

Fall 2021- 2022 Work-Based Learning (WBL) and Student Internship Guidelines (Updated January 2022)

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Work-based learning is an authentic learning experience that allows students to explore their career goals, abilities, and interests while applying their academic and technical knowledge and skills in a real-world context. These experiences are planned and supervised by instructional staff in collaboration with business, industry, or community partners. WBL is a critical component of [college and career planning milestones](#) for high school students. The New York City Department of Education has defined a [sequenced continuum of Work-Based Learning activities](#) and experiences for all students that address Career Awareness, Career Exploration and Career Preparation. **An Internship is a type of work-based learning that is a highly structured, time-limited, Career Preparation activity in which students are placed at a worksite to participate in and observe work first hand.** The [New York State Education Department](#) upholds continued use of **virtual work-based learning**¹, including internships, as one viable model for this school year.

Notes: All non-DOE personnel supporting such as Community Based Organizations, Intermediary Providers, etc, supporting with WBL and internship programming, must show proof of COVID-19 vaccination to enter a DOE building. School leaders are encouraged to share these guidelines with their work-based learning team and all work-based learning providers and intermediaries that are contracted out to deliver such services. [COVID 19 Vaccinations](#) are encouraged for all students 12 years and older. For students participating in internships at DOE sites, vaccination guidance is forthcoming. Students participating in off-site internships in select sectors may need to align with vaccination and/or testing requirements mandated by employers/internship host sites.

SUMMARY OF 2021-22 WORK-BASED LEARNING (WBL) AND INTERNSHIP POLICY

Virtual/Hybrid WBL and Internship Policy Summary	In-School WBL and Internship Policy Summary	Off-Site WBL and Internship Policy Summary
<ul style="list-style-type: none"> - Virtual opportunities ensure student access to work with a diverse group of employer partners across multiple high-growth high-demand industries; - Schools must set communication protocols between the internship/WBL host, the student participant, and the WBL internship coordinator²; and ensure that any tools used to facilitate communication 	<p>Student can participate in in-person work-based learning and internships at DOE school sites when the following is in place:</p> <ul style="list-style-type: none"> - School site supervisors provide student interns with a health and safety protocol orientation which includes reviewing the School Health Policy, (Partner View) prior to official start date; communicate safety and health 	<ul style="list-style-type: none"> - Off-site, in-person work-based learning and internships will be limited to select <u>sectors</u>³ that require hands-on training of technical skills such as culinary, construction, transportation, healthcare, District 75 WBL programs, and DYCD managed programs such as (Work Learn Grow). - Student participant may need to show evidence of vaccination and/or weekly testing as per employer/host site requirements - If a student participant is suspected or confirmed for COVID 19, the

¹ A WBL experience where students learn work-related and (where appropriate) technical skills related to a job or career field. Students complete an experience or a simulation, similar to what they would have completed on-site; however, the student does not go to the site. This would be done via an industry influenced project and/or students may complete responsibilities via telecommuting, e-mail, or other means, interacting with an actual industry employer/mentor. Students may have the opportunity to work with an industry employer/mentor from a real or simulated organization (<http://www.p12.nysed.gov/cte/wbl/RemoteResources.html>)

² For purposes of this document, WBL Internship Coordinator is a school-based staff overseeing student’s internship participation. This individual may be a WBL Coordinator, CTE teacher, Internships Coordinator, or Guidance Counselor, and serves as the main school point of contact for the student intern and host employer.

³ Select CTE sectors for in person internships are architecture/pre-engineering, barbering/cosmetology, construction, culinary, film and television, healthcare, plant and animal science and transportation.

between the student and employer/mentor are compliant with [Education Law 2D](#).

- Hybrid opportunities must follow the health and safety guidelines described in the “Off-Site WBL and Internship” guidance.

protocols use during and at conclusion of each activity to families and school personnel

- School site supervisors will identify internship experiences that comply with school safety and health protocols in designated internship rooms/areas.
- Internship start and end hours must align with school hours of operation
- School site supervisors should be invited to any school based (building response team) safety meetings and provide internship updates.

student is a **CASE** and communicates with the school. The principal or designee must call the Situation Room at 212-393-2780 and await next steps

- If student participant is a potential close **CONTACT**, employer/internship host provider follows [industry specific NYS guidance](#) and NYC Health protocol for [Handling of COVID 19 cases in the workplace](#)

Note: For schools offering programs that include an off-site curricular component not included in the three categories of work-based learning above, please do the following:

- Complete the [Off-Site Curricular Activities Form](#) and you will receive guidance from a contact in the Chief Academic Office or Division of the First Deputy Chancellor about next steps to ensure student health and safety. Sign in with schools.nyc.gov account to access the form.

