

R277. Education, Administration.

R277-915. Work-based Learning Programs.

R277-915-1. Authority and Purpose.

(1) This rule is authorized by:

(a) Utah Constitution Article X, Section 3, which vests general control and supervision over public education in the Board;

(b) Subsection 53E-3-401(4), which allows the Board to make rules to execute the Board's duties and responsibilities under the Utah Constitution and state law; and

(c) Section 53G-7-902, which allows schools to offer Work Based Learning programs in accordance with Board rules.

(2) The purpose of this rule is to provide expectations for K-12 WBL programs.

R277-915-2. Definitions.

(1) "Apprenticeship" means the same as the term is defined in Subsection 35A-6-102.

(2) "Career Pathway" means a coordinated, nonduplicative sequence of academic and technical content at the secondary and postsecondary level that incorporates challenging state academic standards including:

(a) academic and technical knowledge and skills;

(b) standards aligned with the needs of industries in the economy of the state, region, Tribal community, or local area;

(c) progresses in specificity beginning with all aspects of an industry or career cluster and leading to more occupation-specific instruction;

(d) standards that have multiple entry and exit points that incorporate credentialing; and

(e) standards that culminate in the attainment of a recognized postsecondary credential.

(3) "College and Career Awareness" means ~~[the same as the term is defined in Subsection R277-916-2]~~ a middle school core course consisting of activities designed to encourage students to explore college and career opportunities.

~~[(4) "Field study" means a planned group activity that provides opportunities for a student to observe skills and jobs in a variety of settings at an actual workplace.]~~

~~[(5) "High quality experience" means an internship that:~~

- ~~—— (a) links to a related course;~~
- ~~—— (b) is paid or unpaid;~~
- ~~—— (c) implements learning intentions developed by an LEA and employer to guide student learning;~~
- ~~—— (d) adheres to state, Board, and local safety and supervision requirements;~~
- ~~—— (e) includes practical application of concurrently or previously studied theory or related curriculum;~~
- ~~—— (f) connects to career goals, career pathway, and the plan for College and Career Readiness (CCR);~~
- ~~—— (g) opportunities for a student to explore career options in a particular field of work; and~~
- ~~—— (h) which outlines the student's experience and prepares them for the next steps in their career development.]~~

~~[(6)](4) "Internship" means a [high quality] work-based learning experience [where students are mentored by an employer for approximately 40 hours on site during one course to learn about a particular industry or occupation]~~completed while a student is enrolled in a Career and Technical Education course that includes at least 40 hours of supervision and mentorship by an industry professional, and meets the requirements of Subsection R277-915-5(2).

~~[(7) "Job shadow" means a structured career activity in which students follow an industry professional for a short time period to learn about a particular occupation or industry.]~~

56 ~~[(8)]~~(5) "LEA" includes, for purposes of this rule, the Utah Schools for the Deaf
57 and the Blind.

58 ~~[(9)]~~(6)(a) "Participant" means a student enrolled in a school-sponsored work
59 experience and career exploration program under Section 53G-7-902 involving both
60 classroom instruction and work experience with a cooperating employer, for which the
61 student may or may not receive compensation.

62 (b) Participant may include:

63 (i) a student completing an apprenticeship;

64 (ii) one internship experience in either grade 11 or grade 12, or both;

65 (c) Participant does not include a student on work release.

66 ~~[(40)]~~(7) "School-based enterprise" means a business set up and run by
67 supervised students learning to apply practical skills in the production of goods or
68 services for sale or use by others.

69 ~~[(41)]~~(8) "Work site" or "workplace" means the actual location where employment
70 occurs for a particular occupation, or an environment that simulates all aspects or
71 elements of that employment, including school-based enterprises.

72 ~~[(42)]~~(9) "Work-based learning" or "WBL" means a continuum of career
73 awareness, exploration, preparation, and training activities that ~~[combines structured~~
74 ~~learning and authentic work experiences implemented through industry and education~~
75 ~~partnerships including]~~:

76 (a) ~~[a job shadow]~~ connects classroom learning with career-focused
77 experiences;

78 (b) ~~[a field study]~~ is implemented through partnerships among education,
79 industry, and community organizations; [or]

80 (c) ~~[attending a lecture from a professional guest speaker.]~~ aligns with Career
81 and Technical Education pathways, curriculum, and workforce needs; and

82 (d) develops academic, technical, and durable skills through real-world or
83 simulated learning environments.

R277-915-3. Mandatory LEA Policy.

An LEA that has WBL programs that include assigning students as participants at off-campus sites, in on-campus simulations, or in virtual or remote WBL experiences, shall establish a policy ~~[which]~~that includes the following:

(1) training for student participants, student participant supervisors, and cooperating employers regarding health hazards and safety procedures in the workplace;

(2) standards and procedures for approval of off-campus work sites, ~~[job shadows, field studies,]~~ and other WBL experiences;

(3) transportation options for students to and from the work site, ~~[job shadows, field studies,]~~ and other WBL experiences;

(4) appropriate supervision by employers at the internship or apprenticeship work site;

(5) adequate insurance coverage provided and identified either by the student, the program, or the LEA;

(6) appropriate supervision and assessment of the student by the LEA;

(7) appropriate involvement and approval by the student's parents in the WBL program;

(8) provision for risk or liability inherent in the WBL program developed in consultation with State Risk Management or the LEA's insurance provider; and

(9) a requirement that any internship or apprenticeship credit awarded maintains the integrity and rigor expected for high school graduation and career pathway alignment, as determined by the Board.

