



## ADMINISTRATIVE PROCEDURE

### PROCEDURES PERTAINING TO THE OFFICE OF EXPERIENTIAL LEARNING PROGRAMS

6140

Procedure No.  
July 1, 2005

Date

- I. **PURPOSE:** To provide administrative guidelines and procedures governing work site selection, grading and credit, delayed openings, school closings, and job loss for the Office of Experiential Learning (OEL).
- II. **DEFINITIONS:** The Office of Experiential Learning (OEL) Programs has been developed as an educational option combining school-based learning and work-based experiences designed to facilitate the transition from school to careers.

Cooperative Office Education (COE) is a vocational school-to-careers class designed as the capstone course of study for students specifically trained in the area of office occupations. Students enrolled in this class are normally employed throughout the Baltimore/Washington corridor in clerical positions.

Cooperative Career Education (CCE) is a school-to-careers program of study designed to assist students to make a smooth transition into the world of work. School-based instruction includes a wide range of employability skills training that prepares students for on-the-job work experience with private industry and government agencies. The course is designed for seniors interested in exploring a variety of occupational areas.

Marketing Education is a school-to-careers transition program which focuses students on careers or further education in occupations dealing with retail merchandising, marketing, management, and service operations. Work-based employment opportunities mirror the classroom instruction. Participants may earn up to six articulated credits at Prince George's Community College through the Marketing Education TECH PREP 2+2 Agreement.

- III. **INFORMATION:** The following procedures shall apply to all students enrolled in the Office of Experiential Learning Programs:
  - A. Students receiving work component credit must take a related work-based learning class.
  - B. Obtaining a job is the mutual responsibility of the work-based learning coordinator and the student. The Office of Experiential Learning does not guarantee employment.
  - C. Students may not terminate or transfer to another job without the consent of the work-based learning coordinator.



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- D. When a student does not attend school, he/she may not report to work (exclusive of the individual school's policy on delayed openings). Work-based learning credit cannot be earned if a student does not attend school.
- E. The student is expected to follow the work schedule of the place of employment, including school holidays, if desired by the employer.
- F. The student is responsible for accurately reporting hours and wages to the work-based learning coordinator.
- G. Safe transportation to and from the place of employment is the responsibility of the student and parent/guardian.
- H. The workplace is an extension of the classroom. All school policies and procedures including the Code of Student Conduct are applicable at the worksite.

#### IV. **PROCEDURES:**

##### A. Worksite Selection:

- 1. A worksite must conform to the child labor laws of the political subdivision in which it is located.
- 2. To insure a safe environment, students are not permitted to work alone. Employers must make a reasonable effort to provide supervision at all times.
- 3. The business must make a reasonable effort to insure that at least two adults are present during the students' hours of employment.
- 4. The business must hold a valid license, conform to tax laws and carry workmen's compensation on the student trainee.

##### B. Grades and Credit:

- 1. A student receives ½ credit for a minimum of 66 hours of classroom instruction based on the course objectives.
- 2. A student receives ½ credit for a minimum of 66 hours worked or one full credit for 132 hours worked.



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- Office of Experiential Learning courses satisfy Career and Technology Program completer status for high school graduation requirements as follows:

### Administrative Services Technician – Cooperative Office Education (COE)

- Computer Software Applications 1 Credit
  - Cooperative Office Experience (COE)-Class Component 1 Credit
  - Cooperative Office Experience (COE) – Work Component 2-3 Credits
  - Career and Technology Completer Elective 1 Credit
- Total Required 5-6 Credits

### Cooperative Career Education (CCE)

- Cooperative Career Education (CCE) – Work Component 1 Credit
  - Cooperative Career Education (CCE) – Work Component 3 Credits
- Total Required 4 Credits

### Marketing Education

- Marketing Education – Class Component 1 Credit
  - Marketing Education – Work Component 3 Credits
- Total Required 4 Credits

For additional information, please refer to the booklet, *High School Graduation Requirements and Four-Year Planner*, PGIN 7540-8033.

- The student receives one grade for the classroom component and one grade for each credit earned in the work-based learning component.
- The grade issued for work experience is determined by the work-based learning coordinator and is based on the objectives in the Office of Experiential Learning classroom and the field-based work experience.
- The student must achieve passing grades for the classroom component to receive credit for work.



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#### C. Delayed Openings and School Closings:

(Refer to procedures for delayed openings and early closings)

##### 1. One-hour delay:

- a. All buses will run one hour later than normal. Office of Experiential Learning students are to report to school at the specified delayed opening time.
- b. Office of Experiential Learning students are expected to report to their workstations on time.

##### 2. Two-hour Delay

- a. Office of Experiential Learning students may or may not be required to attend school on these days based on the individual school's schedule. The work-based learning coordinator, after a consultation with the building administrator, will advise all students of the school's policy. (Refer to procedures for delayed openings and early closings)
- b. Students are expected to report to their workstations on time except during hazardous road conditions. This decision should be reached after consultation with the parent/guardian.
- c. Work-based learning coordinators are required to document work attendance.

##### 3. Closing school(s) an entire day:

Students are expected to report to their workstations on time except during hazardous road conditions due to inclement weather. This decision should be reached after consultation with the parent/guardian.

#### D. Job Loss:

It is the responsibility of the work-based learning coordinator to investigate job losses and to determine whether the loss is acceptable under the guidelines of the Office of Experiential Learning. If the work-based learning coordinator determines the job loss falls within the acceptable category, he/she shall work with the student to actively seek an alternative job site.



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- E. If a job is unavailable after a reasonable length of time, the student may be placed in a volunteer position. It is the student's responsibility to locate the volunteer position, which must be approved by the work-based learning coordinator.
- F. Students who do not have a job or do not accept or seek a volunteer position may receive a letter grade of "E" for the work-based learning component during that grading period.
1. Acceptable reasons for job loss:
    - a. Seasonal cutbacks.
    - b. Layoffs.
    - c. Reduction in force.
    - d. Request of work-based learning coordinator.
    - e. Voluntary job change with permission of work-based learning coordinator.
  2. Unacceptable reasons for job loss: (reasons which may result in withdrawal from the program)
    - a. Dishonesty.
    - b. Unsatisfactory performance at the worksite.
    - c. Use of dangerous and unlawful substances.
    - d. Unsatisfactory work habits.
    - e. Student terminates the job voluntarily without work-based learning coordinator's permission.
    - f. Non-adherence to company/school policies.
- V. **RELATED PROCEDURES:** Administrative Procedure 2565, Modification of School Hour Schedules, Delayed Openings, Schools Closed for the Day, Early Closings, Emergencies, Single/Several Schools and Administrative Procedure 5113, Pupil Attendance and Absence.
- VI. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Department of Curriculum and Instruction and will be updated as appropriate.
- VII. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 6140, dated August 1, 1997.



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VIII. **EFFECTIVE DATE:** July 1, 2005.

Approved by:  
Howard A. Burnett  
Interim Chief Executive Officer

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11