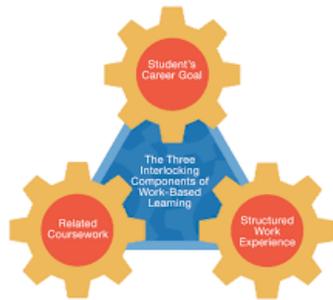


Parents' Guide To

Work-Based Learning

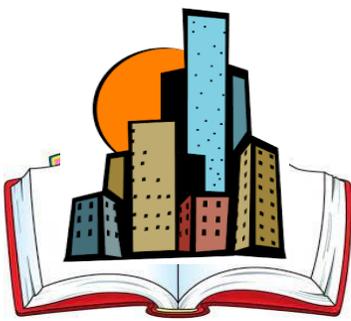
What is WBL?

Work-Based Learning (WBL) is a continuum of awareness, exploration, preparation, and training activities, including developing employability and technical skills that support success in careers and postsecondary education. These work experiences can be paid or unpaid. WBL seeks to help students find their passion and gives them the tools to pursue it. School credit will be given for these experiences.



The Mission of WBL

The mission of the Work-Based Learning Program is to assist in providing a highly trained, technologically sophisticated and career oriented young work force. This is accomplished by developing partnerships between business, industry, students, parents, school systems coordinators, and post-secondary institutions which will lead the participating student into meaningful careers.



Why WBL?

It is a changing world. Today's students face a number of new challenges in the future as young working adults. Many of these changes will be fueled by technological advances now prevalent in the business community.

The Work-Based Learning Program offers students an opportunity to gain skills in a workplace setting to enhance the student's academic and



90% OF EMPLOYERS SAY HS INTERNSHIPS WILL GET YOU IN TO BETTER COLLEGES AND YIELD HIGHER PAYING JOBS.
SHRM 2014

future career goals. This valuable experience will better prepare students as they move directly into the workplace or continue their education at the post-secondary level.

What are the benefits of WBL?

- Develop workplace responsibility and positive work habits and attitudes
- Receive on-site experience with a workplace mentor.
- Gain real-world experience which connects to your classwork
- Earn pay
- Enhance professional and technical skill development



- Enjoy a flexibly class schedule
- Build a more competitive and compelling resume
- Earn credit in your chosen pathway of study
- Receive a unit of school credit for each release period
- Works wonderfully with dual enrollment schedule



Government & Public Administration



Health Science



Human Services



Information Technology



Law, Public Safety, Corrections, & Security



Science, Technology, Engineering, & Math



Transportation, Distribution, & Logistics

CAREER EXPLORATION



In What Areas Can Students Work?

In the state of Georgia, there are 17 career cluster areas in which students can gain educational coursework. Of the 17, West Laurens High offers 10 of those clusters.



Agriculture, Food, & Natural Resources



Architecture & Construction



Business Management & Administration



Education & Training

How are Students Graded?

The on-the-job experience WBL affords its students is the most visible piece of the program; however, it is not the only aspect of the course. Students will learn employability skills (soft skills) through a variety of means through monthly assignments. Also, students are responsible for complying with daily procedures, completing short but meaningful journal assignments, submitting time/wage sheets monthly and will be evaluated by supervisors/mentors. Grades are recorded in Aspen.

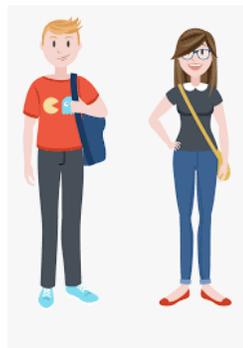


Program Expectations

Students

WBL is a unique opportunity all students can benefit from. Due to the off-campus nature, it is imperative that ALL students comply with ALL rules and guidelines to remain in the program. Failure to do so will result in disciplinary action and possible removal from WBL. To get the maximum benefit from the program, students are expected to

- Report to work everyday as scheduled by the employer
- Sign in/out everyday with the coordinator
- Notify the employer AND the coordinator ASAP if absences cannot be avoided
- Leave school campus during the WBL release period promptly unless prior approval has been given by the coordinator to stay
- Schedule all appointments outside of the WBL release period
- Complete all monthly assignments on time
- Return all paperwork completed and on time
- Communicate all changes in work schedules with coordinator
- Consult with coordinator before changing jobs or placements. Speak with



the coordinator if there is a problem at work before quitting. I can help. Under no circumstance should you just stop attending

- Remain employed for the entirety of the semester/school year. Temporary exceptions exist, speak to your coordinator.
- If you are terminated for any reason, you MUST let your coordinator know immediately
- Sign up for Remind, join Google Classroom and have notifications on
- Comply with all policies of the workplace in a professional manner

Parents

- Encourage your child to handle moderate issues with supervisors and coordinator before getting involved
- Monitor student grades in Aspen as an observer
- Understand work schedules are set by the employer. Students may report at different times from their WBL release period but still must leave school as scheduled
- Understand your student's conduct may impact WBL's ability to use his/her placement site as a site for students in the future. Please remind them they represent you, WBL, and WLHS.
- Read and understand all paperwork given to you and your child. Contact your coordinator with questions

FAQs

How do I get to work?

Students must provide reliable transportation daily.

How many WBL periods can I take?

Juniors may take 1-2 courses of WBL; Seniors may take 1-3 courses.

When do I take WBL?

Courses may be taken in the morning, afternoon, or a combination.

What do I have to do to earn class credit?

1. **Go to Work.** For each release period, you must work 7.5 hours per week. For example, if you have WBL 4th block, then you have to work 7.5 hours each week. Those hours do not have to literally be from 1:40-3:15 p.m. every day. You might only go to work one afternoon during the week and then on a Saturday. This gives you flexibility with other after school activities, like athletic games and practices. Failure to comply may result in dismissal from the program.
2. **Complete Monthly Assignments.** Each month you must complete assignments that are related to a specific topic. All assignments are posted online for the entire year, so you can work ahead. An example of a monthly work load might look like this
 - i. November Monthly Assignment—Dress Code for Work
 - ii. November GaBest Assignment—Customer Service
 - iii. November Wage/Hour Sheet

Some months may have more to do than others. Assignments are due the last day of the month and the wage/hour sheet is due the 5th of the next month. Assignments are submitted online (very convenient—you don't lose nor do I) while the wage/hour sheet is printed, signed, and turned in. Failure to comply may result in dismissal from the program.

What if I can't work for a few days or weeks?

If a student is temporarily out of work due to extenuating circumstances, speak to your coordinator about assignments, etc.

What if I don't have a job?

The Coordinator will help secure placement.

