

CAREER EXPLORATION EXPERIENCES

WORK-BASED LEARNING

Work-based learning (WBL) is one of many components in a successful educational system. WBL refers to education experiences that occur in cooperation with business/industry and other community partners. Work-based learning is defined as a coherent sequence of career awareness, exploration, job training and experience activities that are coordinated with school-based learning activities. There are work-based learning activities appropriate for every grade level to support students in developing career awareness, exploring career options, developing appropriate workplace skills and relating academic experiences to real-world applications. Typically, students complete written assignments before, during and after work-based learning experiences to help them understand and reflect on what they see, hear and learn from the community partner. There are many types of work-based learning activities.

1. GUEST SPEAKERS

Guest speakers provide an opportunity for students to learn about a particular career. Guest speakers should provide information that supports the Medical Anatomy and Physiology curriculum.

2. FIELD STUDY

Field studies are planned group activities that provide opportunities for students to observe professionals in a variety of clinical settings.

3. CAREER FAIR

A career awareness/exploration event in which multiple business participants assemble at a particular site. Career fairs provide awareness and understanding of featured careers.

4. JOB SHADOWS

Job shadows provide a structured activity in which the student observes an employee at the work place. Job shadow activities typically last from three to six hours.

5. INTERNSHIPS

Student internships are experiences where students are assigned to an employer for a period of time to learn about a particular industry or career. Internship programs extend formal classroom learning into the community. Internships are:

- Linked to a related internship class
- Paid or unpaid (usually unpaid)
- Time limited
- Practical application of previously studied theory or related curriculum
- Connected to career goals and the SEOP
- Opportunities for students to explore career options in a particular field of work

Note: The State of Utah has a statewide WBL program and all districts receive funding to support WBL. Someone within your district is designated as a WBL coordinator and may provide assistance in coordinating WBL activities. Additional WBL information, materials, resources, etc. may be obtained by visiting www.usoe.k12.ut.us/ate/wbl

1. GUEST SPEAKERS

DEFINITION

Guest speakers provide an opportunity for students to learn about a particular career. Guest speakers should provide information that supports the Medical Anatomy and Physiology curriculum.

GUEST SPEAKER RESPONSIBILITIES

- Provide list of equipment and/or audio visual needs (refer to the Guest Speaker Form)
- Gather company brochures, product sheets and any other information needed for distribution
- Use hands-on demonstrations and visual aids when applicable
- Allow time for a question and answer period
- Complete evaluation of the experience

TEACHER RESPONSIBILITIES

- Brief guest speaker on the purpose of speaking and topics to be covered
- Confirm date, time, place and parking accommodations
- Prepare the students
 - Objectives of the presentation
 - Information to be gained
 - How to ask appropriate questions
 - Behavior, courtesy and appropriate dress
 - Related assignments and due dates
- Provide speaker with a list of student questions and topics to be covered prior to the speaking engagement
- Provide necessary audiovisual or other equipment
- Introduce guest speaker
- Remain in classroom
- Request feedback from the employer regarding the experience
- Conduct follow-up with students
- Provide data to the work-based learning coordinator or related personnel
- Write thank you notes

2. FIELD STUDY

DEFINITION

Field studies are planned group activities that provide opportunities for students to observe professionals in a variety of clinical settings.

EMPLOYER RESPONSIBILITIES

- Address safety concerns and proper conduct
- Support school curriculum by addressing topics as requested by the instructor

TEACHER RESPONSIBILITIES

- Give employer information regarding the purpose of the field study and the topics to be covered
- Set up transportation
- Provide a list of students to the office and chaperones
- Gather needed forms
- Prepare the students
 - objective(s) of the field study
 - skill(s) or information to be gained
 - types of equipment, procedures and processes to be observed
 - how to ask appropriate questions
 - behavior, courtesy and appropriate dress
 - items needed---notebook, pencil, lunch, etc.
 - procedures to follow
 - safety issues
 - related assignments and due dates
- Assess effectiveness of the field study
- Provide data to the work-based learning coordinator or related personnel
- Write thank you notes

3. CAREER FAIR

DEFINITION

A career awareness/exploration event in which multiple business participants assemble at a particular site. Career fairs provide awareness and understanding of featured careers.

