

### 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
Sales- The creation of useful marketing material and the professional handling of sales relationships.		
Data Entry- Sales and contract information is correctly and efficiently entered into appropriate databases.		
Scheduling- All scheduling and bookings are completed on a timely basis.		
<b>Results: (Complete at completion of internship or work experience)</b>		

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
Social awareness- Team members in design process find it easy to work with team member.		
Social awareness- Maintain good customer relations with diverse customer base.		
Collaboration- Works well with other team members and clients during sales process.		
Collaboration- Successful negotiation of sales contracts.		
Verbal communication- Clear and transparent communication of specifics within sales contracts.		
Verbal communication- Seek client comprehension during sales contract process.		
<b>Results: (Complete at completion of internship or work experience):</b>		

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

WBL Coordinator/Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

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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 \_\_\_\_\_