

### 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
Planning- Employees are engaged in and have a general knowledge of company policy and procedures.		
Screening- Provide quality potential new hires to hiring manager.		
Payroll- Employees are paid on time and payroll records are organized and clear.		
<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
Personal mindset- Maintain professional responses and interactions with employees.		
Personal mindset- Help employees understand company policy and procedure.		
Problem solving- Help employees resolve problems and answer questions.		
Problem solving- Direct employees to relevant resources available to them.		
Verbal communication- Maintain good relationships with employees.		
Verbal communication- Clearly understand and respond to employee needs and questions; maintain confidentiality.		
<b>Results: (Complete at completion of internship or work experience):</b>		

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

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

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(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 \_\_\_\_\_