

## 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
Customer service- Customer questions, concerns and feedback are organized, managed and documented.		
Basic accounting- Proper documentation of invoices, sales receipts and purchase orders.		
Data entry- Purchasing orders, supply information and work orders are accurately updated in computer system.		
<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
Collaboration- Able to work independently and as part of a team.		
Attention to detail- Accurate data entry, smooth delivery of replenishment orders and careful documentation of purchase orders and invoices.		
Verbal communication- Maintain courteous rapport and friendly customer relations.		
Verbal communication- Clear communication of delivery timelines and supply needs.		
<b>Results: (Complete at completion of internship or work experience):</b>		

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

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

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 \_\_\_\_\_