

Internships

Internships help students move from school to the workplace by offering "hands-on" learning, in real work settings, over a relatively long period of time. They are school-supervised and may be paid or unpaid. The internship is designed to give students a better sense of the jobs within a particular industry; to provide students with information about all aspects of the business; and to aid them in understanding, through experience, how each part of a company aids another in meeting the goals and objectives of a business or industry.

Work Experience Programs

The goal of a Work Experience program is for students to learn employability skills in a work setting. This program is implemented in much the same way as the Employability Skills Certificate Program, except the work-based training plan is based on either 21st Century Skills or local employability skills.

Youth Leadership

Skill Standards Certificate Program

Youth leadership skill standards certificate programs are designed to help youth gain competence and confidence as leaders in school, workplace, and community settings.

Cooperative Education Programs (Co-op)

"Traditional" cooperative education programs are implemented in much the same way as the state certified co-op programs, except that the work-based training plan typically includes local competencies and no state certificate is issued, although many districts award local certificates. Please see the chart in the center of this document for program areas

Assistant Child Care Teacher Program(ACCT)

To work as an assistant in a child care center, students can choose the ACCT program. To receive certification as an Assistant Child Care Teacher, student enrollees must be 11th or 12th graders or at least 17 years of age in the semester of enrollment. Students must also be enrolled in a DPI approved ACCT course taught by a vocationally certified teacher in child services.

The student may enroll in a co-operative education skill standards certificate program leading to a DPI certificate as a Child Care Teacher (CCT). Students with an ACCT certificate may work in a child care facility beginning at age 17. Without this certificate individuals are prohibited from working as an ACCT prior to age 18.

Infant Toddler Skills Certificate

In addition to the ACCT Certification, a student could enroll in the Infant Toddler Certificate program. This enables students to work in a child care setting with children ages birth to three in a regulated child care setting.

Information regarding DPI Programs is available on the DPI Workbased Education website:

<http://dpi.wi.gov/cte/workbase.html>

Service Learning:

Academic service-learning meaningfully engages students as they adapt, synthesize, and evaluate the skills and knowledge gained in the formal academic curriculum as they address an identified need in the community. Teachers guide students through a learning process that facilitates high academic performance and empowers students to enact genuine social change on relevant issues. Information regarding Service Learning Programs can be obtained by contacting <http://dpi.wi.gov/fscop/slhomepage.html>.

School-Based Enterprise

"School-based enterprises (SBE) are effective educational tools in helping to prepare students for the transition from school to work or college. For many students, they provide the first work experience; for others, they provide an opportunity to build management, supervision and leadership skills." SBE activities help students increase their skills in management, problem solving, business operations, time management, and working in teams. For more information, please see <http://www.schoolbasedenterprises.org/>

Supervised Agriculture Experience(SAE) Program

The Supervised Agricultural Experience (SAE) programs are school-supervised work experiences in any agricultural-related areas. The SAE allows for the application of concepts and principles learned in agriculture education classes. Students may start their own businesses or work for someone else. There are 47 areas of proficiency recognized by Wisconsin's agricultural businesses and industries; they reward outstanding FFA members with \$70,000 worth of sponsorship annually. For more information, see <https://www.ffa.org/AboutWhoWeAre/SAE/Pages/default.aspx>

Information on publications available from DPI can be obtained by contacting Publication Sales at 800-243-8782 (U.S. only) or (608) 266-2188, fax to (608) 267-9110 or by connecting to the following website: <http://www.dpi.wi.gov/pubsales/index.html>

Wisconsin Department of Public Instruction (DPI)



Department of Workforce Development (DWD)



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Wisconsin High School Work-based Learning Programs

Linking Students to 21st Century
Careers



Wisconsin Youth Apprenticeship Program:

The standard Youth Apprenticeship model is a two-year program for high school juniors and seniors requiring a minimum of 900 hours of paid work-based learning and four semesters of related classroom instruction, based on industry-developed skill standards and a state-issued competency checklist. Students may enroll in a Level One program where they must complete a minimum of 450 hours of paid work-based learning and two semesters of related classroom instruction while they are in the program. Classroom instruction must be integrated with worksite training. The Department of Workforce Development (DWD) issues a Certificate of Occupational Proficiency to students who successfully complete the program. Local youth apprenticeship partnerships must be approved by the DWD to operate a youth apprenticeship program. Information regarding the Youth Apprenticeship Program can be obtained from the Department of Workforce Development website at: <http://dwd.wisconsin.gov/youthapprenticeship/> or by calling (608) 267-7944.

Employability Skills Certificate Program:

The intent of the *Wisconsin Employability Skills Certificate Program* is to recognize a student's mastery of employability skills valued by employers, to help students explore career interests, and to provide a state credential of student mastery. This program allows:

- Students to document their employability skills
- Employers to assess student's skills they are looking for in quality employees
- Educators to customize instruction to help learners to acquire skills that today's workplace requires.

The *Employability Skills Certificate Program* consists of the following required components:

- Reinforcing 21st Century Skills in Personal Work Habits and Attitudes
- Completion of 90 on-the-job paid work hours
- Career Exploration and Planning.

