

North Linn Community School District



Work-Based Learning Handbook 2026-2027

Preparing Students for Career Success Through Real-World Experience

North Linn Community School District
Work-Based Learning Program
Program Handbook & Student Evaluation Packet

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Preparing Students for Career Success Through Real-World Experience

PROGRAM OVERVIEW

PURPOSE

The North Linn Work-Based Learning (WBL) Program is designed to prepare students for meaningful employment and long-term career success by integrating practical workplace experience with academic instruction. Through supervised, paid/unpaid employment, students develop the technical skills, professional habits, and personal attributes necessary to meet the evolving demands of Iowa's workforce.

PHILOSOPHY

The North Linn WBL Program is grounded in the belief that all students can achieve success when provided with the tools, guidance, and real-world experiences necessary to pursue a fulfilling career. Students are supported in developing essential workplace competencies; including critical thinking, collaboration, task completion, and effective use of technology, as they transition from high school to adulthood. Career and Technical Education (CTE) serves as the bridge that connects academic learning with industry expectations.

PROGRAM OBJECTIVES

Aligned with Iowa Core 21st Century Employability Skills, the North Linn WBL Program prepares students to:

- Communicate and collaborate productively with others, incorporating diverse perspectives and cross-cultural understanding to improve the quality of work.
- Adapt to varied roles, responsibilities, and changing priorities in dynamic workplace environments.
- Demonstrate leadership, integrity, ethical behavior, and social responsibility in pursuit of shared goals.
- Show initiative and self-direction through a commitment to lifelong learning and the productive use of individual talents and strengths.
- Meet high professional standards through consistent accountability and a strong work ethic.

STUDENT ELIGIBILITY

The North Linn WBL Program is available to any junior or senior student who meets the following criteria:

- Is at least 16 years of age at the time of placement.
- Has accumulated sufficient credits to ensure that WBL participation does not jeopardize on-time graduation.
- Maintains a minimum of four full class periods at North Linn High School in addition to WBL enrollment.
- WBL Learning eligibility will be revisited at any time, and privileges can be revoked for students with a D and/or F. This also includes Kirkwood grades.

The program is open to students of all ability levels. Accommodations will be made in accordance with individualized transition plans for students with disabilities. Students must complete and submit a WBL Program Application. The WBL Coordinator is available to assist students through the application and placement process.

CREDIT AND EVALUATION

North Linn High School operates on a semester schedule. Students who successfully complete the WBL Program earn one (1) credit per semester. The following assessments are used to monitor student progress:

- Monthly Work Log: Due at the end of each month. Must be submitted in its entirety, with supervisor signature, to receive full credit.
- Employer 8-Week Evaluation: Completed by the employer or in collaboration with the WBL Coordinator at the end of each eight-week grading period.
- Consistent Communication: Students maintain weekly contact with the WBL Coordinator, reporting both positive experiences and areas of concern.

PROGRAM REQUIREMENTS

All students enrolled in the North Linn WBL Program are expected to fulfill the following requirements throughout their participation:

- Self-Evaluation: Students complete a formal self-evaluation assessing their workplace performance, professional growth, and areas for continued development at the conclusion of each semester.
- Students may be asked to prepare an end-of-year presentation and deliver the presentation reflecting on their WBL experience, skills gained, and career development to the Superintendent and/or School Board.
- Resume Completion: Students develop and maintain a current, professional resume that reflects skills and experience gained through the program.
- Thank You Communication: Students compose professional thank-you correspondence to their employer/mentor at the conclusion of their placement.
- Regular Email Communication: Students maintain consistent, professional email communication with their WBL Coordinator throughout the program.
- Quarterly Visits/Phone Calls: Students participate in quarterly check-ins with the WBL Coordinator, conducted either as on-site visits or phone calls.

PUBLIC RELATIONS & COMMUNITY ENGAGEMENT

The WBL Coordinator actively builds and sustains relationships with local businesses, entrepreneurs, and industry partners. Ongoing outreach is essential to expanding placement opportunities, strengthening program relevance, and promoting the value of CTE at North Linn High School.

WBL TRAINING AGREEMENT

North Linn Community School District

By signing below, all parties acknowledge understanding of and commitment to the terms outlined in this agreement.

