

Memo



To: Dr. Karla Guseman

From: Dianne McDonald

Date: September 4, 2026

Re: Addition-Workplace Internship course

I respectfully recommend the addition of Workplace Internship, a year-long, unweighted course for grades 11–12, for the 2027–2028 school year.

The Workplace Internship Course offers students an opportunity to “earn while they learn” within their declared career pathway by combining classroom instruction with hands-on professional experience. Students meet in person with their instructor and peers on scheduled class days while utilizing unscheduled blended days as early release to practice technical and employability skills in an authentic work environment. In collaboration with their teacher and employer supervisor, each student develops a Professional Individualized Learning Plan tailored to their career goals, with progress evaluated by the Work-Based Learning Coordinator through site visits and formal skills assessments.

Although having an active job or internship in the student’s career pathway on the first day of class is highly recommended, it is not strictly required. In-person class meetings occur one to five days per week depending on the curriculum, and successful completion satisfies the state Consumer Education requirement. Students are responsible for providing their own transportation to and from worksites as well as any necessary placement-specific materials. To maintain active course standing, students must submit weekly or bi-weekly paystubs or proof of work to the coordinator and satisfy all host-employer onboarding requirements, which may include drug testing, physical exams, or vaccinations.

Finally, all student placements strictly adhere to federal and Illinois labor laws. Student positions must comply with state wage and minor hour regulations, exclude prohibited hazardous duties, and require students under 16 years of age to secure a valid employment certificate prior to starting work.

This has been discussed and approved at the Curriculum Coordinating Council.

Thank you and please let me know if you have further questions.