

Essential Skills for Work-Based Learning

As a result of both school-based and work-based learning experiences, students should master the following Essential Skills over their four years in high school.

Communication: *The student...*

Comprehends verbal, written, and visual information and instructions; listens effectively; observes and recognizes theirs and others non-verbal communication; articulates and presents ideas and information clearly and effectively both verbally and in written form; and uses technology appropriately for communication. (Standards for Career Ready Practice # 1,2,4)

Critical Thinking and Problem Solving: *The student...*

Demonstrates the following critical-thinking and problem-solving skills: exercises sound reasoning and analytical thinking; uses quantitative reasoning, makes judgments and explains perspectives based on evidence and previous findings; uses technology to find and process information; uses knowledge, facts, and data to solve problems; and applies system thinking. (Standards for Career Ready Practice # 1,4, 5,11)

Creativity and Innovation: *The student...*

Demonstrates originality and inventiveness in work; communicates new ideas to others; uses technology; and integrates knowledge across different disciplines. (Standards for Career Ready Practice # 10)

Collaboration and Teamwork: *The student...*

Builds effective collaborative working relationships with colleagues and customers; is able to work with diverse teams, contributing appropriately to the team effort; negotiates and manages conflict; learns from and works collaboratively with individuals representing diverse cultures, ethnicities, ages, gender, religions, lifestyles, and viewpoints; and uses technology to support collaboration. (Standards for Career Ready Practice # 7, 9)

Initiative and Self-Management: *The student...*

Takes initiative and is able to work independently as needed; looks for the means to solve problems; actively seeks out new knowledge and skills; monitors his/her own learning needs; prioritizes tasks; persists in bringing tasks and projects to completion; manages time effectively; learns from his/her mistakes; and seeks information about related career options and postsecondary training. (Standards for Career Ready Practice # 3)

Workplace Context and Culture: *The student...*

Understands the workplace's culture, etiquette, and practices; demonstrates professionalism; is punctual; takes responsibility; demonstrates integrity and ethical behavior; acts responsibly with others in mind; knows how to navigate the organization; understands how to build, utilize, and maintain a professional network of relationships and understands the role such a network plays in personal and professional success; understands health and safety risks in the workplace; uses technology related to the industry; and understands the role of employers and employees in communicating about risks, reducing risks, and creating a safe work environment. (Standards for Career Ready Practice # 7, 12)

WORK-BASED LEARNING EXPERIENCE DEFINITIONS



College & Career Awareness

Guest Speaker

Guest Speakers are industry partners who present at school sites or in classrooms, with a group of students. Guest Speakers address direct questions from students about college and career opportunities, employee expectations, and provide examples of the kinds of skills and abilities needed in industry. Guest Speakers usually present for 15-20 minutes with 15-20 minutes for questions and answers and may repeat their presentation for additional class sections.

Company Tour/Job Shadow (large group)

Classes or large groups of students walk-through industry facilities touring the daily processes of the business. A Company Tour should also include an overview of the industry and a debrief to add overall breadth to the experience. Hosts share examples of how the skills and abilities needed in the industry are used in the daily operation of the business. Company Tours are typically between 2-5 hours.

Career Fair

An opportunity for large or small groups of students to visit a variety of tables or booths set up by a variety of organizations invited to participate in the event. Career Fairs are most effective when organization's showcase specific tools or materials employers use and provide the venue for students to interact with employers about the specific opportunities and skills needed to be an effective employee. Career Fairs may last from a few hours to all day.

Industry Event

Industry events provide large or small groups of students with industry-specific information. Hosted by industry or regional organizations, industry events range in scope from panels, presentations, meetings, conferences, labor market forums, to a variety of seminars and discussions. Industry Events range from 1-2 hours to an all day event.

Job Shadow: Individual Student, Small Group of Students, or Teacher

Students and Instructors have the opportunity to shadow industry professionals at a place of business to gain first-hand experience of the skills and abilities required on the job. A job shadow is a one-on-one or a small group of students or instructor assigned to one employer between 5-25 hours. This experienced may be supervised or unsupervised by a school staff. The employer performs their normal daily routine to the extent possible and emphasizes the skills and abilities needed in the industry on a daily basis.

