

SAMPLE

Source: Susan Christenson-Fuhrman, Spokane Skills Center

**STUDENT WORKSITE LEARNING
DOCUMENT CHECKSHEET**

Student's name: _____ Student birthdate _____
Program: _____ Worksite experience beginning _____ ending _____
Site: _____ Address: _____
Telephone: _____
Worksite supervisor name: _____ Title: _____
School Work-Based Learning Coordinator(s): _____

The following must be complete and on file for each student experience:

- ☐ **Student Application** (if required)
- ☐ **Site Pre-qualification & Safety** (documentation)
- ☐ **Worksite Supervisor Orientation** (documentation)
- ☐ **Worksite Training Agreement**
- ☐ **Student "New Employee" Orientation** (documentation)
- ☐ **Student Worksite Learning Plans** – COOPERATIVE WORK-BASED LEARNING experience requires a new plan every 180 hours
- ☐ **Student Training/Work Time Documentation:**
 - COOPERATIVE WORK-BASED LEARNING: Hour/Time & Wage Reports OR Paycheck Stub Copies**
(documentation throughout; 360 hours per 1.0 credit)
 - INSTRUCTIONAL: Time Report** format determined by Worksite Supervisor and School Coordinator
(documentation throughout; 180 hours per 1.0 credit)
- ☐ **Coordination (Visitation & Evaluation) Documentation** (Two per semester)
 - COOPERATIVE WORK-BASED LEARNING: 2 (two) per transcribed grading period**
 - INSTRUCTIONAL: 1 (one) every 30 hours**
- ☐ **Student Evaluations** involving Worksite Supervisor, School Coordinator and Student.
- ☐ Other _____

If student is placed in a cooperative work-based learning experience and is under the age of 18, Minor Work Regulations are in effect. The site must have a Minor Work Permit in place and the following are required. It is recommended that copies be included in the student file:

- ☐ Parent/School Authorization
- ☐ Student Variance forms (if applicable)