Utah Military Academy (UMA)
Work-Based Learning Policy

1. Purpose and Philosophy

Utah Military Academy recognizes the importance of preparing our cadets for their future. Work-based learning provides empowering opportunities for career awareness, exploration, preparation, and networking to support students in planning their futures.

2. Definitions

A. "Cooperating employer" means a public or private entity which provides participants with training and work experience through activities relative to the entity's ongoing business activities as part of a work experience and career exploration program offered through a school.
B. "Worksite" and "workplace" are synonymous and mean the location where employment occurs for a particular occupation, or an environment that simulates all aspects or elements of the employment, including school-based enterprises.
C. "Work-based learning coordinator" is the person responsible for training work-based learning specialists, teachers and counselors concerning work-based policies, procedures and laws related to implementation of work-based learning across the academy.
D. "Work-based learning specialist" is an employee responsible for coordinating work-site activities including industry tours, job shadows, internships, clinicals, apprenticeships, etc. within a school network.

3. Student Eligibility and Prerequisites

A. To participate in an off-campus work-based learning placement (internship, clinical, or externship), a student must:
    a. Be a high school junior or senior.
    b. Be at least 16 years of age.
    c. Be currently enrolled in, or have successfully completed, a Career and Technical Education (CTE) course aligned with the placement.
    d. Maintain a minimum grade of C in the related CTE course throughout the placement.
B. Prior to Placement, the school must have the following signed documents on file
    a. College & Career Readiness Plan (CCRP)
    b. Internship Application
    c. Transportation Agreement
    d. Worksite Training Agreement
    e. Worksite Confidentiality Agreement
    f. Student LinkedIn / Digital Portfolio Policy Agreement
    g. Written Parent/Guardian Permission Form

4. Employer & Worksite Approval

A. The Work-Based Learning (WBL) Specialist must vet and approve all participating public and private employers prior to student placement. Cooperating employers must sign a Worksite Safety Agreement verifying compliance with:
    a. Accessibility: Full Compliance withAmericans with Disability Act (ADA)
    b. Workplace Safety: Strict adherence to OSHA, Utah Occupational Safety and Health (UOSHA), and applicable municipal safety codes.
    c. Child Labor Laws: Strict compliance with state and federal child labor and wage standards. Unpaid placements must fully satisfy the Fair Labor Standards Act (FLSA) criteria (trainees cannot displace regular staff, fill job vacancies, or perform services yielding primary direct commercial profit).
    d. Nondiscrimination: Prohibition of discrimination across all protected classifications regarding job duties, scheduling, and compensation.
    e. Staff Background Clearance: Any employer representative exercising significant, unsupervised student access must undergo a school-funded criminal background check or operate under an approved Worksite Safety Agreement.

5. Hazardous Occumations & Registered Apprenticeships

Students may not engage in occupations designated as hazardous by the Industrial Commission of Utah or the U.S. Department of Labor unless **all** of the following conditions are met:

A. The student is at least 16 years of age.
B. The student is concurrently enrolled in or has completed an approved, aligned CTE program.
C. A formal Apprenticeship Agreement is executed and filed with the Industrial Commission of Utah.
D. The employer provides documented careful supervision—defined as tailored safeguards and active oversight matched to the student's preparation and technical experience.

6. Health, Safety, and Injury Protocols

A. Safety Instruction:
    a. The WBL Coordinator trains school specialists, instructors, and counselors on hazard prevention and reporting procedures.
    b. The WBL Specialist delivers student safety instruction prior to worksite reporting.
    c. The employer provides site- and equipment-specific onboarding identical to standard employee safety training.
B. Workers' Compensation:
    a. Unpaid Interns:Recognized as volunteer employees under the Academy's Workers' Compensation coverage for documented on-the-job injuries and occupational illnesses.
    b. Paid Interns: Directly covered under the employer's Workers' Compensation insurance policy.
    c. Reporting: Any on-the-job incident must be reported immediately to both the employer supervisor and the school WBL Specialist following Academy's Worker's Compensation guidelines.

C. Liability: Students who comply with employer backgrounding, drug screenings, health protocols, and statutory safety standards are covered under the State Risk Management Fund Liability Policy.

7. Academic Credit and Supervision

A. Credit Award: Academic Credit is granted upon successful completion of all required on-site contract hours, workplace performance metrics, and school based instructional assignments. Failure to meet both workplace and classroom requirements results in loss of credit.

B. WBL Specialist Responsibilities.
    a. Visit worksites to establish structured training outlines and conduct scheduled student performance reviews.
    b. Deliver coordinated classroom instruction, monitor academic eligibility, and notify parents immediately if the student's related CTE course grade falls below a **C**.
    c. Guide the development of the student's professional portfolio and LinkedIn profile.
    d. Facilitate regular employer performance evaluations to track technical skill mastery and learning objectives.

8. Transportation

A. The Academy does not provide student transportation to or from worksites

B. Travel arrangements and transit liability are the exclusive responsibility of the parent or legal guardian.

C. Student drivers are strictly prohibited from transporting other students to, from, or during work-based learning assignments.

9. Program Governance

A Work-Based Learning advisory Committee composed of school staff, CTE leaders, and Industry Partners will convene regularly to maintain state compliance, evaluate program fidelity, and ensure continued grant and state funding eligibility.

Approved October 28, 2026