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Work-Based Learning Standard Four: Additional Guidelines

STANDARD FOUR: Students' Personalized Learning Plans include Work-Based Learning (WBL) experiences that support students' personal, academic, and career goals.

STUDENT RESPONSIBILITIES

- Collaborate with WBL Coordinator and employer to develop a training plan when applicable.
- Identify which academic proficiencies and transferable skills will be developed and/or demonstrated during intensive WBL experiences.
- Meet the academic and attendance requirements established by the school and employer.
- Abide by the company's policies and procedures (e.g., attendance, confidentiality requirements, accountability expectations, safety, rules of conduct, etc.).
- Maintain acceptable performance at school and on the job.
- Provide proof of accident insurance coverage if using own transportation to and from the worksite.
- Contact the WBL coordinator if difficulties come up at the worksite.
- Participate in progress reviews scheduled with employers, school personnel and/or guardian/parent.
- Collect, share, demonstrate relevant skill development throughout your WBL experience.
- Complete assignments, evaluations, forms, and other requirements necessary for program completion.
- Update personal, academic, and career goals based on WBL experience reflection as part of the personalized learning planning process.

GUARDIAN/PARENT RESPONSIBILITIES

- Sign all relevant documents related to participation in the program.
- Ensure transportation is provided to and from the worksite.
- Participate in any progress reviews scheduled with employers, school personnel, and student; and communicate information vital to the success and development of the student.

WORK-BASED LEARNING COORDINATOR RESPONSIBILITIES

- Ensure that WBL experiences reinforce classroom instruction.
- Assist students in developing learning targets to support goals identified in PLPs in the following areas:
 - the application of academic and industry knowledge and skills competencies
 - career knowledge and navigation skills
 - transferable skills
- Engage in student assessment.
- Participate in updating student's PLP after WBL experience.

BENEFITS TO STUDENTS

- ❖ Apply classroom learning to real world settings
- ❖ Achieve standards through WBL activities
- ❖ Establish a clear connection between education and work
- ❖ Identify and analyze personal needs, interests, and abilities
- ❖ Identify and analyze potential opportunities in various career fields
- ❖ Make decisions and plans to achieve goals and aspirations
- ❖ Develop outlines of potential career paths
- ❖ Increase self-confidence
- ❖ Improve post-graduation job prospects
- ❖ Practice positive work habits and attitudes
- ❖ Understand the expectations of the workplace
- ❖ Develop an increased motivation to stay in school
- ❖ Make direct connections with adult role models and mentors
- ❖ Establish professional contacts for future employment and mentoring

RESOURCES

[Minnesota DoE Work-Based Learning Resources](#) offers many adaptable templates for training plans, evaluations, and checklists.

[Tennessee's DoE Work-Based Learning Personalized Learning Plan](#) is required for students earning credit through the Work-Based Learning: Career Practicum course or other practicum courses for credit.

[Tennessee's WBL Framework](#)