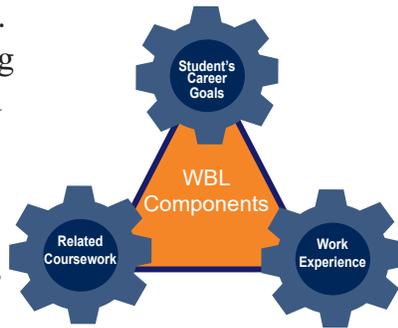


# STUDENTS' GUIDE TO WORK-BASED LEARNING

## What is WBL?

Work-Based Learning (WBL) is a term for activities which link employers and schools to provide special learning experiences for students. These experiences focus on developing broad skills that apply knowledge and skills learned in the classroom to the real world. These work experiences can be paid or unpaid. Work-Based Learning helps students to find their career interests, assess their training needs, and develop the skills and attitudes necessary for paid employment. WBL seeks to help students find their passion and gives them the tools to pursue it. School credit will be given for these experiences.



*WBL COMBINES YOUR STUDENT'S CLASSWORK PREPARATION, CAREER INTERESTS, AND AUTHENTIC ON-THE-JOB TRAINING TO BETTER PREPARE THEM FOR THE FUTURE.*

## 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. WBL seeks to provide assistance in the articulation of programs of study between high schools and post-secondary institutions. WBL creates a system that is industry driven where employers help set occupational skills standards, collaborate on curriculum, provide work experience and work-

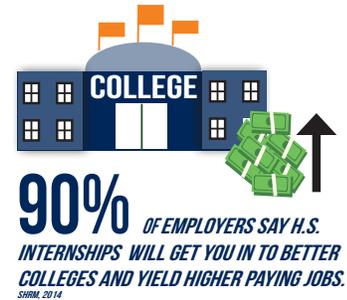


place mentors for students, and certify mastery of skills leading to the award of a skill certificate.

## 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.

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



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



**89%** OF EMPLOYERS AGREE H.S. INTERNSHIPS WILL GIVE A COMPETITIVE ADVANTAGE FOR FUTURE EMPLOYMENT.  
SHRM, 2014

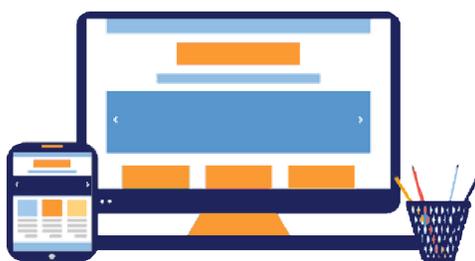
Employers aid the student's education by assessing performance, creating relevant curriculum, and developing occupational skill standards specific to business and industry. No matter a student's plans for the future, the Hall County Work-Based Learning Program offers real-world experience that will benefit students.



# STUDENTS' GUIDE TO WORK-BASED LEARNING

## What are 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 aligned with your knowledge and skills
- Obtain opportunities for leadership development
- Network with professionals in the field of interest
- Enhance professional and technical skill development
- Enjoy a flexible 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



- Earn honors credit \*\*
- Build an online portfolio similar to college graduates \*\*
- Participate in

community service learning

- Match your career interests and aptitudes to the perfect profession
- Gain a competitive advantage over other applicants
- Be better prepared for post-secondary education
- Earn a cord for graduation \*
- Works wonderfully with dual enrollment schedule

\* Criteria must be met, see coordinator

\*\* Honors criteria must be met, see coordinator

## What Other Students are Saying?

“During my time through Work-Based Learning, I have been more prepared for the “real world” and my internship has helped narrow down on my chosen career. I would 100% recommend Work-Based Learning because it helps teenagers find a career that they truly have a passion for.”

-Brooke Stephens, EHS Student

“Work Based Learning gave me the opportunity to work in a 3rd grade classroom my senior year, before heading to college to major in Secondary Education. Having the experiences from the elementary school helped me through my introductory Education courses my freshman year of college and even helped me with my application into the College of Education.”

-Ryann McKenzie Carter, JHS Student

“WBL gave me an amazing opportunity to work for a construction company. I have moved from interning at the office to a full-time job on the field. I am working on site and assisting on managing the job site. I have learned so much and it will help me advance my career greatly.”

-Andrew Surles, NHS Student

“Through the Work Based Learning Program, I have been able to pursue an internship in my future field of study. During my internship, I have been able to create valuable connections throughout the workforce and learn fundamental skills in Engineering.”

