



Work Experience Fact Sheet

Work Experience

A Work Experience is a Career Preparation activity in which a student is at a worksite doing real work for pay. The student is held to the same expectations as all employees and is evaluated by the worksite supervisor based on workplace expectations and performance.

Work experiences range from regular, paid employment in summer and/or year-round jobs to subsidized employment and learning-rich work experience. They include both found jobs and those arranged by the school or program. There are also a range of education and training linked work experience program types defined at the state and federal levels (See State and Federal Work Experience Fact Sheet).

Work Experiences are designed to:

- Promote hands-on, real-world experience in a field of interest.
- Provide productive value for the employer.
- Offer opportunities to develop, practice and demonstrate employability skills.
- Build occupational knowledge.
- Create awareness of the education needed to be successful in the industry.

Work Experiences are structured to:

- Enable students to practice and prepare for work, potentially in an area of career interest.
- Help students develop the Top 10 Core Employability Skills.
- Build knowledge about the education and training needed for a particular job, career path and advancement in the industry.

Work Experiences are supported by:

- Classroom preparation, including research on the industry and participating businesses.
- Employer orientation and support.
- Opportunities to reflect upon the experience verbally and in writing.

Work Experiences are connected to:

- Individual career development/training plans.
- Future work-based learning activities.
- The student's next steps.

Work experiences are one activity in the continuum of authentic work-based experiences provided to all students engaged in career-related programs or course of study in New York City schools.



Work Experience Support Materials

Checklists, Tip Sheets and Fact Sheets:

- Coordinator Work Experience Checklist
- Student Work Experience Checklist
- Teacher Work Experience Tip Sheet
- Employer Work Experience Tip Sheet
- Employer Work Experience Fact Sheet

Required Forms and Documents

- WBL Plan and Evaluation
- WBL Travel and Media Consent Form, if necessary.
- Employability Skills Profile

Implementation Tools:

- Work Experience Research Activity
- Work Experience Student Reflection