MERCER COUNTY SCHOOLS  
Policy Comment(s) / Suggestion(s)

Policy: I-21  
Experiential Learning

Individual / Organization: ________________________________
Title: ________________________________
Address: ________________________________

Comment(s) / Suggestion(s)
Please write your comments below in the sections that apply to the policy. 
Use additional paper if necessary.

<table>
<thead>
<tr>
<th>1.0 Purpose</th>
<th>Agree (reason)</th>
<th>Disagree (reason)</th>
</tr>
</thead>
<tbody>
<tr>
<td>This policy is being changed to address new requirements allowed by the state for workplace experience. This change will help in addressing social distancing requirements as it relates to COVID-19 pandemic.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2.0 Definitions</th>
<th>Agree (reason)</th>
<th>Disagree (reason)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3.0 Procedures</th>
<th>Agree (reason)</th>
<th>Disagree (reason)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Comments</th>
<th>Agree (reason)</th>
<th>Disagree (reason)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return comments **NO LATER THAN August 17, 2020** to:  
Dr. Kristal Filipek - Director, Human Resources  
Mercer County Schools  
1403 Honaker Avenue  
Princeton, WV 24740
EXPERIENTIAL LEARNING

1.0 Purpose

To establish a collaborative partnership of the education system, business, industry, labor, community based organizations and families to provide an experiential learning experience for all students to promote life-long learning, and to facilitate career success as directed by West Virginia Policy 2510 and the Office of Education Performance Audits Manual, sections 6.1.5, 6.1.9, and 6.1.11.

2.0 Definitions

2.1 Experiential Learning is a structured quality work-based, service-based, or community-based activity. These experiences require students to integrate knowledge and skills from academics, career/technical education, and/or the arts and demonstrate the personal knowledge, skills, and abilities needed to be successful in the 21st century. Specific objectives must be mastered by the student as a result of the activity, and the activity, with the exception of Workplace Experience, must take place with a Mercer County Board of Education-approved business partner. Students must choose one experience, but may qualify to participate in more than one Experiential Learning opportunity. Reflection is a critical component of each choice. All experiential learning is structured to meet requirements of the Department of Labor Fair Labor Standards Act.

The Workplace Readiness Seminar is a planned meeting of students under the direction of qualified adults to review and practice the earning and Innovation Skills and the Life and Career Skills of the 21st Century Framework.

Experiential Learning consists of educational activities that assist students to gain an awareness of the workplace; develop an appreciation of the relevance of academic subject matter to workplace performance; and gain valuable work experience and skills while exploring career interests and abilities. Students are eligible to participate in the following activities upon the successful completion of the Workplace Readiness Seminar:

2.1.1 Job Shadowing is a four- (4) to five- (5) hour active form of observation. Students are assigned to a specific worker in a career cluster area, watching the worker perform his/her duties, asking questions and, on a limited basis, even taking part in the work.

2.1.2 Internship is a minimum of one hundred (100) hours with a work site supervisor, learning about the skills needed to perform a specific job; ex. bank teller. The workplace activities involved could include special projects, a sample of tasks from different jobs or tasks from a single occupation. An internship agreement
EXPERIENTIAL LEARNING

that outlines the specific objectives for the student is an integral part of the experience. This may or may not include financial compensation.

2.1.3 Community Service Learning is a minimum of one hundred (100) hours which engages young people in service to their communities through approved non-profit, public, civic, charitable, and governmental organizations as a means of enriching academic learning, promoting personal growth, and helping students to develop the skills needed for productive citizenship.

2.1.4 Clinicals - Co-op Education is in-school instruction combined with on-the-job training relating to an area of technical study based on objectives jointly developed by the educator and the employer. The purpose is to develop occupational competence reinforced by a real-life job. The teacher evaluates the classroom experience and works with the work-site supervisor to evaluate the on-the-job experience.

2.1.5 Industry Project is a cooperative work-site project completed under the supervision of a professional educator along with a business partner as a part of a regular class that normally does not place students in community businesses and industries (i.e., masonry).

2.1.6 Job Skills Project is a cooperative venture between the high schools of Mercer County, the Career Connections office and selected volunteer businesses which allow special students to spend fifty (50) hours at the work site developing job skills and becoming productive members of a work-site team.

2.1.7 JROTC provides students with a wide variety of experiential learning, life and academic skills and experiences.

2.1.8 Workplace Computer Simulations can be used to supplement, or in some cases, substitute for real workplace activities for students for whom a work-site experience would not be beneficial or suitable; ex. Classroom, Inc.- Alicia Leary Foundation or virtual job shadowing.

