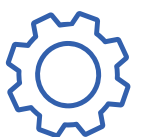
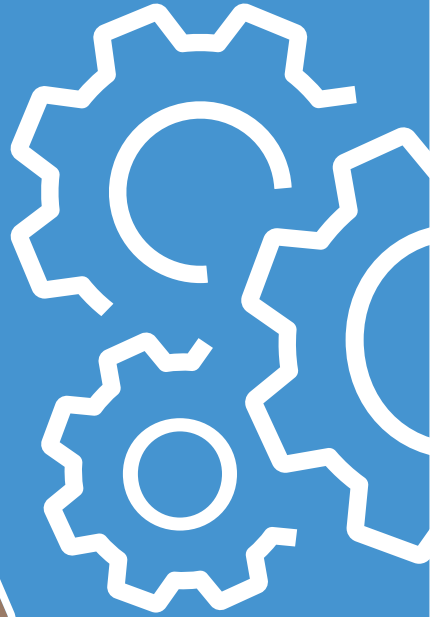


STUDENT



# Work-based Learning Toolkit

This toolkit contains information and guidance to quick-start the work-based learning experience for students



# WHAT IS WORK-BASED LEARNING?.....

In simple terms, it is learning about work, at work. Work-based learning happens through several different structures and can be customized to fit the needs of students, businesses, and communities.

## WORK-BASED LEARNING OPPORTUNITIES:

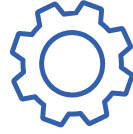
### TYPICAL WORK SITE TOUR

**Total Hours** 1-2 hours

**When** During the school day or part of an after school program.

**Student Age** 6th-12th Grade

**Paid** No



### TYPICAL JOB SHADOW

**Total Hours** 4-8 hours

**When** During the school day or part of an after school program.

**Student Age** 6th-12th Grade

**Paid** No

### TYPICAL WORK EXPERIENCE

**Total Hours** 20-40 hours

**When** During the summer, weekends or during or after school.

**Student Age** 10th-12th Grade; College.

**Paid** Yes or No



### TYPICAL INTERNSHIP

**Total Hours** 80-120 hours

**How long** 4 weeks @ 20 hours to 16 weeks a semester @ 7.5 hours/week.

**When** Summer or during the school year.

**Student Age** 11th or 12th Grade; College.

**Paid** Yes



### TYPICAL YOUTH APPRENTICESHIP

**Total Hours** Usually 2,000 hours

**How long** 3-5 years

**When** Can start during the summer and/or after school, and continues after high school graduation.

**Student Age** 16-24 years old

**Paid** Yes! With increases provided based on growth in skills, competencies, and time on the job.



## BENEFITS OF WORK-BASED LEARNING .....

There are many benefits to work-based learning, such as:

- Learning about career opportunities available in your community.
- Learning more about the businesses operating in your community.
- Connecting with someone working in a career field that interests you.
- Gaining valuable work-experience and possibly academic credit for your work.
- Learning what type of job you might want for your career, and just as importantly, what kind of job you do not want.
- Understanding workplace expectations and norms.
- Learning about the education and credentials necessary to succeed in your chosen career pathway.

## READINESS SELF-ASSESSMENT .....

1

### Define your goals:

What do YOU want to learn from this experience?



2

### Commit your time:

Take advantage of doing your experience when you know you have time available.



3

### Get there:

Make sure you have solid transportation arranged to get you to your job site.



4

### Take it seriously:

Honor the commitment from your employer by prioritizing this experience and behaving professionally on the job.

## MEMORIALIZE THE EXPERIENCE .....

Keeping track of what you learn in your work-based learning experience is important for several reasons:

- Allows you to document and reflect on what you learned, and to determine what you want or need to learn next.
- Allows you to plan your work so you are able to complete assignments on time.
- Share what you learned on your resume or job applications.
- Allows you to give valuable feedback to your teacher and employer about your work-based learning experience, noting aspects of the experience that you liked, and those that could be improved.

### Weekly Student Report Form



- 1 I completed my tasks.  Yes  No
- 2 I met with my mentor.  Yes  No
- 3 Description of tasks performed this week.
- 4 List one thing that went well this week.
- 5 List one thing that was challenging this week (issue, problem, etc.)
- 6 List one thing you want to accomplish or improve next week.
- 7 Do you have any feedback on how the program is going?

