

Work Based Learning Manual



The Work Based Learning Manual is a resource for all levels of Career and Technical Education. The resources can be modified to include additional school corporation and local requirements.

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Table of Contents

| Content | Page Number |
|--|--------------------|
| Models of Work Based Learning | 2 |
| Guidelines for Implementation | 2 |
| Progression of Work Based Learning Experiences | 3 |
| Responsibility Sheets | 4 |
| Student Information Sheet | 5 |
| Training Plan | 6-8 |
| Training Agreement | 9-10 |
| Documentation of Work Experience Forms | 11 |
| Site Visit Record | 12 |
| Portfolio Guidelines and Rubric | 13-15 |

Models of WBL Guide

| Characteristics | Registered Apprenticeship | Cooperative Education* | Internship | School Based Enterprise* | Service Learning |
|--|--|--|---|---|--|
| Description | Learn a job or skill by working for a fixed period of time for someone who is very good at that job or skill | Structured integration of classroom learning and real-world experiences* | Explore or gain the relevant knowledge and skills required to enter into a career field | Gain job skills and participate in the management process of a school based enterprise* | Gain management, organizational, and communication skills while completing service |
| Classroom instruction | Yes | Yes | Yes | Yes | Yes |
| Student requirement for career interest in occupation field | <i>Must be aligned to the student's college and career pathway plan</i> | | | | |
| Coordination provided by related class instructor | Apprenticeship OIT mentor and teacher | Yes | Yes | Yes | Yes |
| Content Standards Based Training plan and agreement used | Yes | Yes | Yes | Yes | Yes |
| Advisory committee used | Yes | Yes | Yes | Yes | Yes |
| Students paid for work | Yes | Yes (Required by state statute) | Yes or No | No | No |

**Cooperative programs must follow all federal and state laws related to student employment and cooperative education.*

Please refer to 511 IAC 8-2-5

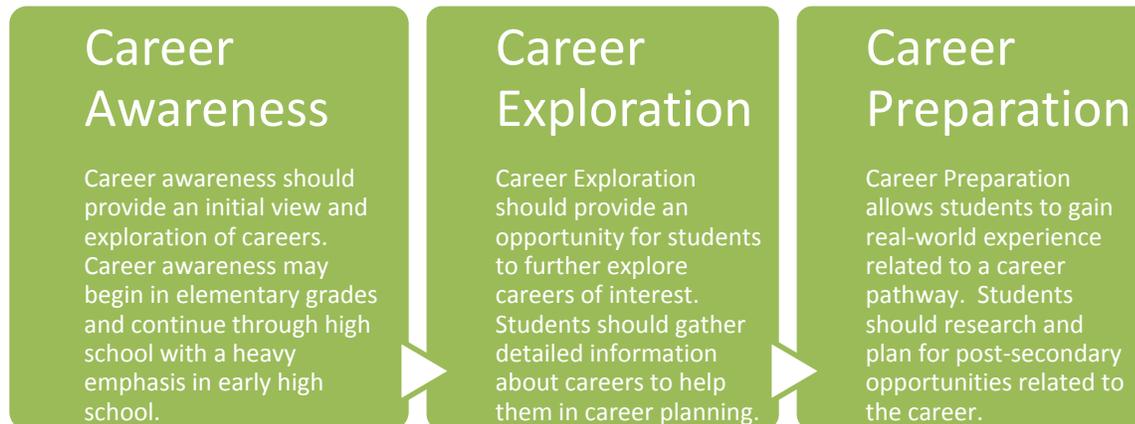
**School Based enterprise should only be utilized in programs working with a business and industry entity*

Recommended Guidelines

Semester based

| Credits per semester | Hours of work experience | Hours of classroom instruction | Supervision Visits per semester |
|----------------------|--------------------------|--------------------------------|---------------------------------|
| 1 Credit | 75-100 | 20-30 | 1-2 |
| 2 Credits | 150-175 | 50-60 | 2-3 |
| 3 Credits | 225-250 | 80-90 | 3-4 |