STUDENT & PLACEMENT INFORMATION**Student Name:** _____**Address:** _____**Phone:** _____ **Email:** _____**Business Name:** _____**Business Address:** _____**Mentor/Supervisor Name:** _____ **Mentor Phone:** _____**Mentor/Supervisor Email:** _____**North Linn CSD Work-Based Learning Coordinator**

Dana Schmidt *319-224-3291 ext. 1220 • dschmidt@northlinncsd.org

WBL EXPERIENCE/INTERNSHIP POSITION DETAILS**Number of Hours to be Worked:** _____*(Needs to equal or exceed hours missed at school.)***Training Period (Month/Year):** _____ to _____**Daily Work Hours:** _____ to _____**Rate of Pay:** \$ _____ per hour ☐ Paid ☐ Unpaid

(Unemployment Exemption: The student is not entitled to unemployment compensation benefits under state or federal law during this school-supervised work-based learning experience.)

Insurance Coverage:

In Iowa for students injured in work-based learning programs where they are being paid by a private employer, they will be able to recover WC claims from that private employer, just like any other employee.

If they are not being paid for such work, WC still applies, but it is paid for under the school's WC policy. The school's liability policy would respond to a student working in area businesses on a volunteer basis only if the school were found negligent in some way. The business where the student is volunteering would be the party responsible in the event of a claim, and their policy would respond.

EXPECTATIONS OF THE STUDENT

- Maintain regular attendance and punctuality as specified in the training schedule and regular attendance at school. For a student to be successful in the program they need to have regular attendance at their place of employment and at school. Five unexcused absences will result in a meeting being scheduled with the WBL Supervisor and the Principal to determine continued involvement in the WBL Program.
- Demonstrate professional behavior, including appropriate dress, communication, and work ethic.
- Complete all assigned tasks and projects to the best of their ability.
- Follow all workplace safety rules, policies, and procedures.
- Respect confidentiality and proprietary information of the business.
- Maintain satisfactory academic performance in all school courses.
- Complete required reflections, reports, and assignments related to the work-based learning experience.
- Communicate promptly with the mentor and coordinator regarding any issues or concerns.
- Represent North Linn CSD and the program positively at all times.
- Seek feedback actively and apply constructive criticism to improve performance.

Expectations of the Parent/Guardian

- Support the student's participation in the work-based learning program.
- Ensure reliable transportation arrangements for the student to and from the workplace.
- Communicate with the Work-Based Learning Coordinator regarding any concerns or changes in circumstances.
- Review and discuss the student's progress and experiences regularly.
- Support the student in meeting all program requirements and expectations.

- Notify the coordinator immediately of any issues affecting the student's participation.
- Encourage the student to maintain academic standards while participating in the program and exceptional attendance at work and school.
- Understand and accept the terms of insurance coverage and exemptions outlined in this agreement.
- Attend any required meetings or conferences related to the program.
- Provide emergency contact information and keep it current throughout the training period.

Expectations of the Employer

- Provide meaningful, educationally relevant work experiences aligned with the student's career interests.
- Offer appropriate supervision, guidance, and mentorship throughout the training period.
- Maintain a safe and supportive learning environment for the student.
- Provide regular feedback on the student's performance and progress.
- Complete required evaluation forms and participate in program assessments.
- Communicate regularly with the Work-Based Learning Coordinator about the student's development.
- Offer exposure to various aspects of the industry and workplace culture.
- Respect the student's status as a learner and provide patience during the learning process.
- Follow all applicable labor laws and maintain appropriate workplace standards.
- Understand and accept the terms of insurance coverage and exemptions outlined in this agreement.
- Notify the coordinator immediately of any serious issues or concerns regarding the student's performance or behavior.

Expectations of the Work-Based Learning Coordinator

- Conduct regular site visits to monitor the student's progress and workplace experience.
- Serve as the primary liaison between the school, student, employer, and parent/guardian.
- Provide ongoing support and guidance to all parties throughout the training period.
- Ensure compliance with all program requirements, policies, and legal regulations.
- Coordinate and facilitate communication between all stakeholders.

- Address any issues or concerns that arise during the work-based learning experience.
- Monitor the student's academic progress and integration of work-based learning with classroom instruction.
- Maintain accurate records and documentation of the student's participation and progress.
- Evaluate the effectiveness of the work-based learning placement and make adjustments as needed.