2.1.9 Apprenticeship is an opportunity provided through agreements with the Bureau of Apprenticeship and Training, whereby students begin technical training during their junior year in high school, begin working the summer before their senior year and continue academic and technical study and work during their senior year. Students continue the apprenticeship program after high school graduation. Upon completion of apprenticeship training, students receive the journeyman-level credential.
EXPERIENTIAL LEARNING

2.1.10 Workplace Experience results from the application of the knowledge and skills developed through the experiential learning program and requires a student gain and successfully maintain employment for minimum of one semester. It is preferred the activity take place with a Mercer County Board of Education-approved business partner but is not required.

3.0 Procedure

3.1 Selection of experiential learning experiences and sites. All experiences are determined by career cluster, concentration, and/or student request. Students must have successfully completed the Workplace Readiness Seminars. Placements will be facilitated by the Career Connections office. All experiences must be completed by May 15th of the senior year.

3.2 Student Eligibility for Experiential Learning Experience:

3.2.1 Job Shadowing. To be eligible for job shadowing, students will:

A. Have an overall grade point average of 2.0 or better
B. Have fewer than 10 absences during the preceding school term
C. Exhibit appropriate behavior for the workplace
D. Complete all Before, Day Of and Day After responsibilities
E. Follow all student rules
F. Dress and behave appropriately at all times
G. Have chosen a Career Cluster

Further information can be found in the Job Shadowing Handbook.

3.2.2 Internships. To be eligible for an internship, students will:

A. Be enrolled in grade 12
B. Have 21 credits at the end of Grade 11 and be on track to graduate with 28 credits
C. Have fewer than 10 unexcused absences during the previous two (2) school terms
D. Maintain a good disciplinary record
E. Have chosen a career cluster and concentration
F. Complete Application Packet
G. Complete a minimum of one hundred (100) hours
H. Complete all related assignments or,
I. Upon approval of the Superintendent or designee in cases where one or more of the above eligibility requirements are not met.
EXPERIENTIAL LEARNING

3.2.3 **Community Service Learning.** To be eligible for community service learning, students will:

A. Be enrolled in Grades 9-12
B. Have recommendation from a teacher
C. Submit a pre-application to the Career Connections office, no later than the first Friday in May, to be approved in advance
D. Complete and submit a completed application packet no later than the third Friday in May
E. Provide one hundred (100) hours of his/her time outside the regular school day
F. Have previously demonstrated dependability through appropriate behavior and regular attendance in school so that an out-of-school experiential learning experience would result in positive partnerships among the student, school and community or,
G. Upon approval of the Superintendent or designee in cases where one or more of the above eligibility requirements are not met.

3.2.4 **Experiential Learning Experience as part of a regular class.** (This includes Co-op, Industry Project, Job Skills Project and Clinicals.)

A. Be enrolled in and meet all the requirements for passing the pertinent course
B. Satisfactorily complete the work experience and all related assignments
C. Verify completion from the instructor/supervisor

3.2.5 **JROTC** will meet the specifications of an experiential learning experience upon the completion of assigned responsibilities through a leadership position and the recommendation of the instructor.

3.2.6 **Computer Simulations.**

A. Students who demonstrated through behavior, attendance, and/or discipline that an out-of-school experiential learning experience would not be beneficial to the student or host business will instead complete computer-based simulations. Student must provide a minimum of five (5) out-of-school hours to be determined by the school.
B. Upon completion of an entire simulation, a letter of recommendation from the school-site coordinator will be used for verification.
EXPERIENTIAL LEARNING

C. Computer-based simulations may also be used to supplement other experiential learning activities.
D. Classroom, Inc. computer-based simulations that are used in regular classes as part of instruction and approved virtual job shadow sites with demonstrated assignments may also count as experiential learning.

3.2.7 Workplace Experience. To be eligible for a workplace experience, students will:
A. Be enrolled in grade 12.
B. Be on track to graduate at the end of the current academic year.
C. Present proof of employment.
D. Provide a written statement from parent or guardian releasing Mercer County Schools from any-and-all liability resulting from transportation to and from the workplace and during the completion of work-related duties.
E. Provide confirmation of successful work experience from the employer at the end of the semester.

4.0 Administration

4.1 Provisions for students transferring into Mercer County Schools.

4.1.1. Students transferring into the Mercer County school system will be afforded the opportunity to provide documentation of any of the above areas for consideration of this requirement.

4.2 Elective Credit

4.2.1. Successful completion of Internship, Workplace Experience, or Community Service Learning will result in one (1) elective credit.

5.0 Severability

5.1 If any portion of this policy or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this policy.

EXPERIENTIAL LEARNING


Source: Board of Education Minutes

Date(s): 3/23/99; 9/26/00; 6/17/04; 8/26/08; 4/12/11; 9/10/13, 10/28/14, 7/14/15