Progression of Work Based Learning



| | | |
|---|---|---|
| <ul style="list-style-type: none"> • VISITING PARENTS' WORK • CAREER FAIR • DRESS LIKE SUCCESS • GUEST SPEAKERS • VISIT A COLLEGE CLASS • TOUR OF A LOCAL BUSINESS OR INDUSTRY • VIRTUAL FIELD TRIP • INTERVIEW PROFESSIONALS IN INTERESTED CAREER PATH • PARTICIPATE IN A MEETING WITH LOCAL BUSINESS ORGANIZATIONS • BRING A MENTOR TO WORK | <ul style="list-style-type: none"> • JOB SHADOW • INDUSTRY EXPERT SPEAKERS • CAREER RESEARCH • COLLEGE RESEARCH PROJECT • CAREER FAIR • ATTEND AN INDUSTRY EVENT • VISIT WITH LOCAL BUSINESS AND INDUSTRY LEADERS • EXPLORE NON-TRADITIONAL PATHWAY OPTIONS | <ul style="list-style-type: none"> • FIND CAREER MENTORS • RESEARCH POST-SECONDARY PATHWAYS FOR CAREER INTEREST • SECURE A WBL PLACEMENT SITE • PRACTICE INTERVIEW SKILLS • DEVELOP A CONTENT STANDARDS BASED TRAINING PLAN • CREATE A PORTFOLIO • FINALIZE POST-SECONDARY PLANS |
|---|---|---|

Responsibility Guidelines

School Corporations may add additional requirements based on local needs

| | |
|-----------------------------|---|
| Student | <ul style="list-style-type: none"> • Create collaboratively a standards based training plan • Placement in a setting that relates to a chosen career pathways and meets one of the models of work based learning • Sign a site agreement • Complete school-based training in work place skills • Provide transportation • Complete a portfolio • Provide work document reports |
| Teacher | <ul style="list-style-type: none"> • Provide school-based training and teaching of work place skills • Create collaboratively a standards based training plan • Contact and meet with mentor/placement supervisors to explain standards based training plan • Create and sign a site agreement • Help implement and assess the standards based training plan • Complete evaluation and improvement plans for student • Visit potential sites before placing students with business or industry • Conduct visits to student placements: please refer to page two |
| Mentor/Placement Supervisor | <ul style="list-style-type: none"> • Meet with teacher to review standards based training plan • Provide safe and sanitary conditions • Sign a site agreement • Provide safety instructions to the student for all tasks and duties to be performed. • Help implement and assess the standards based training plan • Meet and/or communicate with the teacher at periodic intervals to discuss the student's progress. • Complete evaluation and improvement plans for student. • Monitor student attendance. |
| Administration | <ul style="list-style-type: none"> • Provide teacher time for adequate supervision during placement hours • Support and implement rules and regulations related to student release procedures |
| Parents/Guardians | <ul style="list-style-type: none"> • Sign site agreement • Sign and review standards based training plan • Support student in completing standards based training plan • Contact the teacher when problems or questions arise concerning the student's employment. |

Student Information

| | | | |
|-------------------------|--|--------------------------|--|
| Name | | Student ID | |
| | | | |
| Age | | Date of Birth | |
| | | | |
| Address | | | |
| | | | |
| Cell Phone | | Home Phone if available | |
| | | | |
| Driver's License | | Access to Transportation | |
| | | | |
| Parent/Guardian Name | | Occupation | |
| | | | |
| Parent/Guardian Address | | | |
| | | | |

| |
|-----------------------------|
| State Your Career Objective |
| |

| | | |
|--|-------------------|-----------|
| Site Preferences- Indicate the type of site you prefer for your WBL experience | | |
| 1. | 2. | |
| Number of Absences this year | Tardies this year | |
| | | |
| Previous Work Experience Employer information | Full Time | Part Time |
| | | |
| Job Description and Duties | | |
| | | |
| Are you currently employed? | If yes, where? | |
| | | |

Attach a resume`: Include as references, names of three teachers who can attest to the quality of the work.