Equity Statement:

The North Linn Community School District offers career and technical programs in Agricultural Education, Business Education, Health Occupations Education, Family and Consumer Sciences Education, Industrial Education, and Marketing Education. It is the policy of the North Linn Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Kaitlyn Stoll, Middle School/High School Principal, at 3033 Lynx Drive, P.O. Box 200, Troy Mills, IA 52344, phone 319-224-3291 Ext. 1, or email kstoll@northlinncsd.org.

With these understandings, and in consideration of the District's agreement to permit the Student to participate in the Program, the undersigned is willing to assume all such risks and take full responsibility for the Student's participation in the Program and all transportation and other occurrences incident thereto. The undersigned releases the District and all of its directors, officers, employees, agents, and representatives from any and all liability of any kind or nature whatsoever which is in any manner connected with the Student's participation in the Program, including being at the Work Site and all transportation and other occurrences incident thereto.

Student Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

Employer/Mentor Signature: _____ **Date:** _____

WBL Coordinator Signature: _____ **Date:** _____

COOPERATIVE EDUCATION TRAINING PLAN

North Linn Community Schools

Individualized for Each Placement

This Training Plan is developed collaboratively by the WBL Coordinator and the employer. It outlines the skills and duties the student will work toward and is signed by all parties. It serves as the guiding document for the student's professional development throughout the training period.

Placement Information**Student Name:** _____**Position / Job Title:**
_____**Training Site:**
_____**Training Period Start:**
_____**Training Period End:**
_____**Workplace Supervisor****Supervisor Name:** _____**Address:** _____**Phone:** _____**Email:** _____**WBL Coordinator****Coordinator Name:**
_____**Phone:** _____**Email:** _____**Performance Rating Scale**

Rating	Label	Description
4	Mastering	Demonstrates the skill independently and consistently at a high level.
3	Meeting	Demonstrates the skill reliably with standard expectations.
2	Developing	Is progressing toward skill mastery; requires occasional support.
1	Not Yet Proficient	Has not yet demonstrated the skill; requires significant guidance.

Section 1: Orientation & Workplace Familiarization

Skill/Competency	4	3	2	1
Understands the organizational structure and culture of the training site				
Is familiar with the physical layout and operational areas of the facility				
Has met with staff in relevant departments and established professional relationships				
Has met with the site director or supervisor to clarify job expectations and responsibilities				
Has completed all required mandatory reporting and child abuse prevention training				

Section 2: Professional & Employability Skills

Skill/Competency	4	3	2	1
Reports to work on time and consistently completes full scheduled shifts				
Follows the direction of supervisors and performs assigned duties without prompting				
Communicates effectively, both orally and in writing, with families, clients, and colleagues				
Communicates professionally with all staff members and workplace colleagues				
Applies problem-solving skills when adapting to schedule changes or unexpected situations				
Consistently produces quality work that meets the standards of the organization				
Uses time efficiently and manages all aspects of the job with minimal supervision				

Section 3: Job-Specific Technical Skills

Note: The skills below are illustrative. The WBL Coordinator will customize this section to reflect each student's unique job placement and industry. (An example is provided below.)

Skill/Competency	4	3	2	1
Navigates applicable software systems for scheduling, payroll, or recordkeeping				
Integrates established curriculum frameworks into lesson planning and daily activities				
Responds to incoming communications (phone, email) in a timely and professional manner				

Skill/Competency	4	3	2	1
Prepares and distributes regular parent/client communications (e.g., newsletters, updates)				
Creates and manages staff or program schedules on a weekly basis				
Adheres to all applicable regulations, ratios, and compliance standards				
Processes payroll accurately and produces required financial documentation				
Communicates daily priorities and updates effectively with all team members				
Provides support in other operational areas as needed				
Leverages technology to enhance program visibility, communication, and operations				

Employer Feedback

What is the student's greatest strength?

What areas of the student's work should be focused on for improvement?

What professional characteristics did the student demonstrate that were most beneficial for this position?

