



## 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

- Employability Skills Profile

### Implementation Tools:

- Work Experience Research Activity
- Work Experience Student Reflection

### Virtual Note

- In a virtual work experience, a student is engaged as an employee with an employer or organization partner. As with internships, many industries and employers have recently shifted to a model where their employees work from home-based settings. Most of these employers have established protocols, communications systems and supports to ensure that work is productive, employees are engaged and connected to each other. These same protocols apply to learners who are working from home. Follow the tips for virtual internships when implementing virtual or hybrid work experiences for learners.

### Virtual Resources

- Digital Summer Youth Employment Toolkit 2.0  
<https://aspencommunitysolutions.org/report/digital-summer-youth-employment-toolkit-2-0/>
- The Aspen Institute Forum for Community Solutions released the 2.0 version of our Digital Summer Youth Employment Toolkit December 16, 2020. This resource builds on the initial toolkit from June 2020, and is informed by implementation lessons from 2020's "summer like no other" from communities across the [Opportunity Youth Forum](#) (OYF) network and national partners.
- Summer Youth Employment Program  
DYCD is partnered with CTE through CareerReady SYEP, a program that offers participating CTE high schools guaranteed SYEP work experience slots and the opportunity to build strong connections between participating students' year-round academic learning and their summer work and enrichment experience. In addition, the program provides explicit connections to high quality postsecondary counseling and planning for the upcoming school year. Ongoing professional development and technical assistance supports high quality WBL experiences and placements that are aligned with CTE content areas.  
<https://www1.nyc.gov/site/dycd/services/jobs-internships/summer-youth-employment-program-syep.page>