[INSERT SCHOOL CORPORATION DISCRIMINATION POLICY]

To the Student: Work Based Learning provides an opportunity to be considered for employment and career exploration in your field of interest. By participating in this program, you indicate that you are sincerely interested in receiving on-the-job training. If you accept this responsibility, please sign.

Student

Date

To the Parent or Guardian: Do you consent to your daughter or son entering a Work Based Learning program and do you agree to cooperate with the school and the work site in making the training and education beneficial to your child?

Parent or Guardian

Date

Work Based Learning Training Plan

| | | | |
|-------------------------------------|--|---------------------|--|
| Student Name | | | |
| Work Based Learning Position | | | |
| Employer/Host | | | |
| Supervisor Title | | | |
| E-mail | | Phone Number | |

| | | |
|---|---|--|
| Type of Work Based Learning Experience <i>(Please choose one)</i> | <input type="radio"/> Apprenticeship <input type="radio"/> Cooperative Education <input type="radio"/> Internship <input type="radio"/> School Based Enterprise <input type="radio"/> Service Learning | |
| Career Cluster | <input type="radio"/> Agriculture, Food and Natural Resources <input type="radio"/> Architecture and Construction <input type="radio"/> Arts, A/V Technology and Communications <input type="radio"/> Business and Marketing <input type="radio"/> Education and Training <input type="radio"/> Health Science | <input type="radio"/> Hospitality and Human Services <input type="radio"/> Information Technology <input type="radio"/> Manufacturing <input type="radio"/> Public Safety <input type="radio"/> STEM <input type="radio"/> Transportation |
| Course sequence of related classes taken <i>(Please List all related coursework to WBL position)</i> | | |
| Continuing Education Goals | <input type="radio"/> Business and Industry Training Program <input type="radio"/> Two year college <input type="radio"/> Four year college <input type="radio"/> Branch of the military <input type="radio"/> Apprenticeship <input type="radio"/> Employment <input type="radio"/> Other | |
| Continuing Education Goals= <i>Specific Information</i> | When: Where: Program: | |

Content Standards

The student completes the following portion of the content standards based training plan in collaboration with the mentor and teacher. Each standard should be related to the content of the chosen career pathway. Standards from related course frameworks in the chosen career pathway can be utilized. For each standard, please list methods to develop the skill at the work based learning site along with how the mentor and teacher will assess the skill. Mentors and teachers need to initial to approve.

| | | | |
|---|--|---|--------------------|
| Standard#1 | | | |
| What can I do at the host site to develop this skill? 1. | How will the standard be assessed by the mentor? | Mentor's Initials | |
| | 2. | How will the standard be assessed by the teacher? | Teacher's Initials |
| Standard#2 | | | |
| What can I do at the host site to develop this skill? 1. | How will the standard be assessed by the mentor? | Mentor's Initials | |
| | 2. | How will the standard be assessed by the teacher? | Teacher's Initials |
| Standard#3 | | | |
| What can I do at the host site to develop this skill? 1. | How will the standard be assessed by the mentor? | Mentor's Initials | |
| | 2. | How will the standard be assessed by the teacher? | Teacher's Initials |
| Standard#4 | | | |
| What can I do at the host site to develop this skill? 1. | How will the standard be assessed by the mentor? | Mentor's Initials | |
| | 2. | How will the standard be assessed by the teacher? | Teacher's Initials |
| Standard#5 | | | |
| What can I do at the host site to develop this skill? 1. | How will the standard be assessed by the mentor? | Mentor's Initials | |
| | 2. | How will the standard be assessed by the teacher? | Teacher's Initials |

Hazardous Equipment

| Equipment | Use or purpose of equipment |
|-----------|-----------------------------|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Required Signatures

Student Name (Printed): _____

Student Signature: _____ Date: _____

Supervisor Name (Printed): _____

Supervisor Signature: _____ Date: _____

Teacher Name (Printed): _____

Teacher Signature: _____ Date: _____

Parent/Guardian Name (Printed): _____

Parent Signature: _____ Date: _____

Training Agreement

The following training agreement needs to be completed by the student, a parent or guardian of the student, training facility supervisor, and teacher.

