

## Coordinator Work Experience Checklist

Quick tips for Work-Based Learning Coordinators<sup>1</sup> to ensure a successful work experience.

### Before the Work Experience

- Define the work experience program structure (time-frame, expectations, host expectations, and staff support, for example).
- Identify all interested teachers and help them plan for the work experience activity.
- Prepare teachers and encourage them to support and leverage the work experience. Share the Teacher Tip Sheet.
- Work with teachers to create a list of interested and qualified students.
- Select and refer appropriate candidates for interviews, matched to employer/supervisor specifications.
- Provide supervisor with Employer Work Experience Tip Sheet.
- Determine the worksite supervisor's preferred form and frequency of contact.
- Distribute and collect appropriate forms.
- Identify learning objectives and complete the WBL Plan
- Address any transportation or safety gear needs.

### During the Work Experience

- If possible, meet with students and worksite supervisors at their workplaces and observe workplace activities. Make sure these visits are pre-arranged with the host and don't disrupt workflow.
- Regularly assess student progress and impact of the experience.

### After the Work Experience

- Have the worksite supervisor complete the WSS Evaluation and review with the student.
- Document the work experience. Get feedback from employers and teachers and summarize result using the WBL Activity Evaluation.
- Help students update their Resume and Employability Skills Profile and think about any next steps they would like to take to further their career goals.
- Work with teachers to coordinate "go deeper" activities to connect the work experience to the classroom and their career goals.
- Take pictures from the work experience and provide them to the company for use on their website or newsletter. Ensure you have signed releases for all photos.
- Publicize the work experience and the business that participated by placing a story in the local newspaper or posting on the school or agency webpage.
- Consider other potential public relations benefits and opportunities.

### Sample Work Experience Timeline

#### **Beginning of the school year:**

Identify interested teachers and brainstorm business partners who could participate.

**Two months in advance:** Invite business partners to list opportunities.

**One month in advance:** Screen students to employer specifications and arrange for interviews with the employer.

**One week in advance:** Confirm selection and make sure the student has proper documentation.

**During work experience:** Visit worksite, if possible, and observe workplace activities. Provide support and address any issues that may arise.

**After work experience:** Send thank-you notes to employers and supervisors and ensure student

<sup>1</sup> In New York State, this includes certified work-based learning coordinators and others who facilitate, arrange and support work-based learning activities for students.