

THE WORK-BASED LEARNING (WBL) PROGRAM

(Available to MTHS Grade 12 students only)

WORK-BASED LEARNING: SCHOOL BASED INTERNSHIP (SBI)

CREDITS: 10 (150 work hours required/may be determined by each SBI supervisor)

School Based Internship opportunities are available for students within the Monroe Township School District. Paid/Unpaid School Based Internships will also receive credit on their high school transcript. The following School Based Internship areas will require an application and will be appointed by the appropriate school personnel. Number of positions available are subject to change.

Requirements:

- Students must request this course option when scheduling
 - Required Board of Education (BOE) documentation must be completed and submitted for payroll and BOE policy purposes.
 - Students enrolled in this program option will be required to attend the required WBL meetings/workshops monthly, throughout the school year.
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Athletic Training Aide (Multiple positions available) - Click [here](#) to apply

As Athletic Training Aides, students will observe the Athletic Trainers and develop an understanding of the job and the skills that are required to be an effective clinician within the field. Students will apply basic first aid, be responsible for checking patients in and out, guiding patients through the Athletic Training Room, assisting patients with rehabilitation as directed to do so by Athletic Trainer, cleaning the Athletic Training Room and managing Athletic Training Supplies, and assist in stocking medical kits and drawers to ensure the Athletic Training Room is functioning properly. Hours will vary due by sport season and schedule. Athletic Training Aides may be inside working in the Athletic Training Room or covering sports that are taking place that day and students may be outside in all types of weather.

Requirements to become an Athletic Training Aide:

- Students must have completed Prevention & Care of Athletic Injuries or Honors Anatomy and Physiology, prior to their senior year, to be eligible for selection.
- Students who are interested in the internship must write a letter of interest due in March of their Junior year to the Athletic Training Supervisor for consideration
- Students who have expressed interest will be interviewed for the selection by the Athletic Trainers
- Volunteering as a junior, is highly recommended
- Students can keep a full schedule or choose late arrival or early dismissal
- Position is paid at the current minimum wage

AUDIOVISUAL/PAC SUPPORT (1 position available) - Click [here](#) to apply

The Audiovisual (AV)/Performing Arts Center (PAC) Support intern will set up microphones, speakers, and related equipment for music, drama and other events at the MTHS Performing Arts Center, Commons, and other areas of the school; operate audio console and video projector for such events; assist with lighting design for drama productions.

Requirements to become an AV/PAC Intern:

- Should have interest in live audio/video technology applications and stage lighting;
- Preferred candidates will have already undergone training during their junior year or earlier.
- Must have a flexible after school / evening schedule to work various events (plays, concerts, presentations...)

- Must have access to after hours transportation to be able to get to and from these events.
- Student can keep full schedule, choose late arrival or early dismissal
- Candidates will be selected to participate in an Interview
- Position is paid at the current minimum wage

AVID Tutor (Multiple positions available) - Click [here](#) to apply

AVID (Advancement Via Individual Determination) tutors play a vital role in the AVID Elective class, while also benefiting other content area classes in a school. AVID students have the opportunity to become AVID tutors at the district middle school (6th, 7th, and 8th grades) and/or high school (9th & 10th grades). Using their knowledge and experience, AVID trained tutors facilitate learning in study groups by subject that leads to increased student participation and success. Working in this capacity, tutors meet with students regularly under AVID Elective teacher facilitation, in small groups not to exceed a 7:1 student/tutor ratio.

Tutors are essential to the success of AVID, acting as a resource and role model for AVID students both academically and socially. Tutors become thoroughly grounded in the WICOR (Writing, Inquiry, Collaboration, Organization and Reading) strategies through professional development, and are expected to be active learners. Accepted AVID tutors *are required* to undergo a Criminal History background check and fingerprinting to be Board of Education approved. (A fee for these services is necessary.) They are also required to verify Mantoux Tuberculin testing. Students receive high school credit and payment through this fieldwork experience.