WBL GUIDELINES AND HEALTH AND SAFETY PROTOCOLS FOR FALL 2021

Virtual/Hybrid WBL Guidance includes:

- Consideration for the needs of the student and employer/internship host site in determining the WBL modality (virtual or in-person). For students with disabilities this includes providing any workplace supports and/or accommodations outlined in the student’s [IEP](#).
- An orientation for employer/internship host and students, aligned to the virtual learning environment.
- While it recommended that students and their host supervisor use online communication platforms (such as Zoom, MS Teams, Google Meet, etc.), video should not be used. In the event that it is needed students should complete the updated [Video Conference and Media Consent Form](#) found in the Infohub. When using video, it is recommended that the background is masked by using a virtual background and that, where possible, the WBL Coordinator should be present.

In-School WBL Guidance and Health and Safety Protocols include:

- Consideration for the needs of the student and employer/internship host site in determining the WBL modality (virtual or in-person).
- Site supervisors review and understand the DOE’s [School Health Policy \(Partner View\)](#)
- Site Supervisors review and understand [Situation Room Tips, \(Partner View\)](#) and have an understanding of the definition of close contacts and the infectious period to answer any potential questions from students or parents.
- If a student is suspected or confirmed for COVID-19, the site supervisor must immediately:
 - Contact the school principal.
 - The principal or designee must call the Situation Room at 212-393-2780 and follow guidance and implement next steps.
 - Student internships can continue during student’s quarantine if a virtual component is feasible.

Off-Site WBL Guidance and Health and Safety Protocols include:

- Consideration for the needs of the student and employer/internship host site in determining the WBL modality (virtual or in-person).
- School leadership and WBL Internship Coordinator has a clear understanding of DOE’s [School Health Policy](#), [\(Partner View\)](#) and [Situation Room Tips, \(Partner View\)](#)
- Ensuring WBL Internship Coordinator’s availability for supervision and conducting one mandatory [pre-internship host site visit](#). Confirm the employer/internship host site is familiar with [symptoms of COVID 19](#).
- Ensuring that the student intern and parent/caregiver understand that the host employer might require proof of vaccination for COVID-19 and/or weekly testing.
- WBL Coordinator reviews employer/internship host site’s [NY Forward Safety Plan](#) for COVID 19 related health and safety measures including reporting of

- The WBL host/employer should include the WBL Internship Coordinator or CBO/Internship Provider on essential calendar invites/meeting requests so that they may be allowed to join to support students and/or view students in their “working environment.”

- Hybrid opportunities must follow the health and safety guidelines described in the “Off-Site WBL and Internship” guidance.

- Students may return to in-person internships when quarantine is completed and when they are cleared to return to school.
- If multiple cases are confirmed, the site supervisor and principal may assess the feasibility of continuing student internships and can implement a blended model. A blended model during work based learning represents a differentiated virtual component that can be implemented as either a main part of the internship experience or as an added component to be implemented in case of long term student absences that are connected to the covid pandemic.

confirmed and suspected COVID 19 cases to state and local health departments for contact tracking efforts. See [HERE](#) for more information.

Guidance if student participant in off-site/in-person experience is the suspected or confirmed COVID 19 CASE - Student participant should:

- Communicate with the WBL Internship Coordinator.
- The WBL Coordinator informs the principal.
- The principal or designee follows Situation Room protocol for [Student or School-Based Staff Member Calls Out Sick With COVID-Like Symptoms, \(Partner View\)](#)
- The principal or designee must call the Situation Room at 212-393-2780 and await next steps. Review Situation Room Tips [HERE](#) , (Partner View)
- The WBL Coordinator or internship provider/CBO partner may assess student intern and employer/host site capacity and interest in completing the internship virtually.

