



WBL Essential Elements

NYC DOE has identified a set of essential elements to support the implementation of all Work-Based Learning experiences. Teachers and WBL coordinators¹ can use these elements to help ensure that all activities are engaging, safe and learning rich.

1. Conduct Effective Planning
 - ✓ Set clear goals and expectations for all parties.
 - ✓ Ensure activity is developmentally appropriate (age, stage and grade).
2. Prepare for Success
 - ✓ Prepare students, teachers and employers.
 - ✓ Address logistics.
3. Identify Student Learning Objectives
 - ✓ Align to core employability skills.
 - ✓ Link to college-readiness skills and academic standards.
4. Create Authentic and Engaging Experiences
 - ✓ Support effective participation of employers.
 - ✓ Provide hands-on and project-based activities when possible.
5. Connect to Careers
 - ✓ Provide for exploration of or experience in a field of interest and exposure to a range of potential career options.
 - ✓ Provide exposure to authentic work-world experiences.
6. Support Student Growth
 - ✓ Connect to an individualized career or training plan.
 - ✓ Promote student interaction with adult professionals.
7. Ensure Activities are Safe and Legal
 - ✓ Address child labor laws, OSHA, Workers Compensation, and the Fair Labor Standards Act (including pay when required).
 - ✓ Reflect workplace norms, including safety and regulations.
8. Provide Ongoing Support
 - ✓ Provide orientations and support for all parties.
 - ✓ Ensure that Work-Based Learning is appropriately staffed.
9. Provide for Reflection, Presentation and Feedback
 - ✓ Support student self-assessment and presentation.
 - ✓ Provide opportunities for formal and informal feedback among all parties.
10. Connect to the Student's Next Step
 - ✓ Connect the experience to the classroom.
 - ✓ Intentionally sequence with future Workplace Learning experiences.
11. Assess and Document the Experience
 - ✓ Document student learning.
 - ✓ Assess activity effectiveness.

¹ In New York State, this includes certified work-based learning coordinators and others who facilitate, arrange and support work-based learning activities for students.