model is a two-year program for high school juniors and seniors requiring a minimum of 900 hours of paid work-based learning and four semesters of related classroom instruction, based on industry-developed skill standards and a state-issued competency checklist. Students may enroll in a Level One program where they must complete a minimum of 450 hours of paid work-based learning and two semesters of related classroom instruction while they are in the program. Classroom instruction must be integrated with worksite training. The Department of Workforce Development (DWD) issues a Certificate of Occupational Proficiency to students who successfully complete the program. Local youth apprenticeship partnerships must be approved by the DWD to operate a youth apprenticeship program. Information regarding the Youth Apprenticeship Program can be obtained from the Department of Workforce Development website at: <http://dwd.wisconsin.gov/youthapprenticeship/> or by calling (608) 267-7944.

## Employability Skills Certificate Program:

The intent of the *Wisconsin Employability Skills Certificate Program* is to recognize a student's mastery of employability skills valued by employers, to help students explore career interests, and to provide a state credential of student mastery. This program allows:

- Students to document their employability skills
- Employers to assess student's skills they are looking for in quality employees
- Educators to customize instruction to help learners to acquire skills that today's workplace requires.

The *Employability Skills Certificate Program* consists of the following required components:

- Reinforcing 21st Century Skills in Personal Work Habits and Attitudes
- Completion of 90 on-the-job paid work hours
- Career Exploration and Planning.

## Cooperative Education

### Skill Standards Certificate Program

Wisconsin's Cooperative Education Skill Standards Certificate Program is designed in partnership with business, industry and labor representatives, and educators around the integration of school-based and work-based learning and appropriate career development experiences. The program is designed to provide paid work experience for junior and senior high school students which contributes substantially to their educational and occupational development. Students learn technical tasks and employability skills validated by business and industry representatives in cooperation with high school, technical college and university instructors. The student attends school part of the day and works part of the day. A licensed teacher supervises this arrangement in one of the following areas: agriculture, business, family and consumer, health science, marketing, or technology education.

The student's job is matched with a career interest in one of these areas. The student also takes a high school course in the related area; this course may be eligible for transfer credits to a technical college or four-year college.

### Job Shadowing

Job shadowing is a school-supervised career exploration activity, which can begin in middle school and continue through high school. Students visit worksites and "shadow" employees as they perform their jobs. Job shadows are designed to be short term. Job shadows emphasize observing the workplace, not participating as a productive worker. The job shadow provides the student a meaningful introduction to the world of work and provides a context for understanding the relationship and interaction between the academics taught in the classroom and the workplace.

Information regarding DPI Programs is available on the DPI Workbased Education website: <http://dpi.wi.gov/cte/workbase.html>





## School-Supervised Work-Based Opportunities for Wisconsin Secondary Students

Wisconsin students have many opportunities to learn about the world of work. The majority of students work sometime during their high school years. Students who participate in school-supervised work-based learning have additional opportunities to gain employability skills, and with many programs, occupational skills related to their high school courses. School-supervised work-based learning reinforces the connection between work and school, provides an opportunity for meaningful contact with adults/mentors, improves their chances for successful employment as young adults, and helps solidify career interests.

Characteristics	Youth Apprenticeship 1 or 2 Year Program 1991	State Certified Co-op 1994	Employability Skills Certificate Program 1998	Youth Leadership Skill Certificate Program 2004	Other Supervised Work Experience	Local Co-op	Service Learning	Job Shadowing
<b>Paid/Unpaid</b>	Paid	Paid	Paid preferred	May involve paid work	Paid	Paid	Unpaid	Unpaid
<b>State Certificate</b>	Yes	Yes	Yes	Yes	No	No	No	No
<b>High school Credit</b>	Yes	Yes	Yes	Local decision	Yes	Yes	Local decision	No
<b>Postsecondary Credit</b>	Possible	Possible	Possible	Possible	Possible	Possible	No	No
<b>Required No. of Work Hours</b>	450-900	Up to 480	90	Local decision	Local decision	Local decision	Local decision	hours/days
<b>Administered by:</b>	Department of Workforce Development	Department of Public Instruction	Department of Public Instruction	Department of Public Instruction	Local School District	Local School District	Local School District	Local School District
<b>Typical Time to Complete</b>	1 or 2 years (1 yr=450 hrs 2yrs=900 hrs.)	1 year	1 year	1 or more years	Varies	1 year	Varies	hours/days
<b>Content Areas</b>	<b>Content areas:</b> Auto Collision Auto Technician Biotechnology Drafting & Design/Architecture Drafting & Design/Engineering Drafting & Design/Mechanical Finance Graphic Arts/Printing Health Services Hospitality, Lodging & Tourism Information Technology Logistics Manufacturing Production Ag/Animal Production Ag/Soils & Crops Welding	<b>Content Areas:</b> 1) Agri-Business/Animal Systems 2) Agri-Business/Plant Systems 3) Business/IT 4) Child Services 5) Electronics 6) Food Service 7) Marketing 8) E-Commerce 9) Entrepreneurship 10) Advanced Marketing Professional Sales 11) Retail Management 12) Sports & Entertainment	<b>Any content area with skills related to:</b> 1) Communicates, collaborates and fosters positive relationships with others 2) Demonstrates integrity and performs quality work 3) Shows initiative and adapts to change 1) Applies job-related technology, information and media	<b>Any content area with skills related to:</b> 2) Self management 3) Communication and critical-creative thinking skills: listening, reading, speaking, writing, and observation 4) Information, media, technology 5) Interpersonal, conflict management, democratic organizational and small group skills 6) Ethical principles and behaviors 7) Democratic discussion and problem-solving; reasoned action skills	<b>Any content area including:</b> 1) Industry Certification 2) Internships 3) School-Based Enterprise 4) Supervised Agriculture Experience	<b>Content Areas:</b> Agriculture Education Business Education Family & Consumer Education Health Occupations Marketing Education Technology Education	<b>Any content area</b>	<b>Any content area</b>