Requirements to become an AVID Tutor:

- Students must be a current AVID 11th grade student who is in good standing with academic coursework and attendance
- Candidates will be selected to participate in an Interview
- If hired, training over the summer (late August) is provided and *required*.
- Students must be available during Block 4 on A and/or B days - (Early dismissal)
- Position is paid at the current minimum wage

Engineering: 3D Design/Printing/Drafting Intern (Multiple Positions Available) - Click [here](#) to apply

The 3D Design/Printing/Drafting interns must be familiar with PLTW IED, PLTW CEA, 3D Design and Printing, Drafting. Troubleshoot 3D printers when necessary. Keep track of laptops and be a liaison with IT. Research new technology and assist in ordering supplies. Assist with weekly lesson planning. Help coordinate department initiatives involving Engineering or 3D design. Interns will assist students with questions concerning Engineering and 3D design. Interns must be able to work with students in small groups or individually.

Requirements for becoming an Engineering-3D Drafting/Printing/Drafting Intern:

- Candidates will be selected to participate in an Interview
- Students must request this course option with their Guidance Counselor when scheduling
- Position may be UNPAID

Engineering & Robotics Intern (Multiple positions available) - Click [here](#) to apply.

This opportunity will strengthen the students career skills such as working with clients/vendors, preparedness, working in a classroom set-up, technical expertise, professional skills, and more, but most importantly, gives seniors the opportunity to expand their knowledge and help build a comprehensive engineering program at the high school.

Engineering and Robotics Interns are expected to spend both Block 4 periods working on tasks and duties that are not restricted to: Setup of in class projects; Assisting with lesson plans; Engaging students in the classwork; Helping students with questions; Machinery cleaning, repair and general maintenance; Inventory organization; Research of vendors; Organization of orders; VEX Robotics Competition logistics help; VEX Robotics Competition field construction.

Requirements for becoming an Engineering & Robotics Intern:

- Candidates will be selected to participate in an interview.
- Suitable candidates can be pre-selected and may be approached via invitation to the Internship based on past performance in Introduction to Engineering Design (IED), Principles of Engineering (POE), Civil Engineering and Architecture (CEA), Digital Electronics II (DEII) and/or Engineering Design and Development (EDD) courses they have taken.
- It is highly recommended that all Engineering and Robotics Intern applicants have taken IED and POE/CEA/DE II in order to be eligible for the Internship. Few exceptions will be made.
- Maturity & Reliability - Modeling appropriate behavior in the classroom.
- Motivated & Hard Working.
- Organized & Manages Time Well.
- Attention to Detail.
- Ability to communicate and interact with teachers, coaches, and other staff.
- Willingness to learn new skills and work outside of one's comfort zone.
- The position may be UNPAID.

Graphic Design (Multiple positions available) - Click [here](#) to apply

This opportunity teaches Interns career skills such as working with clients, reaching and working under strict deadlines, having preparedness, professional skills, and expanding their knowledge and skills within the Adobe Creative Cloud as well as working with printing machinery.

Requirements for becoming a Graphic Design Intern:

- An application process is required for all prospective Interns. Applications must be submitted before Spring Break and will be reviewed in the spring. Periodically, suitable candidates can be pre-selected and may be approached via invitation to the Internship based on past performance in Graphic Design courses they have taken.
- Candidates may be asked to participate in an Interview
- Interns must be available for one of the following options: 7:30am-9:00am (Late Arrival) or 12:30pm-2pm (Early Dismissal) on both A & B Days
- Interns will be expected to spend class periods working on creating designs for staff throughout the district.
- It is highly recommended that all Graphic Design Applicants take Graphic Design 1, 2, & 3 in order to be eligible for the Internship. Few exceptions will be made.
- Desired qualities for Graphic Design Interns are: Maturity & reliability, attention to detail, ability to communicate and interact with teachers, coaches, and other staff; willingness to learn new skills and work outside of one's comfort zone; ability to take constructive criticism and apply it to their work; motivated & hard working.
- Applicants must be junior students looking to continue their education in Graphic Design.
- Students must request this course option with their Guidance Counselor when scheduling
- Position is paid at the current minimum wage