TEACHER RESPONSIBILITIES

- Arrange for and confirm presenters for the career fair
- Coordinate and schedule necessary space/rooms at the school
- Inform employers of expectations and purpose
- Arrange for any special equipment needed
- Coordinate with teachers and administrators
- Conduct preparatory activities
- Prepare the students
 - objective of the career fair
 - how to ask appropriate questions
 - behavior, courtesy and appropriate dress
 - related assignments and due date
- Assess the effectiveness of the career fair
- Provide data to the work-based learning coordinator as requested
- Provide assistance with and discipline to students as needed
- Help with career fair duties as assigned

4. JOB SHADOWS

DEFINITION

Job shadows provide a structured activity in which the student observes an employee at the work place. Job shadow activities typically last from three to six hours.

STUDENT RESPONSIBILITIES

- Obtain parental/teacher permission to attend
- Dress appropriately for the situation/site
- Follow safety guidelines
- Use transportation approved and/or provided by parent
- Show honesty, punctuality, a cooperative attitude, proper grooming and a willingness to learn
- Ask relevant and thoughtful questions, which are prepared in advance
- Confirm date, time and place of job shadow
- Write thank you note

EMPLOYER RESPONSIBILITIES

- Orient student and provide safety guidelines
- Confirm date, time place and details with the school or student
- Notify co-workers of the student's visit and encourage the sharing of career experiences
- Inform school or student of any required safety clothing or equipment
- Monitor experience and contact the instructor/administrator of any problems
- Include student in normal work activities
- Share career path development
- Explain how department/job relates to the organization

TEACHER RESPONSIBILITIES

- Obtain completed forms
- Coordinate goals and requirements with the employer and student
- Evaluate effectiveness of the experience
- Provide data to work-based learning coordinator or related personnel

5. INTERNSHIPS

DEFINITION

Student internships are experiences where students are assigned to an employer for a period of time to learn about a particular industry or career. Internship programs extend formal classroom learning into the community. Internships are:

STUDENT RESPONSIBILITIES

- Maintain high level of attendance and performance at both the school and the work site
- Maintain satisfactory grades and be in good standing with local high school
- Consult work-based learning coordinator or supervising teacher, as well as the employer, about any concerns or problems
- Attend work site according to the *Internship Agreement*
- Use transportation approved and/or provided by parent
- Dress appropriately for the work site, including all appropriate safety clothing and equipment
- Demonstrate honesty, punctuality, cooperative attitude, proper grooming and dress and willingness to learn
- Conform to rules, regulations, and safety standards of the training site and maintain confidentiality
- Complete required assignments and furnish necessary information, reports and time sheets
- Notify employer/supervisor and work-based learning coordinator prior to absences

EMPLOYER RESPONSIBILITIES

- Conduct hiring interview with the student
- Sign training agreement
- Approve student learning objectives
- Provide time to orient, train and provide safety instruction
- Review progress with the student periodically
- Assume responsibility for meaningful training and a safe workplace
- Consult school supervisor regarding problems related to the work experience
- Conform to state and federal labor laws
- Provide worker's compensation coverage for students in paid experiences
- Verify and sign attendance and/or time records, as required
- Work with student to coordinate work and school schedules
- Evaluate student performance

TEACHER RESPONSIBILITIES

- Serve as coordinator to all parties involved in the internship
- Issue grade and credit for successful completion of requirements
- Insure all written work and forms are complete and received
- Conduct monthly training site visits and/or work site contacts
- Assist student in achieving educational goals as stated in the SEOP
- Complete necessary paperwork and monitor student progress in cooperation with student and work site supervisor
- Verify safety standards in the work place
- Monitor student internship hours regularly, collect time cards at least monthly
- Maintain open communication with student, parent and employer