Virtual WBL Suggested Standards[1]

Virtual Internships should include:

- Orientation and onboarding training for students and employers to discuss standards and alignment for work in a virtual learning environment
- Clear expectations and protocol around communication between the employer, the student, and the work-based learning coordinator
- Outlined check ins including a weekly one-on-one with a supervisor, teacher, and student; one-on-one with the teacher; and specific learning objectives that yield a culminating internship presentation
- Secure online structure of employer and teacher support and mentorship
- Combination of employer-led projects and upskilling opportunity
- Adherence to NYC Public School's academic policy guidelines with respect to virtual learning and work-based learning

Communication Standards for Virtual Internships:

- A reliable and secure virtual platform should be used for all virtual communications (meeting, calls, etc.) with students. To include Microsoft Teams, Google Meet, and/or NYC Public School supported Zoom platform
- Online conferences and/or meetings are intended for instructional purposes only and should only occur after school hours during the students scheduled work time.
- All participants are encouraged to adopt a virtual background or blur their background for all video calls
- Include the students' Teacher/Work Based Learning Coordinator on all calendar invites/meeting requests so that they may be allowed to join to support students and/or view students in their "working environment"

Workplace Challenges should include:

- Orientation and onboarding training for students and employers to discuss standards and schedule for workplace challenge that lead to a culminating presentation
- Clear expectations and protocol around communication between the employer, the students, and the work-based learning coordinator

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[1] Adapted from materials created by Grant Associates

- Outlined check ins to discuss specific deliverables and learning objectives for employer and students
- Secure online structure of employer and teacher support and mentorship
- Adherence to NYC Public Schools academic policy guidelines with respect to work based learning
- A clearly defined real-world problem or a workplace challenge issued by an employer
- Defined employer supervised student teams that will work together to identify possible solutions to the real work problem

Standards of Virtual Communication for Workplace Challenges:

- A reliable and secure virtual platform should be used for all virtual communications (meeting, calls, etc.) with students, including Microsoft Teams, Google Meet, and/or NYC Public Schools supported Zoom platform
- Online conferences and/or meetings are intended for instructional purposes only and should only occur after school hours
- All participants are encouraged to adopt a virtual background or blur their background for all video calls
- Include the students' Teacher/Work Based Learning Coordinator on all calendar invites/meeting requests so that they may be allowed to join to support students and/or view students in their "working environment"
- An environment conducive to networking with industry professionals, exposure to potentials careers in a specific industry, development of problem solving and presentation skills, and the opportunity for career planning