Cooperative Education Skill Standards Certificate Program

Wisconsin's Cooperative Education Skill Standards Certificate Program is designed in partnership with business, industry and labor representatives, and educators around the integration of school-based and work-based learning and appropriate career development experiences. The program is designed to provide paid work experience for junior and senior high school students which contributes substantially to their educational and occupational development. Students learn technical tasks and employability skills validated by business and industry representatives in cooperation with high school, technical college and university instructors. The student attends school part of the day and works part of the day. A licensed teacher supervises this arrangement in one of the following areas: agriculture, business, family and consumer, health science, marketing, or technology education.

The student's job is matched with a career interest in one of these areas. The student also takes a high school course in the related area; this course may be eligible for transfer credits to a technical college or four-year college.

Job Shadowing

Job shadowing is a school-supervised career exploration activity, which can begin in middle school and continue through high school. Students visit worksites and "shadow" employees as they perform their jobs. Job shadows are designed to be short term. Job shadows emphasize observing the workplace, not participating as a productive worker. The job shadow provides the student a meaningful introduction to the world of work and provides a context for understanding the relationship and interaction between the academics taught in the classroom and the workplace.

Information regarding DPI Programs is available on the DPI Workbased Education website:

<http://dpi.wi.gov/cte/workbase.html>

School-Supervised Work-Based Opportunities for Wisconsin Secondary Students

Wisconsin high school students have many opportunities to learn about the world of work. In fact, the majority of high school students work sometime during their high school years. Students who participate in school-supervised work-based learning have additional opportunities to learn employability skills, and with many programs, occupational skills related to their high school courses. School-supervised work-based learning reinforces for students the connection between work and school, provides a chance for meaningful contact with adults/mentors, improves their chances for successful employment as young adults, and helps solidify career interests.

Characteristics	Youth Apprenticeship Levels One and Two	State Certified Co-op	Traditional Co-op	Employability Skills Certificate Program	Work Experience	Service Learning	Youth Leadership Skill Standards Certificate Program	Job Shadowing
Paid/Unpaid	Paid	Paid	Paid	Paid preferred	Paid	Unpaid	May involve paid work	Unpaid
Related Classroom Instruction	Level 1 - 2 semester related instruction based on State required competencies Level 2 - 4 semester related instruction based on State required competencies	State required competencies	Local Competencies	State required employability skills	Local competencies	Cross-discipline class project	State required youth leadership skill development in school, work, and community settings	Career unit
Supervision	Youth Apprenticeship Coordinator	Vocationally Certified Teacher	Vocationally Certified Teacher	Certified Teacher	Certified Teacher*	Certified Teacher	Certified Teacher	Certified Teacher
State Certificate	Yes	Yes	No	Yes	No	No	Yes	No
High school Credit	Yes	Yes	Yes	Yes	Yes	Local decision	Local decision	No
Postsecondary Credit	Possible	Possible	Possible	Possible	No	No	Possible	No
Required No. of Work Hours	Level 1 – 450 Level 2 – 900	480	Local decision	90	Local decision	Local decision	Local decision	A few hours to a few days
Administered by	Department of Workforce Development	Department of Public Instruction	Local School District	Department of Public Instruction	Local School District	Local School District	Department of Public Instruction	Local School District
Typical Time to Complete	Level 1 – 1 year Level 2 – 2 years	1 year	1 year	1 year	1 year	Varies	1 or more years	A few hours to a few days
Content Areas	Agriculture, Food & Natural Resources Biotechnology Drafting & Design/Architecture Drafting & Design/Engineering Drafting & Design/Mechanical Finance Health Services Hospitality, Lodging & Tourism Information Technology Manufacturing Printing/Graphic Arts Transportation, Distribution & Logistics Welding	Marketing Executive Leadership Professional Sales Retail Marketing Entrepreneurship Agri-Business/ Animal Science Agri-Business/ Plant Science Business *Child Services Electronics Food Services *ACCT- 80 hours of classroom and 10 hours of field observation *Infant Toddler- 20 hours classroom and 10 hours of field observation	Marketing Education Business Education Technology Education Family & Consumer Education Agriculture Education Health Occupations	Any content area Paid internships may qualify for this program. School based enterprise may qualify for this program if all requirements are fulfilled.	Any content area Unpaid internships qualify here. Supervised Agricultural Experience (SAE) is a work experience program run through the schools agriculture program. *A licensed agriculture teacher is required for an SAE component.	Any content area	Any content area with skills related to: <ul style="list-style-type: none"> • Self management • Communication and critical-creative thinking skills: listening, reading, speaking, writing, and observation • Information, media, technology • Interpersonal, conflict management, democratic organizational and small group skills • Ethical principles and behaviors • democratic discussion and problem-solving; reasoned action skills 	Any content area

Numerous industry based certifications can be earned by Wisconsin high school students. For a detailed list of certifications and web based links, please see the WI DPI Work-based Learning website at <http://www.dpi.wi.gov/cte/workbase.html>.