IT Intern - Tech Department (Multiple positions available) - Click [here](#) to apply

As an IT/Tech Department Intern, the student will assist in installation and configuration of iPad and Macintosh devices, configuration of Microsoft Windows 10 workstations to operate in a Microsoft Windows Active Directory environment, assist in upgrading of workstation hardware to include memory, hard drives, and Ethernet adapters, assist in Installation of software on Windows 10 Computers, assist in configuration of workstations running Windows 10, assist in installation and configuration of Chromebooks, assist in maintenance of Xerox and HP printers, and other technical support. Students will complete weekly technology research questions related to a variety of topics in the field of technology.

Requirements for becoming an IT Intern:

- Available from 7:30am-9:00am (Late Arrival) or 12:30pm-2pm (Early Dismissal)
- Hard working student
- Some technical background

- Interest in informational systems
- Applicants will be selected to participate in an Interview
- One position is paid at the current minimum wage. Additional positions may be unpaid.

Music Education Intern (Multiple positions available) - Click [here](#) to apply

This internship is geared towards students who are seeking to teach and/or perform music. The goal of the Music Education intern is to help promote the music program and teach the younger students (Grades 4-6) music theory and music performance. The interns will have the opportunity to travel to MTMS, Brookside Elementary, Woodland Elementary, and Applegarth Elementary schools to assist with the 4th-6th grade instrumental lessons. Student(s) **MUST** be taking a music ensemble class during the school day. Student(s) can be a member of the Symphonic Band, Honors Percussion Ensemble, Honors Wind Ensemble, Honors Treble Choir, or Honors Concert Choir.

Working alongside the music teacher, the intern will:

- Learn how to teach instrumental music to elementary and middle school students
- Work with teacher to help give more individualized instruction to students
- Provide assistance to the music teachers with both educational and administrative duties
- Create and teach lessons that are appropriate for the specific lesson group
- Help to promote equity and inclusion in the classroom by assisting the teacher in providing students with materials and skills needed
- Promote a positive learning environment
- Take notes on how to teach a band class, a lesson group, or individual lessons
- Teach lessons to 4th-6th grade music students and possibly a class/rehearsal
- Learn different instruments besides their primary instrument
- Assist with concerts and rehearsals throughout the year
- Understand the importance of music education in public schools and learn how to become a better teacher for future students
- Any general responsibilities and requirements part of the Work Based Learning Program
- Candidates will be selected to participate in an Interview
- Students must request this course option with their Guidance Counselor when scheduling
- Position may be UNPAID

Video Production (Multiple positions available) - Click [here](#) to apply

Video Production interns will record and edit a variety of school district content such as concerts, athletic events, promotional videos and more.

Requirements to become a Video Production Intern:

- Must have successfully completed at least Video Production 1; Video Production 2 or 3 preferred (can be enrolled in those classes while doing WBL).
- Must have access to after hours transportation to get to various school district locations as needed.
- Students must be available during Block 4 on A and/or B days - (Early dismissal)
- Candidates will be selected to participate in an Interview
- Students must request this course option with their Guidance Counselor when scheduling
- Position is paid at the current minimum wage

WORK-BASED LEARNING: TEACHING MENTORSHIP

CREDITS: 15 (Minimum 300 Mentorship Hours Required)