Training Site/Supervisor

1. The supervisor at the training site will complete evaluations as scheduled by the teacher.
2. If the student is employed, the student employment will be within the provisions of all state and federal child labor laws and existing labor management agreements. The employer agrees to comply with all WBL regulations and if utilizing cooperative education follow all student-learner applicable state and federal regulations, will provide student trainees equal opportunity employment and will not discriminate on the basis of race, color, national origin, including limited English proficiency, sex or handicapping conditions.
3. The term of agreement should be for an agreed upon length. Either party shall have the right to terminate this agreement upon written notice.
4. The employer/facility will provide adequate staffing in the instructional areas so that no student will be expected to perform duties without supervision.
5. The employer/facility will provide an opportunity for the student to keep up to date with policies and new technology by notifying the school of changes in policies and technology.
6. The employer/facility will not employ or contract for the services of students or faculty members during established school hours.
7. To assure that the employer/facility has sufficient resources to meet its obligations under the agreement, both parties shall confer prior to the start of each semester regarding the students who will participate in the program at the facility and their approximate schedule for the semester.
8. It is the responsibility of the student, parent and the employer/facility to notify the coordinator in writing of any accident that occurred while at the training site.

| | |
|--|-----------------------------|
| Training Facility: | |
| Training Supervisor: | Contact Information: |
| <i>I have read the above training agreement and understand my responsibilities as outlined by the agreement.</i> | |
| Supervisor's Signature: _____ Date: _____ | |

School/Teacher Agreement

1. The coordinator will visit and/or contact the training site at regular intervals to assess the student learner, to discuss the student's progress and find out what related instruction is needed.
2. Safety orientation and procedures instruction pertaining to the training site will be supplied by the employer. General Work Based Learning instructions to the student will be covered in the related class by the teacher.
3. The employer and the school will provide instruction and experience at the training site and in the classroom.
4. The school assumes full responsibility for offering an accredited education program.
5. The instructor will plan the schedule and assist with assigning students to training sites.
6. Students and faculty will abide by existing rules and regulations of the facility insofar as they may pertain to their activities while in the facilities building. The facility supervisor and/or coordinator may remove students immediately that are believed to not be conducting their behavior in the best interest of the safety of themselves or others.
7. The school will require students and faculty to maintain current health records and immunizations.

| | |
|--|-----------------------------|
| Teacher's Name: | Contact Information: |
| <i>I have read the above training agreement and understand my responsibilities as outlined by the agreement.</i> | |
| Teacher's Signature: _____ Date: _____ | |

Student Agreement: Students will

1. Complete designated instructional time and curriculum while maintaining academic grades, attendance and graduation requirements to progress to work based learning experience.
2. Complete the designated minimum hours of supervised training at assigned facility as directed by the school program.
3. Maintain minimum dress standards determined by your training site and/or program coordinator for professionalism and safety expectations.
4. Perform skills at the training facility that are appropriate and within the training instructions.
5. Contact the following prior to their scheduled time: a) the school (parent or guardian) b) training facility (student) c) instructor (parent or student) if they will be absent from or tardy to the school or training facility for any reason.
6. Provide his/her own transportation to and from the training site.
7. Remain at the training site unless a request to transfer is approved by the teacher-coordinator. All training sites must be approved by the teacher-coordinator.
8. Be removed from the program or prevented from returning to an advanced class if students are released from the training site by the facility for a justified reason.
9. Report a worksite related injury to the coordinator by the end of the next school day.
10. Follow the provisions of the state and federal child labor laws.
11. Not be required, or recommended, to drive to, or report to, any internship site during any part of a day covered by an announced school delay or school cancellation due to extreme inclement weather. However, we will not interfere with individual student decisions to drive to, or report to, any internship site during any such period if the student, the student's parents (if the student is under the age of 18) and the student's internship site supervisor/mentor conclude that such travel can take place without undue risk to student safety.