### Student "Exit Ticket" Evaluation



- 1 I would recommend my manager host a student again next summer.  Yes  No
- 2 I would recommend this work-based learning program to a friend.  Yes  No
- 3 I learned new skills during this work-based learning experience.  Yes  No
- 4 I practiced/improved skills I already had during this work-based learning experience.  Yes  No
- 5 List three skills you think you gained or improved during this work-based learning experience.
- 6 What is one area where your manager really helped you gain skills or confidence?
- 7 What is one area where your manager could have helped you more during your work-based learning experience?
- 8 If you could change one thing about this program, it would be...



## KNOW WHAT'S EXPECTED

### Workplace Norms

Understanding workplace norms will help you to have a great work-based learning experience. Here are some general norms and expectations to consider:

- **Attire/Appearance**
- **Dependability**
- **Interpersonal Communication**
- **Phone and Email Communication**
- **Virtual Communication** (Zoom)

Every workplace is unique when it comes to what is expected, so be sure to ask your supervisor about their expectations.

### Giving and Accepting Feedback

Feedback is a gift! If you have the opportunity to share or receive constructive feedback during your work-based learning experience, consider the following:

- **Be a good listener.** Focus on the information shared, and allow yourself a moment to process what you have heard before responding. If something is unclear, ask for clarification or check for understanding.
- **Be as clear as possible in your communication** – what is the situation, what possible solutions do you see, what is your recommendation?
- **Find the right time to have the conversation.** Allow enough time to have a thorough conversation, at a time when those involved can focus on the conversation.
- **Be open to hearing others' perspectives** on how you are performing, and where you might improve.
- **Ideally, feedback should be given in person,** not via email or text message.
- **Say "Thanks!"** – Thank you for helping me improve, or thank you for hearing my ideas.

Getting to know your mentor

## ENGAGE IN THE WORKPLACE COMMUNITY

### Get To Know The Company

If your work-based learning experience is with a company that offers networking activities, do your best to participate in them. These experiences will help you learn more about the company and connect with others.

If your company does not offer networking activities, seek them out on your own. Here are some ways to do this:

- **Informational Interviews**
  - work with your mentor to create a list of interview questions, and schedule interviews with individuals throughout the company to learn more about their work and their role in the company.
- **Department "Meet and Greet"**
  - arrange a series of meetings with different departments within the company. Learn about each department's role in the company, and the people who work within each department.

### Workplace Communication

Understanding how communication works within a company is very important to your success. The following tips can help you ace communication at work:

- Ask your supervisor how the team communicates with each other – via email? Slack? Text? All of the above?
- If you have not used the communication platform before, ask if there are tutorials available to help you get started, or if there is someone who can help you get started.
- Ask your supervisor for clear points of contact in the work place. Knowing who to approach, for what type of information, will save you time and frustration.
- Sometimes workplaces have their own language – acronyms and terms whose meaning may be unclear to you. Ask questions if you do not understand what is being said.

# SEEK OPPORTUNITIES FOR LEARNING AND CONNECTION



## Benefits of Having a Mentor

A mentor is someone who can support, advise, and guide you during your work-based learning experience. In a workplace setting, your mentor may be an experienced employee at the business where you are working. Your mentor is an important part of your work-based learning experience, and can help you in ways beyond your placement, such as providing advice on exploring careers, helping you identify and build upon your strengths, and connect you with others in the industry to help you build your network. While you may view your supervisor as a mentor, choosing a mentor who is not your supervisor will provide you with another helpful perspective on your work-based learning experience.

*Help your mentor get to know you. Share the information below with your mentor.*

## Mentor Information Sheet



### CONTACT INFORMATION

■ Name:

■ Address:

■ Cell Phone:

■ Email:

### ABOUT YOU

■ High School:

■ Year in School (Junior, Senior):

■ Pronouns (she/her, he/him):

■ Subjects you like:

■ Career Interests:

■ Hobbies:

■ What are you hoping to learn?