Teaching Mentorship is part of the Work Based Learning program. It is designed to give students valuable experience working with younger children in an elementary classroom. Mentors will have the opportunity to work closely with school age children which will expose them to the field of education as a career choice. Mentors will work directly with the regular classroom teachers to develop lesson plans, projects, grades, etc. Mentor students will travel to the middle and elementary schools within the Monroe Township and Jamesburg School Districts to work with teachers. Mentors will be observed and supervised by a high school staff member and cooperating teacher at least five times during the school year. Mentor students will learn about the

opportunities available in the field of teaching, to cultivate the abilities essential in a good teacher, learn various trends, techniques, phases of education, and to foster the development of student leadership. Students that successfully complete the Teaching Mentorship program with 300 Mentorship hours will earn 15 credits on their MTHS transcript and may also earn three college credits from Kean University through our accredited Tomorrow's Teachers program (Optional fee required)

Requirements for Teacher Mentorship:

- Must have completed Working with Children I & II and/or III or waiver/teacher approval
- Must be available during Block 3A after Lunch & 4A and Block 4B (Early Dismissal)
- Completed Teaching Mentorship Application - Click [here](#) to apply
- Subject to Teacher Interview & Evaluation
- Students must request this course option with their Guidance Counselor when scheduling
- Complete Tomorrow's Teachers application for Kean University with teacher and Kean University professor
- Obtain a grade of C or better in the program
- Optional fee paid to receive 3 college credits from Kean University

WORK-BASED LEARNING: OUTSIDE MTHS INTERNSHIP (PAID/UNPAID)

CREDITS: 10 (150 work hours required)

Participation in this program will help the students explore their career of interest, where they will gain experience and knowledge in their identified career path. Such skills include employability, occupational and career readiness. This program gives students the opportunity to obtain paid or unpaid internships outside of Monroe Township High School. Students are responsible for securing an approved paid or unpaid internship on their own by June 1st. Students who are unable to secure an internship by June 1st, will be routed to other available Work-Based Learning programs, another available MTHS course or elective or to Senior Early Out. Students are not guaranteed their course elective choices.

Requirements for PAID/UNPAID Internship (Outside of MTHS):

- Secure an approved paid or unpaid internship by June 1st
- Students must request this course option with their Guidance Counselor when scheduling
- Students enrolled in this program option will be required to attend the required WBL meetings/workshops monthly, throughout the school year.

WORK-BASED LEARNING: COMMUNITY BASED FITNESS LEADER (CBFL)

CREDITS: 10 (150 community service hours required)

Prerequisite: Must be in Unified program/Falcon PALS PE/Unified Club

Community Based Fitness Leader (CBFL) (Multiple positions available)

Community Based Fitness is designed to afford all students the opportunity to experience health and fitness opportunities offered to adults in a community setting. Students selected as Community Based Fitness Leaders are considered Core Team Leaders and Peer Leader Ambassadors for the Unified program in the Monroe Township Community. CBF Leaders work alongside our 18-21 year old population with intellectual disabilities and lead younger students with and with/out intellectual disabilities in Unified activities. These activities facilitate and encourage inclusion and acceptance on the lower levels and throughout the Monroe Township Community. Involvement in various activities throughout the year that encourage respect, inclusion, and acceptance in the Community. The program currently runs on Tuesdays and Thursdays from 12:00pm-2:00pm. Students will also meet 1x per month for planning and preparations that will be implemented in activities for the program. Student leaders involved in CBF will visit various Monroe Township Elementary Schools and the Monroe Township Middle School throughout the year. Students will also visit various public community establishments to engage in fitness activities that promote lifetime fitness. Activities include: Golf, Fishing, Disc Golf, Yoga, Strength training, Pickleball, Tennis, Hiking, Engage in Adult fitness/sport specific classes (Boxing, Circuit training, Zumba, Golf lessons, Yoga)

Requirements for becoming a Community Based Fitness Leader (CBFL):

- Students must be in the Unified program/Falcon PALS PE/Unified Club
- Students must be available during Block 4, preferably on both A & B days, with Early dismissal
- Complete an application - Click [here](#) to apply
- Successfully complete a faculty review & interview
- Grade of 85 or better in Junior Health and Physical Education
- Students enrolled in the Community Based Fitness Leader (CBFL) option, must complete a monthly hours log to track their hours.
- Students must request this course option with their Guidance Counselor when scheduling
- Students enrolled in this program option will be required to attend the required WBL meetings/workshops monthly, throughout the school year.