R277-915-4. Disbursement of Funds.

(1) An LEA shall meet all requirements of this rule to be eligible for WBL funding.

(2) The proportion of total WBL funding allocated for a participating LEA shall be determined by the formula described in Subsection (3).

(3) WBL funds are restricted and shall be allocated to an LEA for an approved program as follows:

(a) a base amount per LEA as established by the Superintendent; and

(b) an additional allocation that is proportional to the LEA's prior school year's October 1 headcount in comparison to all other LEAs with an approved program[;].

(4) An LEA shall annually complete a funding application with assurances that the LEA meets the WBL standards as described in Subsection R277-915-5.

(5) An LEA shall utilize the restricted indirect cost rate for WBL program expenditures.

(6) A participating LEA shall provide an equal match in funds to state appropriated WBL funds.

R277-915-5. Standards.

(1) To be eligible for WBL funds, an LEA shall:

(a) have ~~[the program approved by the LEA board]~~ an approved CTE program as defined in Section R277-911-3;

(b) ~~[document that a WBL committee representing all schools within the LEA: ——— (i) has been created and includes a variety of stakeholders from the different areas described in subsection R277-915-5(1)(c);~~

~~——— (ii) is actively functioning evidenced by planning and implementing WBL activities described in subsection R277-915-5(1)(d); and~~

~~——— (iii) regularly addresses WBL issues;~~

~~——— (c) conduct WBL activities utilizing information from:~~

~~——— (i) business and industry;~~

~~——— (ii) administrators;~~

~~——— (iii) teachers;~~

~~——— (iv) counselors;~~

~~——— (v) parents; and~~

141 ~~_____ (vi) students;~~utilize an advisory committee as defined in Section R277-911-4 to
142 support WBL program planning and implementation;

143 ~~[(d)](c)~~ develop work-based preparation, participation, and assessment activities
144 for students and teachers involved in all ~~[WBL]~~ LEA's WBL activities;

145 ~~[(e)](d)~~ maintain evidence that WBL components have been integrated and
146 coordinated with:

- 147 (i) elementary career awareness;
- 148 (ii) secondary career exploration;
- 149 (iii) integrated core activities;
- 150 (iv) College and Career Awareness; and
- 151 (v) school counseling;

152 ~~[(f)](e)~~ maintain evidence of WBL activities and assurances in each LEA
153 developed in coordination with a student's:

- 154 (i) IEP;
- 155 (ii) ~~[Plan for College and Career Readiness; and]~~504 requirements; and
- 156 (iii) ~~[504 requirements;]~~Plan for College and Career Readiness.

157 ~~[(g)](f)~~ require the inclusion of all student groups within the LEA in career
158 development and preparation;

159 ~~[(h)](g)~~ demonstrate WBL coordination with employers and with other school and
160 community development activities;

161 ~~[(i)](h)~~ participate in ongoing state-sponsored WBL coordinated professional
162 development;

163 ~~[(j)](i)~~ participate in the CTE Program Approval evaluation; and

164 ~~[(k)](j)~~ ensure all program requirements are in accordance with Section R277-
165 114-5.

166 (2) An LEA providing an internship shall ensure that the internship:

167 (a) aligns with the student's Career and Technical Education pathway, career
168 goals, and Plan for College and Career Readiness;

169 (b) includes a documented training plan or learning intentions developed by the

LEA, employer, and student to guide student learning and skill attainment;
(c) provides opportunities for the student to apply and develop technical,
academic, and durable skills related to the student's Career and Technical Education
pathway or career goals;
(d) complies with applicable state, Board, and local safety and supervision
requirements;
(e) includes LEA supervision and assessment of the student's progress toward
identified learning intentions;
(f) provides opportunities for the student to reflect on the experience and identify
next steps related to the student's education and career goals; and
(g) results in the completion of a digital career portfolio that documents the
student's experience and next steps in the student's career plan.

R277-915-6. Consistency with Law and State and LEA Board Rules and Policies.

(1) A workplace experience shall be consistent with the provisions of the Fair Labor Standards Act, 29 U.S.C. Sec. 201, et seq.

(2) An LEA internship program shall have internship safety agreements in accordance with Section 53G-7-904 or meet the requirements of Section 53G-11-402.

(3) WBL programs shall operate consistently with Board rules and LEA ~~[policies]~~policies, including:

- (a) student transportation;
- (b) credit toward graduation;
- (c) attendance;
- (d) fee waivers; and
- (e) standards and training for non-licensed employees and volunteers.

KEY: public schools, work-based learning

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199 **Authorizing, and Implemented or Interpreted Law: Art X Sec 3; 53G-7-902; 53E-3-**

200 **401(4)**

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