Guidelines for student participant as a potential CONTACT to suspected or confirmed COVID 19 case at employer/internship host site:

If a student intern may have been exposed and in close contact (within 6 feet for a total of 10 minutes or more) with a person with COVID-19 at the employer/internship host site, the protocol is:

- The employer/internship host site should follow [industry specific NYS guidance](#) and NYC Health protocol for [Handling of COVID 19 cases in the workplace](#).
- The WBL Coordinator or internship provider/CBO partner may assess student intern and employer/host site capacity and interest in completing the internship virtually, *if* the student intern needs to quarantine.
- If this is a school-supported paid internship opportunity, student intern should be paid during quarantine.
- After completing quarantine, student intern may return to in-person internship once completed quarantine is confirmed by the WBL Coordinator or internship provider/CBO partner, in consultation with the employer/internship host site supervisor.

DOE Central Contacts for Work-Based Learning and Internships: Schools supporting WBL coordinated through various DOE offices including the Office of Postsecondary Readiness, Office of Community Schools, District 79, District 75 and Division of Specialized Instruction and Student Support, must communicate directly with these offices for specific guidelines on student eligibility and operationalizing WBL, including internships, for Fall 2021.

Office	Point of Contact	Specific Guidance and Resources
Office of Postsecondary Readiness: Career and Technical Education Office of Postsecondary Readiness: Learning to Work	Takiyah Weekes: tweekes3@schools.nyc.gov Lynette Lauretig: lloret@schools.nyc.gov Cresse Deville-Hughes: CDevilleHughes@schools.nyc.gov	<ul style="list-style-type: none"> • NYSED WBL Manual (new) • WBL Scope and Sequence includes virtual adaptations • Guidelines for CTE Virtual Internships • Guidelines for In person Internships in select CTE sectors
Office of Community Schools	Michelle Rosa: mrosa28@schools.nyc.gov Susan Diaz sdiaz23@schools.nyc.gov	
District 79 ACCESS Citywide Offices	TaNitra Watson: twatson11@schools.nyc.gov Lisa Batson: lbatson@schools.nyc.gov	
Division of Specialized Instruction and Student Support	Jonathan Santiago: jsantiago27@schools.nyc.gov Natalie McQueen: nmcqueen@schools.nyc.gov	<ul style="list-style-type: none"> - SY '21-22 Training Opportunities Program - WBL for Students with High Support Needs - Fast Facts: WBL for Students with Disabilities - Transition Source: Preparing for Life After School - Parent Network NY- Preparing your child/young adult for Work - National Collaborative on Workforce and Disability

WBL and Internship Frequently Asked Questions (FAQs)

Do students participating in in person internships at external (non-DOE) sites need to show proof of vaccination?

In-person internships may be implemented only in certain sectors architecture/pre-engineering, barbering/cosmetology, construction, culinary, film and television, healthcare, plant and animal science and transportation, where demonstration of hands-on and technical skills is a critical component of the experience. In some of these cases, the employer/internship host site may need proof of vaccination and/or weekly testing. Students wishing to participate in such in-person internships would need to align with employer/host site vaccination and testing requirements.

What are guidelines with respect to vaccinations for students participating in in-person WBL opportunities, including internships, at DOE sites?

For students participating in internships at DOE sites, vaccination is strongly encouraged but not required. Per the [Homecoming Health and Safety Guide](#), COVID 19 Vaccinations are encouraged for all students 12 years and older. Students participating in internships at DOE sites must follow all DOE health protocols, including wearing a face covering and [completing the health screening](#).

What are guidelines for students taking public transportation to off-site/in-person internship experiences?

Guidelines for transportation to and from off-site/in person internship experiences are forthcoming

What are protocols for DOE staff supervising WBL activities at DOE sites?

All DOE and CBO staff supervising internships and other WBL activities at DOE sites, will need to align to [DOE's School Health Policy](#), including physical distancing, face coverings, health screenings and COVID 19 [Vaccine Requirements for Employees and Others Working/Volunteering in a DOE Building](#)

What are protocols for non-DOE staff (CBOs, intermediaries, non-DOE student interns) supervising WBL activities at DOE sites?

All non-DOE staff must follow all DOE health protocols, including wearing a face covering and completing the [health screening](#). Health screening results are valid for 24 hours, so students and staff only need to complete the screening form once per day. Additionally, the DOE's vaccination requirements covers the following individuals:

- All DOE volunteers, interns, and student teachers in a DOE school or DOE building,
- City employees who work in-person in a DOE school or DOE building,
- DOE/City contractors who work in-person in a DOE school or DOE building,
- Employees or contractors of any charter school, 3K, or PreK program located in a DOE building who work in person in such a building