WORK-BASED LEARNING: COMMUNITY SERVICE

CREDITS: 10 (150 community service hours required)

Participation in this program will help the students explore their career of interest, where they will gain experience and knowledge in their identified career path. Such skills include employability, occupational and career readiness. This program gives students the opportunity to volunteer in areas outside of Monroe Township High School. Students are responsible for securing an approved community service opportunity on their own by June 1st and submit to the WBL office for approval. Students who are unable to secure a volunteer opportunity by June 1st, will be routed to other available Work-Based Learning programs, another available MTHS course or elective or to Senior Early Out. Students are not guaranteed their course elective choices.

Requirements:

- Secure an approved volunteer site by June 1st
- Students participating in the Community Service program option must complete a monthly hours log to track their hours.
- Students must request this course option with their Guidance Counselor when scheduling
- Students enrolled in this program option will be required to attend the required WBL meetings/workshops monthly, throughout the school year.

WORK-BASED LEARNING: COLLEGE CREDIT ACCELERATION

CREDITS: 0

Monroe Township High School has a partnership with the following colleges/universities, where students may select an approved course offering to obtain college-level credits while working towards high school graduation. Credits per course may vary by institution. Students will have the option to take courses in the FALL and SPRING semesters. If a student chooses to take classes in only the FALL or SPRING, the other semester will read SENIOR EARLY OUT or SENIOR LATE ARRIVAL, NOT WORK-BASED LEARNING. Students will be able to choose Late Arrival or Early Dismissal on their schedule, based on the course/time chosen. Students also have the option to keep a full day class schedule. Students will be able to take available courses provided by each college/university that the students are eligible for, provided they meet the requirements. The schools listed below offer courses that have an on-line/remote option; courses may vary. Please choose the online option when searching for courses. Each school offers traditional classes held on campus, but if choosing this option please select the schools closest in proximity to MTHS.

Students do not earn high school credits on their MTHS transcript. However, college credits may be earned with qualifying criteria and applied to the college/university the student is enrolled in. These credits may also transfer to other colleges/universities. Students will be required to follow the registration process and at the end of each course, per semester, and submit a copy of their transcript from the college/university with a passing grade of C or better.

Mercer County Community College, West Windsor, NJ:

<https://www.mccc.edu/enroll.shtml>

- Under this agreement, the High School's students will be able to take any available MCCC courses approved by the High School, provided the students are eligible.
- \$150 per course, plus books/materials

Middlesex College (Formerly Middlesex County Community College), Edison, NJ:

www.middlesexcc.edu

- Students may elect to take a course offered through the High School Scholars program to receive college credit during their senior year in high school. Students will be able to take any available course approved by the college and high school, provided the students are eligible.
- \$135 per course, plus books/materials

Rowan University, Glassboro, NJ:

<https://admissions.rowan.edu/admissions-process/alternative-admissions-paths/dual-credit.html>

- Students can view the course offerings and select any Level 100/200 college course without prerequisites. If the course requires a prerequisite, the prerequisite can be taken in the fall with the follow up course taken in the spring. Students will also have the option to schedule for the prerequisite course in the summer, prior to fall registration.
- Minimum 3.0 GPA (on 4.0 scale)
- SAT Reading subscore 27 & SAT Math 570 or ACT Reading 21 & Math 24
- \$100 per course credit (courses usually 3 credits = \$300 per course), plus books/materials

Requirements:

- Application and completed registration forms required by selected college/university
- Students must request this course option with their Guidance Counselor when scheduling
- Students enrolled in this program option will be required to attend the required WBL meetings/workshops monthly, throughout the school year.