## How to Work with a Mentor.....

Getting to know your mentor may feel a little awkward at first, and that's o.k. Working together, you and your mentor can identify the areas where you'd like their support, and determine how, when, and where you will connect for mentoring conversations. Before you know it, you and your mentor will feel more comfortable with one another, and you will both benefit from the mentoring relationship.

### Here are a few tips to have a successful mentor experience:

■ Help your mentor get to know you. Use the mentor Information sheet and share this information with your mentor.



■ Only meet during normal work hours, at the workplace or somewhere public, like a coffee shop.

■ Limit communication times to work hours, not outside of the normal work time.





Aside from LinkedIn, do not follow your mentor on social media, or ask them to follow you on social media.

■ If you are uncomfortable with something your mentor says or does, let a trusted adult know what has happened.

■ Sometimes it can be hard to connect with a mentor. If you have tried to connect and it is not working, ask your teacher or employer for help identifying a new mentor.

# WBL BY CAREER PATHWAY .....

Work-based learning opportunities can be developed for any career pathway. **Here are a few examples** of work-based learning for a selection of career pathways.

		CAREER PATHWAY		
		ADVANCED MANUFACTURING	FINANCE	HEALTH PROFESSIONS
WORK-BASED LEARNING EXPERIENCE	 <b>JOB SHADOW AND WORK-SITE TOURS</b>	<ul style="list-style-type: none"> <li>Job shadow a machine operator or measurement inspector</li> <li>Tour a CNC Manufacturing facility or manufacturing business</li> <li>Visit the photonics program at Gallatin College</li> </ul>	<ul style="list-style-type: none"> <li>Conduct an Interview with an Accountant or Financial Planner</li> <li>Work at School-Based Enterprise/School Store</li> <li>Tour the Federal Reserve Bank in Helena</li> <li>Job shadow a Chief Financial Officer, Budget Analyst, or Financial Advisor</li> <li>Volunteer on a nonprofit board of directors</li> </ul>	<ul style="list-style-type: none"> <li>Conduct interviews with health professionals</li> <li>Job shadow an athletic trainer, dentist, or radiologist</li> <li>Volunteer at a blood drive or vaccination clinic</li> </ul>
	 <b>INTERNSHIPS</b>	<ul style="list-style-type: none"> <li>Summer/Part-time Job</li> <li>Research project</li> <li>Marketing/Communication project to help a local manufacturer update their website</li> </ul>	<ul style="list-style-type: none"> <li>Summer/Part-time Job</li> <li>Research Project</li> <li>Develop materials for financial education program</li> </ul>	<ul style="list-style-type: none"> <li>Summer/Part-time Job</li> <li>CPR/First Aid Certification</li> <li>Certified Nurse Aide Training</li> <li>Research Project</li> </ul>
	 <b>APPRENTICESHIPS</b>	<ul style="list-style-type: none"> <li>CNC Machinist</li> <li>Production Worker</li> <li>Equipment Operator</li> </ul>	<ul style="list-style-type: none"> <li>Financial Services Representative</li> <li>Accounting Technician</li> <li>Bank Teller</li> <li>Finance Business Partner</li> </ul>	<ul style="list-style-type: none"> <li>Nurse</li> <li>Community Health Worker</li> <li>Medical Record Technician</li> <li>Paramedic</li> <li>Dental Assistant</li> </ul>
	 <b>EVENTS OR OTHER OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>TekNoExpo at MSU Northern</li> <li>Manufacturing Day at Gallatin College</li> <li>Women in Gear at Helena College</li> <li>Industrial Expo at Missoula College</li> <li>Skills USA or FIRST Robotics</li> </ul>	<ul style="list-style-type: none"> <li>Stock Market Challenge</li> <li>Big Sky Biz Sim</li> <li>Business CTSO - Business Professionals of America and DECA</li> </ul>	<ul style="list-style-type: none"> <li>Health Occupations Students of America (HOSA)</li> <li>Regional Area Health Education Centers - Medstart Summer Camp, AHEC Montana</li> <li>Project Lead the Way Biomedical Science (PLTW)</li> </ul>

Are you interested in setting up an internship or apprenticeship or learning more about work-based learning?

Visit our website: [wblmt.org](http://wblmt.org)

or connect with:


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