Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/Career Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School District: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Worksite Name/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Assigned Days: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Assigned Hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Worksite Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Worksite Supervisor Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Worksite Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Worksite Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Career Pathway/Program of Study: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the Work-Based Learning (WBL) Placement aligned to student’s Individual Graduation Plan (IGP)? Yes or No

Is the Work-Based Learning Placement paid? Yes No

Did the student earn at least one unit of course credit in the career pathway related to the WBL placement? Yes No

If yes, what is the course code? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is School Insurance coverage provided? Yes No

**Job Description (Tasks, Responsibilities, Projects, etc. established by worksite supervisor)**

**List of objectives and/or skills to be mastered based on industry-defined competencies within career pathway**

**Employability Attributes**

**1**

The employability attributes provided below as Profile Elements are essential in every work environment

throughout one’s career. Discuss and review with the student as each should be viewed as the foundation

upon which specific workplace and career ready skills are aligned with the Profile of the SC Graduate.

Each will be the basic expectation for the work-based learning experience and will serve as the

criteria of measure for the mid and final employer evaluation tool.

\* Two evaluation reviews from the worksite supervisor are recommended to capture student growth.

# KEY: Evaluation Score

1 = Performance Improvement Needed: Needs to have a strategy to improve this skill

2 = Developing: Developing this skill; learning to address challenges related to this skill; aware of next steps

3 = Competent: Demonstrates this skill; aware of the importance of this skill

4 = Proficient: Consistently demonstrates this skill; shows initiative to learn about, enhance or apply this skill

5 = Advanced: Exceeds expectations; works with high level of independence, acts as a role model, or shows

initiative to apply and extend this skill

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| PROFILE ELEMENT | PERFORMANCE EXPECTATIONS | REVIEWS  1-5 Scale  (See Key Above) | | COMMENTS  Notes, goals, and reflections for Review #1 and Review #2 |
| Attendance  Appearance,  and Punctuality | * Arrives on time and prepared for work * Provides sufficient notice if unable to report for work * Clean, neat appearance * Dresses appropriately for position and duties * Wears ID Badge in accordance with policy * Practices personal hygiene for position and duties | 1 |  |  |
| 2 |  |  |
| Initiative  Motivation,  Self-Direction | * Participates fully in tasks or projects from start to finish * Initiates interaction with supervisor for next task or project upon successful completion of previous one * Able to work with little supervision; dependable * Use good judgement | 1 |  |  |
| 2 |  |  |
| Communication | * Communicates effectively, orally and in writing, using the language and vocabulary appropriate to a variety of audiences within the workplace including coworkers, supervisors, and customers * Demonstrates active listening skills; focuses attentively, makes eye contact or other affirming gestures, confirms understanding and follows directions | 1 |  |  |
| 2 |  |  |
| Teamwork and Collaboration | * Works productively with co-workers, individually and in teams; support organization’s mission and goals * Accepts direction and constructive feedback with positive attitude * Cooperative | 1 |  |  |
| 2 |  |  |
| PROFILE ELEMENT | PERFORMANCE EXPECTATIONS | REVIEWS  1-5 Scale  (See Key on pg.2) | | COMMENTS  Notes, Goals, Reflections for Review #1 and Review #2 |
| Critical Thinking and Problem Solving | * Notices and identifies challenges and problems that arise in the workplace * Brings concerns to attention of supervisors * Develops solutions to challenges and problems by analyzing available information and looking at options, guided by expectations for organization | 1 |  |  |
| 2 |  |  |
| Workplace Policy, Integrity, Culture and Safety | * Exhibits understanding of workplace culture and policy * Follows professional standards for use of computers, phones and social media * Respects confidentiality * Complies with health and safety rules for the workplace * Adheres to cell phone usage policy | 1 |  |  |
| 2 |  |  |
| Knowing How to Learn | * Eager and willing to learn * Listens and observes to learn * Asks questions * Initiates to seek answers * Inquisitive * Manages time effectively | 1 |  |  |
| 2 |  |  |
| Information/Media & Technology | * Knows how to locate necessary information to perform tasks * Uses digital media literacy to identify, access and analyze * Displays global knowledge with use of technology | 1 |  |  |
| 2 |  |  |
| Global Perspective | * Identifies and respects cultural diversity * Understands social/economic relationship impact on the job * Seeks to work towards conflict resolution * Thinks globally and understands link to people worldwide | 1 |  |  |
| 2 |  |  |
| Creativity/Innovation | * Introduces new ideas or methods for task or work process * Imaginative: Thinks outside the box * Shares ideas and insights * Encourages engagement | 1 |  |  |
| 2 |  |  |

W **Workplace & Career Specific Skills**

**2**

List ***three to five skills*** that will be a focus for this work-based learning experience. Choose from the following

examples or identify other skills relevant to the specific worksite environment and/or career goals.

Career/Engagement Skills Digital Literacy Skills Applied Academic Skills STEM-Related Skills

Adaptability Computer Technology Applied Mathematics Analyze

Collecting and Organizing Database Usage Reading Engineering Concepts

Information Graphic Design Research and Analysis Technology Driven

Creativity Media Literacy Writing Science Concepts

Professionalism Office Suite Software Multiple Languages Cause/Effect relations

Leadership Coding Predict/Conclude

Project Management Software Development Repair equipment

Public Speaking/ Spreadsheet Usage Uses software effectively

Presentations Web Development Mathematics concepts

Understanding Aspects (or industry specific

technology)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SKILL | SKILL DEFINITION | REVIEWS  1-5 Scale  (See Key Above) | | COMMENTS  Notes, goals, and reflections for Review  #1 and Review #2 |
|  |  | 1 |  |  |
| 2 |  |  |
|  |  | 1 |  |  |
| 2 |  |  |
|  |  | 1 |  |  |
| 2 |  |  |
|  |  | 1 |  |  |
| 2 |  |  |

Evaluation Review 1: Evaluation REVIEW 2:

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Worksite Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Worksite Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Rep. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School Rep. Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_