

## WBL Essential Elements

The NYC Public Schools has identified a set of essential elements to support the implementation of all Work-Based Learning experiences. Teachers and WBL coordinators<sup>2</sup> can use these elements to help ensure that all activities are engaging, safe and learning rich.

1. Conduct Effective Planning
  - ✓ Set clear goals and expectations for all parties.
  - ✓ Ensure activity is developmentally appropriate (age, stage and grade).
2. Prepare for Success
  - ✓ Prepare students, teachers and employers.
  - ✓ Address logistics, including access to and use of appropriate technology.
3. Identify Student Learning Objectives
  - ✓ Align to core employability skills.
  - ✓ Link to college-readiness skills and academic standards.
4. Create Authentic and Engaging Experiences
  - ✓ Support effective participation of employers.
  - ✓ Provide hands-on and project-based activities when possible.
5. Connect to Careers
  - ✓ Provide for exploration of or experience in a field of interest and exposure to a range of potential career options.
  - ✓ Provide exposure to authentic work-world experiences.
6. Support Student Growth
  - ✓ Connect to an individualized career or training plan.
  - ✓ Promote student interaction with adult professionals.
7. Ensure Activities are Safe and Legal
  - ✓ Address child labor laws, OSHA, Workers Compensation, and the Fair Labor Standards Act (including pay when required).
  - ✓ Reflect workplace norms and technology use permissions, protections and guidance.
8. Provide Ongoing Support
  - ✓ Provide orientations and support for all parties.
  - ✓ Ensure that Work-Based Learning is appropriately staffed.
9. Provide for Reflection, Presentation and Feedback
  - ✓ Support student self-assessment and presentation.
  - ✓ Provide opportunities for formal and informal feedback among all parties.
10. Connect to the Student's Next Step
  - ✓ Connect the experience to the classroom.
  - ✓ Intentionally sequence with future Workplace Learning experiences.
11. Assess and Document the Experience
  - ✓ Document student learning.
  - ✓ Assess activity effectiveness

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<sup>2</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.