-Davis Farmer, FBHS Student

“WBL has been the highlight of my high school career. I have found my future employer and could not be happier.”

-Jackson Swafford, WHS Student



# STUDENTS' GUIDE TO WORK-BASED LEARNING



## In What Areas Can Students Work?

In the state of Georgia, there are 17 career cluster areas in which students can gain educational coursework. WBL can match students to careers in all fields of study. The cluster areas are as follows:

-  Agriculture, Food, & Natural Resources
-  Architecture & Construction
-  Arts, A/V Technology, & Communications
-  Business Management & Administration
-  Education & Training
-  Energy
-  Finance
-  Government & Public Administration
-  Health Science
-  Hospitality & Tourism

-  Human Services
-  Information Technology
-  Law, Public Safety, Corrections, & Security
-  Manufacturing
-  Marketing, Sales, & Service
-  Science, Technology, Engineering, & Math
-  Transportation, Distribution, & Logistics

It is important to remember students can have paid part-time positions, unpaid placements or both. For example, if a student has a job in retail but is interested in a career in the medical field, he or she can do both for WBL. Your coordinator will help facilitate the medical placement.

## How Will I be Graded?

The on-the-job experience WBL affords its students is the invaluable and most visible piece of the program; however, it is not the only aspect of the course. Students will learn professional skill development (soft skills) through a variety of means. Students will be responsible for complying with daily procedures, completing short but meaningful monthly assignments, submitting pay stubs and/or documented hours monthly and will be evaluated by employers/mentors and the WBL Coordinator. Live grades are recorded in Canvas and will be posted to Infinite Campus each nine weeks.



# STUDENTS' GUIDE TO WORK-BASED LEARNING

## Program Expectations For Students

WBL is a wonderfully 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/internship everyday as scheduled by the employer/mentor
- Sign in/out everyday with the coordinator
- Notify the employer/mentor 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 (assemblies, pep rally, etc.)
- Schedule all appointments outside of the WBL release period
- Complete all monthly assignments on time
- Return all paperwork fully completed on time
- Communicate all changes in work schedules with coordinator
- Consult coordinator before changing jobs or placements. Speak with coordinator if there is a problem at work before quitting. We can help. Under no circumstance should you just stop attending
- Remain employed/interning for the entirety of the 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 101, etc. and have notifications on
- Comply with all policies of the workplace in a professional manner
- Maintain academic honesty with all signed documents and assignments. Forgery is subject to removal from the program AND school discipline
- Monitor grades in Canvas weekly
- All class meetings scheduled by your coordinator are mandatory. Notify your employer/mentor as soon as



possible

- Keep up to date with all assignments and documentation, particularly hours/paystubs AND employer evaluations, because you may not be able to make up the grades due to unforeseen circumstances.

## FAQ's

- **How do I get to work/my internship?**  
Students must provide reliable transportation daily.
- **How many WBL periods can I take?**  
Juniors may take 1-3 courses of WBL; Seniors may take 1-4 courses upon approval.
- **When do I take WBL?**  
Courses must be taken in either the morning, afternoon or a combination but not the middle of the day unless paired with dual enrollment. Ex. 1&7, 1-3, 5-7, 1,6&7 but not 1,3,7.
- **How many hours do I need for full credit?**  
Students must work/intern an average of one hour per school day for each release period to earn full credit for hours.
- **I have a paid job, can I use it for WBL?**  
Yes, if it is related to coursework. The purpose of WBL is to help students find their future career. Students can have a paid job and an internship related to his/her career goals.
- **Can I use my paid job to count for WBL hours even if I have an internship?**  
Yes, if students do not get enough hours through the internship, they can supplement with paid hours.
- **What if I can't work for a few days or weeks?**  
If a student is temporarily out of work due to extenuating circumstances, alternatives may be provided to earn hours. Speak to your coordinator.
- **What if I don't have a job or related internship?**  
Coordinators will help secure an unpaid placement.
- **What if I have to get paid?**  
The student should work to secure paid jobs on his/her own. The coordinator may help provide leads but we do not guarantee paid positions.
- **Can I get paid in healthcare?**  
Most healthcare positions are unpaid due to lack of credentials.
- **How do I sign up for Honors WBL?**  
Speak with your coordinator directly if you are interested in the Honors Program. You must have previously had honors coursework to be considered.