

Extended learning means the acquisition of knowledge and skills, using defined objectives, through flexible instruction or study outside of the traditional classroom methodology. Examples of extended learning opportunities may include but are not limited to the following: internship, job shadow, mentorship, apprenticeship, digital learning, independent study, and community service.

Extended Learning Opportunities

Definitions

April 14, 2021

The Maine Department of Education and the Maine Department of Labor compiled the following definitions in collaboration with the stakeholders listed on page 3 of this document. The intent of this document is to create clarity of communication statewide among all stakeholders engaged in the creation and implementation of extended learning opportunities for Maine students. Users are encouraged to consult any applicable SAU/CTE policies and procedures for consistency and consider whether additions to or subtractions from the guidance are appropriate.

Extended Learning

Extended learning means the acquisition of knowledge and skills, using defined objectives, through flexible instruction or study outside of the traditional classroom methodology, including, but not limited, to:

- Internship
- Job Shadow
- Mentorship
- Apprenticeship
- Digital Learning
- Independent Study
- Community service

Internship

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development directly related to the career field. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths. Internships are offered by an organization for a determined period-of-time. Internships may be paid or unpaid. If unpaid, the federal guidelines including the [primary beneficiary test](#) developed by the U.S. Department of Labor must be applied. If paid, all federal and state child labor/wage protections apply.

[U.S. Department of Labor Wage and Hour Division Child Labor Laws](#)

[Maine Child Labor Laws Subchapter 4 Article 3](#)

Mentorship

Mentorship is a formal relationship with professional expectations where an experienced person provides a younger or less experienced person help and advice over a determined span of time, especially at work or school. There is a guidance expectation, mentor to mentee, for a pre-determined length of time.

Job Shadow

Job shadowing is the opportunity to observe an employee performing their daily work routine in their work environment. It allows a student to explore specific careers and to get a realistic picture of the tasks performed for that job. This experience is observational only (no work tasks performed), is time limited, and has no expectation of pay.

Apprenticeship

Registered Apprenticeship is an industry-driven, high-quality career pathway where employers can develop and prepare their future workforce, and individuals can obtain paid work experience, classroom instruction, mentorship, and a portable credential. Employers, employer associations, and joint labor-management organizations, known collectively as "sponsors", provide apprentices with paid on-the-job learning and academic instruction that reflects industry needs. Registered Apprentice must be at least 16 years of age (except when a higher minimum age standard of 18 years is otherwise fixed by law or a sponsor) and employed to learn in an occupation approved by the Maine Department of Labor, Maine Apprenticeship Program.

Source: [Maine Department of Labor, Maine Apprenticeship Program](#)

Pre-apprenticeship programs prepare individuals to enter and succeed in a Registered Apprenticeship program and have a documented partnership with at least one, if not more, Registered Apprenticeship program(s). Pre-apprenticeship programs are ideally comprised of both industry-based training and job-related classroom instruction. Pre-apprenticeship programs may or may not include wages or stipend. Pre-apprentice must be at least 16 years of age except when a higher minimum age standard of 18 years is otherwise fixed by law or a sponsor.

Source: [United States Department of Labor, Explore Pre-Apprenticeships](#)

Digital Learning.

Any instructional practice that effectively uses technology to strengthen a student's learning experience and encompasses a wide spectrum of tools and practices.

Source: [Teacher Digital Learning Guide](#)
United States Department of Education, Office of Educational Technology.

Community Service

Work that is done without pay to help people, government, or nonprofit organizations in a community.

Source: [Merriam-webster.com](#)

Independent Study

A course of study done by a student without an instructor or with help from an instructor but not as part of an organized class

Source: [Merriam- webster.com](#)

Appendix A: Extended Learning Opportunities Stakeholder Group	
Name	Role
Lanet Anthony	Co-Chair, Maine Community Coordinators Collaborative (Maine C3) Director of Community Connections RSU 14
James Boothby	Superintendent RSU 25
Paulette Bonneau	Director Biddeford Regional Center of Technology
Rachel Bowler	Labor and Safety Inspector Wage and Hour Division Bureau of Labor Standards Maine Department of Labor
Samantha Brink	Co-Chair, Maine Community Coordinators Collaborative (Maine C3) Career Exploration Manager Sanford High School and Regional Tech Center
Scott Cotnoir	Director Wage and Hour Division Bureau of Labor Standards Maine Department of Labor
Joan Dolan	Director of Apprenticeship & Strategic Partnerships Bureau of Employment Services Maine Department of Labor
Diana Doiron	Maine Learning Results Life and Career Ready Content Specialist Maine Department of Education
Sarah Forster	Assistant Attorney General Maine Attorney General
Margaret Harvey	Middle School Career and Technical Education Specialist Maine Department of Education
Dwight Littlefield	Director Career and Technical Education Maine Department of Education
Katie McLaughlin	Workforce Development Coordinator Mid-Maine Technical Center
Gail Senese	Director Adult Education Maine Department of Education
Donna Tiner	Federal Grant Manager Career and Technical Education Maine Department of Education