

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
General ledger- Support efforts to maintain general ledger by organizing accounting documents and paperwork.		
Data entry- Financial and accounting data is organized and easily accessible upon request.		
Document drafting (Microsoft Word, Excel and PowerPoint) - Help draft content for and format financial documents, reports and presentations.		
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
Personal mindset- Accomplish tasks without having to be reminded.		
Planning for success- Accounting deadlines are met and paperwork is filed on time.		
Planning for success- Large tasks (like annual audit) are worked on daily.		
Verbal communication- Communicate questions and answers about accounting and financial procedures.		
Verbal communication- Clearly communicate financial documentation needs with other employees and departments.		
Results: (Complete at completion of internship or work experience):		

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 _____