Additional comments or feedback:

Student: _____ **Date:** _____

Employer / Training Sponsor: _____ **Date:** _____

WBL Coordinator: _____ **Date:** _____

Parent / Guardian: _____ **Date:** _____

(Logs are due on the first day of the month for the month prior and must be fully completed with supervisor signature.)

[illegible]

Supervisor Signature: _____ **Date:** _____

EMPLOYER EIGHT-WEEK EVALUATION (To be completed by the employer at the end of each eight-week grading period.)

Please use the rating scale below to evaluate the student's progress in each area. This form may be completed independently or with the WBL Coordinator during a scheduled site visit.

Student Name:

Evaluation Period:

Training Site:

Rating Scale

Rating	Label	Description
4	Mastering	Demonstrates the skill independently and consistently at a high level.
3	Meeting	Demonstrates the skill reliably with standard expectations.
2	Developing	Is progressing toward skill mastery; requires occasional support.
1	Not Yet Proficient	Has not yet demonstrated the skill; requires significant guidance.

Workplace Competency Ratings

Workplace Competency	4	3	2	1
Quality of Work / Task Completion				
Attendance and Dependability				
Initiative and Self-Direction				
Oral and Written Communication				
Professional Judgment and Decision-Making				
Technology Proficiency				
Teamwork and Cooperation				
Professional Appearance and Conduct				
Ability to Follow Directions				
Knowledge of the Workplace and Industry				
Efficient and Productive Use of Time				

Feedback**What is the student's greatest strength?**

What areas of the student's work should be focused on for improvement?

What professional characteristics did the student demonstrate that were most beneficial for this position?

Additional comments or feedback:

Student: _____ **Date:** _____**Training Sponsor:** _____ **Date:** _____**WBL Coordinator:** _____ **Date:** _____**Parent / Guardian:** _____ **Date:** _____

STUDENT SELF-EVALUATION

North Linn Internship / Work-Based Learning Program

Complete this self-evaluation honestly and thoughtfully. Your reflection is essential to your professional growth and learning during this internship experience.

STUDENT INFORMATION**Student Name:****Evaluation Period:****Internship / WBL Title & Position:****Supervisor & Company:****RATING SCALE**

Rating	Label	Description
5	Exceptional	Consistently exceeds expectations; outstanding performance.
4	Above Average	Frequently exceeds expectations; strong performance overall.
3	Satisfactory	Meets expectations; acceptable performance with room for growth.
2	Needs Improvement	Occasionally meets expectations; requires significant development.
1	Unsatisfactory	Does not meet expectations; immediate improvement required.
N/A	Not Applicable	This area has not been observed or does not apply to this position.

SELF-RATINGS

For each area below, circle the number that best reflects your own performance, then provide comments explaining your rating.

#	Evaluation Area & Description	My Self-Rating(circle one)	Comments
1	Attitude and Initiative	5 4 3 2 1 N / A	Comments: _____

#	Evaluation Area & Description	My Self-Rating(circle one)	Comments
	Demonstrates enthusiasm, positivity, and willingness to take on new challenges	Rating: _____	_____ _____ _____
2	Cooperation and Teamwork Works effectively with supervisors, coworkers, and other stakeholders; contributes positively to team environment	5 4 3 2 1 N / A Rating: _____	Comments: _____ _____ _____
3	Work Quality and Accuracy Produces accurate, thorough, and high-quality work; pays attention to detail	5 4 3 2 1 N / A Rating: _____	Comments: _____ _____ _____
4	Communication Skills Communicates clearly and professionally both verbally and in writing; listens actively; asks appropriate questions	5 4 3 2 1 N / A Rating: _____	Comments: _____ _____ _____
5	Professional Appearance and Conduct Dresses appropriately for the workplace; maintains professional demeanor and behavior	5 4 3 2 1 N / A Rating: _____	Comments: _____ _____ _____
6	Attendance and Punctuality Arrives on time; maintains regular attendance; notifies supervisor of absences appropriately	5 4 3 2 1 N / A Rating: _____	Comments: _____ _____ _____
7	Reliability and Work Habits Completes assignments on time; follows through on commitments; manages time effectively	5 4 3 2 1 N / A Rating: _____	Comments: _____ _____ _____

OVERALL ASSESSMENT

Key Strengths & Accomplishments

What did you do well? What are you most proud of during this experience?