Mentor a Student

Career-related mentoring creates a relationship between a student and an adult where the mentor offers insight into his or her career, the necessary academic and skill/knowledge preparation, guidance, motivation, and provides assistance to the student exploring the career. Mentorships are usually long-term, lasting longer than a month, and usually do not exceed the length of a semester, intersession, or summer school session. Many mentors come to the school site and commit to a minimum of 15 hours of contact over the course of several weeks.

Provide a Project

Instructors are often looking for real-world industry-projects for their students to complete in the classroom that require a presentation, the development of a product, and/or some interaction with a team of students as they work on solutions. As industry experts support the development and progress of such a project, they may stop by the classroom, e-mail, Skype, or call in. Students may also stop by the host company location to check-in and share progress. The goal is to build students' skills and abilities as needed in the industry. The time commitment for industry typically ranges between 3-25 hours.

Feedback on a Project or Presentation

Industry experts to help review, provide perspective, and offer feedback on projects or a presentation and help assess students' attainment of industry-related skills. This may include reviewing both written and oral information and providing feedback to students. This experience is often completed with other industry professionals as part of a panel and may range from a single student presentation to multiple presentations depending on the industry expert's availability and interest. The time commitment for industry typically ranges between 1-4 hours.

Internships: Paid or Unpaid

Internships are extended on-the-job work experiences that provide students an opportunity to experience the world of work as an employee or an apprentice. Ultimately, the internship is a learning experience providing students with an opportunity to learn job skills. An internship can be paid or unpaid, and typically lasts 30 - 100+ hours. Students may or may not earn high school or community college credit as determined by individual district requirements.

College & Career Exploration

College & Career Preparation

Work-Based Learning Continuum

College & Career Awareness

College & Career Exploration

College & Career Preparation

College & Career Practice

<p>Learning ABOUT College and Career</p> <p>Building awareness of the variety of careers available & role of post-secondary education; broaden student options.</p> <p>Experience is defined by:</p> <ul style="list-style-type: none"> • One-time interaction with partner(s), often for a group of students • Designed primarily by adults to broaden student’s awareness of a wide variety of careers and occupations • Student exposed to the Essential Skills <p>Activities can include:</p> <ul style="list-style-type: none"> • Workplace tour • Guest speaker • Career Fair • Visit parent/guardian at work 	<p>Learning ABOUT College and Career</p> <p>Explore career options & post secondary requirements for the purpose of motivation & inform decision making.</p> <p>Experience is defined by:</p> <ul style="list-style-type: none"> • One-time interaction with partner(s) for a single student or small group • Personalized to connect to emerging student interests • Student takes an active role in selecting and shaping the experience • Depth in a particular career field • Student define the Essential Skills they observe <p>Activities can include:</p> <ul style="list-style-type: none"> • Informational interview • Job Shadow • Virtual exchange with a partner • Mock Interview 	<p>Learning THROUGH College and Career</p> <p>Apply learning through practical experience that develops knowledge & skills necessary for success in careers & post-secondary education</p> <p>Experience is defined by:</p> <ul style="list-style-type: none"> • Direct interaction with partners over time • Application of skills transferable to a variety of careers • Activities have value beyond success in the classroom • Student learn and apply the Essential Skills <p>Activities can include:</p> <ul style="list-style-type: none"> • Industry driven project • Student-run enterprise • Virtual experience with partner • Mentoring • Internship (<i>Paid or Unpaid</i>) 	<p>Learning THROUGH College and Career</p> <p>Training and Practice for employment and/or post-secondary education</p> <p>Experience is defined by:</p> <ul style="list-style-type: none"> • Direct interaction with partners over extended period of time • Partner outcome and student learning outcome are equally important • Develop mastery of occupational skills • Complete industry certificates or other requirements • Student master the Essential Skills <p>Activities can include:</p> <ul style="list-style-type: none"> • Industry driven project • Student-run enterprise • Virtual experience with partner • Internship connected to curriculum (<i>Paid or unpaid</i>)
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