| |
|---|
| Student Name: |
| Student Home School: |
| Parent or Guardian Name: |
| Parent or Guardian contact information: |
| Program Placement: |
| <p><i>I have read the above training agreement and understand my responsibilities and relationship to the program as outlined by the agreement.</i></p> <p>Student's Signature: _____ Date: _____</p> <p><i>I have read the above training agreement and understand the responsibilities assigned to my child and the relationship to the program.</i></p> <p>Parent's Signature: _____ Date: _____</p> |

Work Experience Form

| | |
|---------------------|--|
| Student Name | |
| Placement Location | |
| Supervisor Name | |
| Contact Information | |

| | | | |
|----------------|--|------|--|
| Grading Period | | Week | |
|----------------|--|------|--|

| | | |
|--|-------|------------------|
| Monday | Date: | Hours Completed: |
| My responsibilities today and what I learned from my experience: | | |
| Tuesday | Date: | Hours Completed: |
| My responsibilities today and what I learned from my experience: | | |
| Wednesday | Date: | Hours Completed: |
| My responsibilities today and what I learned from my experience: | | |
| Thursday | Date: | Hours Completed: |
| My responsibilities today and what I learned from my experience: | | |
| Friday | Date: | Hours Completed: |
| My responsibilities today and what I learned from my experience: | | |
| Saturday | Date: | Hours Completed: |
| My responsibilities today and what I learned from my experience: | | |
| Sunday | Date: | Hours Completed: |
| My responsibilities today and what I learned from my experience: | | |

Supervisor Signature: _____

Comments:

Site Visit Record

| | | | |
|-----------------------------------|--|-----------------|--|
| Student's Name | | Date and Time | |
| Site | | Site Supervisor | |
| Contact Person (today's visit) | | | |

Purpose of Visit: Student Observation Student Evaluation Conference
 Problem Resolution Other: _____

This form must be completed for work site visits. Remember to record observations, actions to be taken, and recommendations. Identify specific strengths and needed improvements.

General Observations:

Student Conference/Comments:

Work Site Supervisor Conference/Comments:

Teacher/coordinator's Signature: _____

Work Based Learning Portfolio Guidelines

Students enrolled in Work Based Learning must complete a portfolio (traditional or electronic). Items to include:

| | |
|---|---|
| Philosophy Statement | One page description of career philosophy |
| Five Year Goal Plan | Five year goal plan should include educational, professional, and personal goals |
| Cover Letter | Cover letter written with a purpose and in the correct format |
| Resume | Detailed description of activities in the correct format |
| High School Transcript | All available grading periods included |
| Letters of Recommendation | General letters of recommendation (2 to 3—these can be copies of ones that you may already have; letters should be from a work supervisor, teacher, coach, etc.— no family or friends). |
| Skills List | Specialized classes, hardware/software skills, technical competencies, workshops completed, soft skills—be detailed |
| Career Pathway related Experiences | Examples include workshops, conferences, summer camps, field trips, job shadowing, officer positions, etc. This section should include paid and non-paid work in detail. |
| Content Standards Training Plan | Include the content standards training plan and assessment of the standards. |
| Work Samples | Include at least two exemplary work samples. Samples can include: pictures, narratives, examples of written work or projects |
| Use of Career Pathway Technology | Please share at least two forms of technology related to career pathway and how it was utilized. |
| Community/Volunteer Service | Document at least 10 hours of community service for the year. Include a letter for each activity. |
| Extra-curricular Activities | Examples of relevant extra-curricular activities including leadership roles within the activities |
| CTSO experience | Examples of membership and participation within a CTSO. |
| Professional Organizations | Include research or summary about at least one professional organization related to future career pathway |
| Certifications/Dual Credit if applicable | Include documentation of any certifications or dual credit earned related to career pathway |
| Other | Pictures, award certificates, special projects, special achievements, other |