Areas for Growth and Improvement*Where could you grow? What challenged you most during this experience?*

Additional Reflections and Goals*Any other observations, takeaways, or professional goals for continued development?*

OVERALL SELF-PERFORMANCE RATING

Exceptional	Above Average	Satisfactory	Needs Improvement	Unsatisfactory
[]	[]	[]	[]	[]

SIGNATURES

By signing below, the student acknowledges that this self-evaluation was completed honestly, independently, and to the best of their ability.

Student Signature: _____ **Date:** _____

WBL Coordinator Signature: _____ **Date:** _____

EMPLOYER/SUPERVISOR EVALUATION
Program

North Linn Internship / Work-Based Learning

This evaluation is to be completed by the student's workplace supervisor at the designated evaluation interval. Please use the rating scale below to assess the student's demonstrated competencies. Your honest and thorough feedback is essential to the student's professional development.

STUDENT INFORMATION**Student Name:****Evaluation Period:****Internship / WBL Title & Position:****Supervisor & Company:****RATING SCALE**

Rating	Label	Description
5	Exceptional	Consistently exceeds expectations; outstanding performance.
4	Above Average	Frequently exceeds expectations; strong performance overall.
3	Satisfactory	Meets expectations; acceptable performance with room for growth.
2	Needs Improvement	Occasionally meets expectations; requires significant development.
1	Unsatisfactory	Does not meet expectations; immediate improvement required.
N/A	Not Applicable	This area has not been observed or does not apply to this position.

EVALUATION RATINGS

Please rate the student in each area using the scale above. Add comments in the right column to support your rating.

#	Evaluation Area	Description	Rating(1–5 or N/A)	Comments
1	Attitude and Initiative	Demonstrates enthusiasm, positivity, and willingness to take on new challenges		
2	Cooperation and Teamwork	Works effectively with supervisors, coworkers, and other stakeholders; contributes positively to team environment		
3	Work Quality and Accuracy	Produces accurate, thorough, and high-quality work; pays attention to detail		
4	Communication Skills	Communicates clearly and professionally both verbally and in writing; listens actively; asks appropriate questions		
5	Professional Appearance and Conduct	Dresses appropriately for the workplace; maintains professional demeanor and behavior		
6	Attendance and Punctuality	Arrives on time; maintains regular attendance; notifies supervisor of absences appropriately		
7	Reliability and Work Habits	Completes assignments on time; follows through on commitments; manages time effectively		

OVERALL ASSESSMENT

Key Strengths & Accomplishments

What are the student's most notable strengths and accomplishments during this evaluation period?

Areas for Improvement

What specific areas should the student focus on developing further?

General Comments and Feedback

Please provide any additional feedback, observations, or recommendations for the student's continued growth.

OVERALL PERFORMANCE RATING

Exceptional	Above Average	Satisfactory	Needs Improvement	Unsatisfactory
[]	[]	[]	[]	[]

SIGNATURES

By signing below, all parties acknowledge that this evaluation has been reviewed and discussed.

Supervisor Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

WBL Coordinator Signature: _____ **Date:** _____

STUDENT END-OF-YEAR EVALUATION (To be completed prior to your exit interview with the WBL Coordinator)

Please respond thoughtfully and honestly to each of the following questions. Your responses will serve as the basis for your exit interview with the WBL Coordinator. This reflection is an important step in recognizing your growth and setting goals for the future.

Student Name:**School Year:**

Training Site / Employer:

1. How has your confidence in your selected career area grown over the course of this year? Provide specific examples.

2. Which lesson, project, or skill did you find most valuable or enjoyable? Why?

3. Which lesson, project, or skill presented the greatest challenge for you? How did you approach that challenge?

4. What one piece of advice would you offer to an incoming student who is considering enrolling in the WBL Program?

5. On a scale of 1–10, how would you rate your overall interest and engagement in the industry where you were placed? Explain your rating.

6. Describe a specific moment this year when you were able to overcome a difficulty or setback in your workplace.

7. What is one change you would recommend for the WBL Program to improve the experience for future students?

8. What aspect of the classroom component or coordinator support was most helpful to your success?

9. What aspect of the classroom component or coordinator support did you find least helpful or most difficult to engage with?

10. Do you feel the program held you to high professional standards? Please explain.
