

WBL Training Plan - Learning Objectives

Student _____ Date(s) Established _____ Date(s) Evaluated _____

Develop learning objectives that are specific to the particular job or Internship. Work together to identify reasonable and measurable learning objectives based on academic enrichment or career development potential through the job or Internship, as well as personal development objectives tied to youth development principles.

Academic Enrichment and Career Development Learning Objectives (Academic Content/Technical Skills)		
These objectives are related to workplace opportunities that enhance academic learning as well as the student/young adult's career interests. The student/young adult, worksite supervisor, and coordinator determine what learning opportunities are available and appropriate and set learning objectives together.		
Learning Objective	Date Established	Date Met
Hardware and software installation- Service logs of all activities, case updates and asset records for all serviced.		
Customer Service- Customers feel they've had their questions answered and problems solved.		
Microsoft operating systems- Successful installation and troubleshooting of Microsoft Office Suite products and operating systems.		
Results: (Complete at completion of internship or work experience)		

Personal/Youth Development Learning Objectives (Employability/Interpersonal Skills)		
These objectives are related to workplace or program opportunities to address personal and youth development learning objectives. The student/young adult, worksite supervisor, and coordinator determine what learning opportunities are available and appropriate and set learning objectives together.		
Learning Objective	Date Established	Date Met
Collaboration- Communicate and collaborate with all levels of staff.		
Collaboration- Accomplished assigned task and passed questions or work to other staff where appropriate.		
Problem Solving- IT and software problems are resolved quickly and successfully.		
Verbal communication- Maintain courteous rapport and friendly customer relations.		
Verbal communication- Clearly communicate potential solutions to customers.		
Results: (Complete at completion of internship or work experience):		

Student Signature _____ Date _____

WBL Coordinator/Teacher Signature _____ Date _____

WBL Training Plan - Learning Objectives

(Page 2)

As a Supervisor, working in conjunction with the Work Based Learning Resource Center of the DOE, I agree to the following:

1. To allow only those students who have been cleared by the WBLRC to begin interning at the host site.
2. To establish a process for supervisors to track student time and attendance and signing off on bi-weekly time sheets (hours not to exceed the stated program maximum hours). To submit payroll documents for interns in accordance with the dates published in the Payroll Calendar.
3. To verify with the school's WBL Coordinator or authorized representative each intern's start date and end date.
4. To verify with the school's WBL Coordinator or authorized representative the total number of hours to be worked by each student, and not to exceed those hours.

Worksite Supervisor Signature _____ Date _____