| Portfolio Rubric | | | | | | |
|---|--|---|---|--|-------------------|-------------------------------|
| Category | Beginning Proficiency 1 | Approaching Proficiency 2 | Meets Proficiency 3 | Exceeds Proficiency 4 | Self-Score | Points Earned/Comments |
| Philosophy Statement | An idea of career philosophy | Description of career philosophy. | Clear description of career philosophy. Well written | Well-developed description of career philosophy. Well written | | |
| Five Year Goal Plan | Includes some goals and some areas. | Includes five year plan but not all areas. | Includes five year plan for educational, professional, and personal goals. | Includes well-developed five year plan for educational, professional, and personal goals. | | |
| Cover Letter | No clear purpose or lack of focus | Clear purpose not focused on career area of interest | Well- Developed Purpose, correct grammar and formatting | Well-Developed Purpose, focused on career area of interest, correct grammar and formatting | | |
| Resume | Not all information included. Not formatted correctly | Most information included. Minor formatting issues | Correct information, detailed work and learning experiences, correct format. | Useful and correct information, detailed work and learning experiences, correct format | | |
| HS Transcript | Not Included | | | Included and accurate | | |
| Letters of Recommendation | Letters not from an appropriate source | Only one letter included from appropriate source | At least two letters included from appropriate references | More than two letters included from appropriate references | | |
| Skills List | Few or not relevant skills included | Some skills included related to career pathway | Majority of skills related to career pathway | Mastered skills related to career pathway | | |
| Career pathway related experiences | No related experiences | Less than three related experiences | At least three examples included. Detail included. | More than three examples included related to pathway | | |
| Content Standards from Training Plan | Include copy of content standards training plan with no examples | Include copy of content standards training plan and some examples of assessment | Include copy of content standards training plan and examples of assessment of the standards | Include copy of content standards training plan and detailed examples of assessment. | | |

| | | | | | | |
|---|--|--|--|---|--|--|
| Work Samples | At least one work samples highlighting experience on the job. Include pictures and narratives when appropriate | At least two work samples highlighting experience on the job. Include pictures and narratives when appropriate | At least two exemplary work samples highlighting experience on the job. Include pictures and narratives when appropriate | More than two exemplary samples highlighting career related experiences. Include pictures and narratives when appropriate | | |
| Use of Career Pathway Technology | Include one form of technology used | Include two forms of technology used | Include examples of at least two forms of technology used related to career pathways | Include more than two examples of technology used related to career pathway | | |
| Community Service | Examples of less than five hours of community service | Examples of less than ten hours of relevant community service | Examples of at least ten hours of relevant community service | Include more than ten hours of relevant community service | | |
| Extra-curricular Activities | One or no examples of extra-curricular activities | Examples of extra-curricular activities | Examples of relevant extra-curricular activities | Examples of relevant extra-curricular activities including leadership positions | | |
| CTSO experience | Not included | Include summary of CTSO membership | Include summary of CTSO membership and activities | Include summary of CTSO membership, activities, projects, and leadership | | |
| Professional Organizations | Not included | Include summary about one professional organization | Include research and summary about one professional organization | Include research and summary about two or more professional organizations | | |
| Certifications/Dual Credit if applicable | | | | Appropriate documentation of certifications and dual credits | | |
| Other | | | | Includes other examples relevant to a portfolio | | |