



Planning Impactful Work-Based Learning

Launch Year Webinar Series: Part 1
October 26, 2022



PRESENTER



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Manager, Work-Based Learning
NAF

Introduce Yourself!

Share in the Chat:

- Name
- Academy and Location
- One celebration or accomplishment from this school year

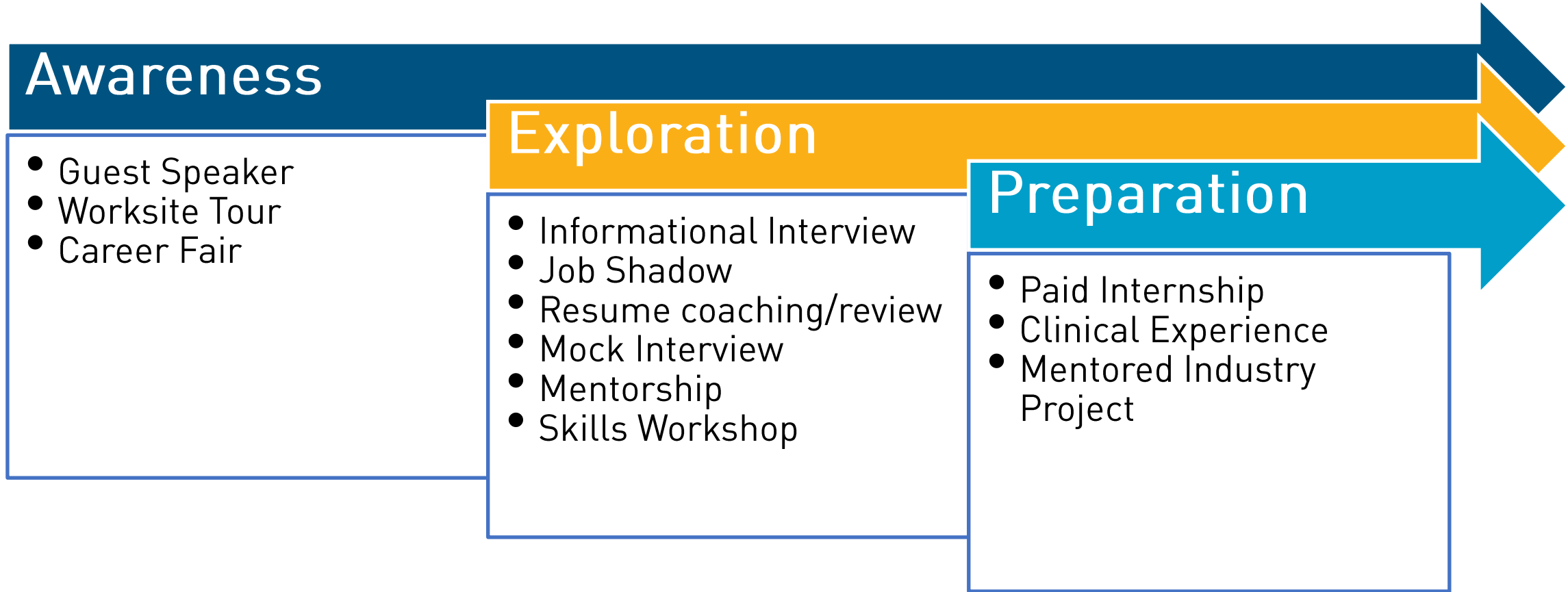


Objectives

- **Understand** key elements of impactful work-based learning
- **Explore** the work-based learning planning process
- **Identify** work-based learning resources for implementation
- **Consider** your current work-based learning plan and alignment with student interest



Work-Based Learning Continuum





Career Readiness and WBL: The Differences



Career Readiness

- Industry-based curriculum
- Internship Prep Content
- Guest Speaker Videos
- Work-Based Learning








Work-Based Learning

- Awareness
- Exploration
- Preparation

Work-Based Learning

Work-based learning is an educational approach designed to help students connect what they learn in the classroom with what is expected in the workplace by integrating learning with real-world applications in partnership with industry professionals.

 <p>GETTING STARTED</p> <p>WBL: Get Started</p> <p>Gain a deeper understanding of work-based learning and access to numerous resources.</p> <p>VIEW</p>	 <p>PREPARE FOR WBL</p> <p>Prepare for WBL</p> <p>Preparation and planning are key in delivering impactful work-based learning. Explore NAF's work-based learning resources as you prepare students and partners for work-based learning engagements.</p> <p>VIEW</p>	 <p>EXPLORE WBL</p> <p>Explore WBL</p> <p>Expand your work-based learning opportunities and build experiences to ensure your students are college and career ready. Explore NAF's work-based learning resources to as you implement work-based learning.</p> <p>VIEW</p>
 <p>INTERNSHIP PREP</p> <p>Prepare for Internships</p> <p>Ensure your students are ready for their internship experience. Explore how to incorporate internship preparation materials into your classroom today.</p> <p>VIEW</p>	 <p>CUSTOM TEMPLATES</p> <p>Customizable Templates</p> <p>Consider needs specific to your students and partners when implementing work-based learning. Use NAF's customizable templates to make each engagement personalized to your needs.</p> <p>VIEW</p>	



Impactful Work-Based Learning includes:

Interaction

Students have ongoing interactions with professionals in workplace settings through a variety of experiences.

Outcome-Driven

Students discover careers of interest, make a plan to achieve their goals, develop professional skills and monitor their growth, and make meaningful connections with professionals.

Preparation & Reflection

Students prepare for each experience with guidance from their teacher and reflect on their experience after participation.

Classroom-Connected

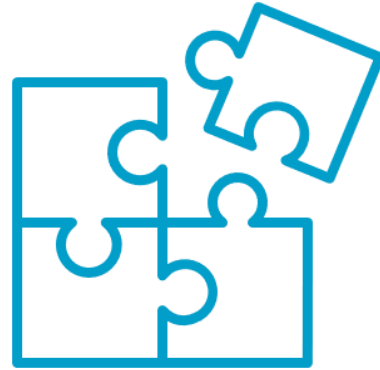
Students develop career-ready skills by connecting classroom content with intentionally aligned student learning outcomes developed in collaboration with educators and partners.



Work-Based Learning Impact



Aspirations



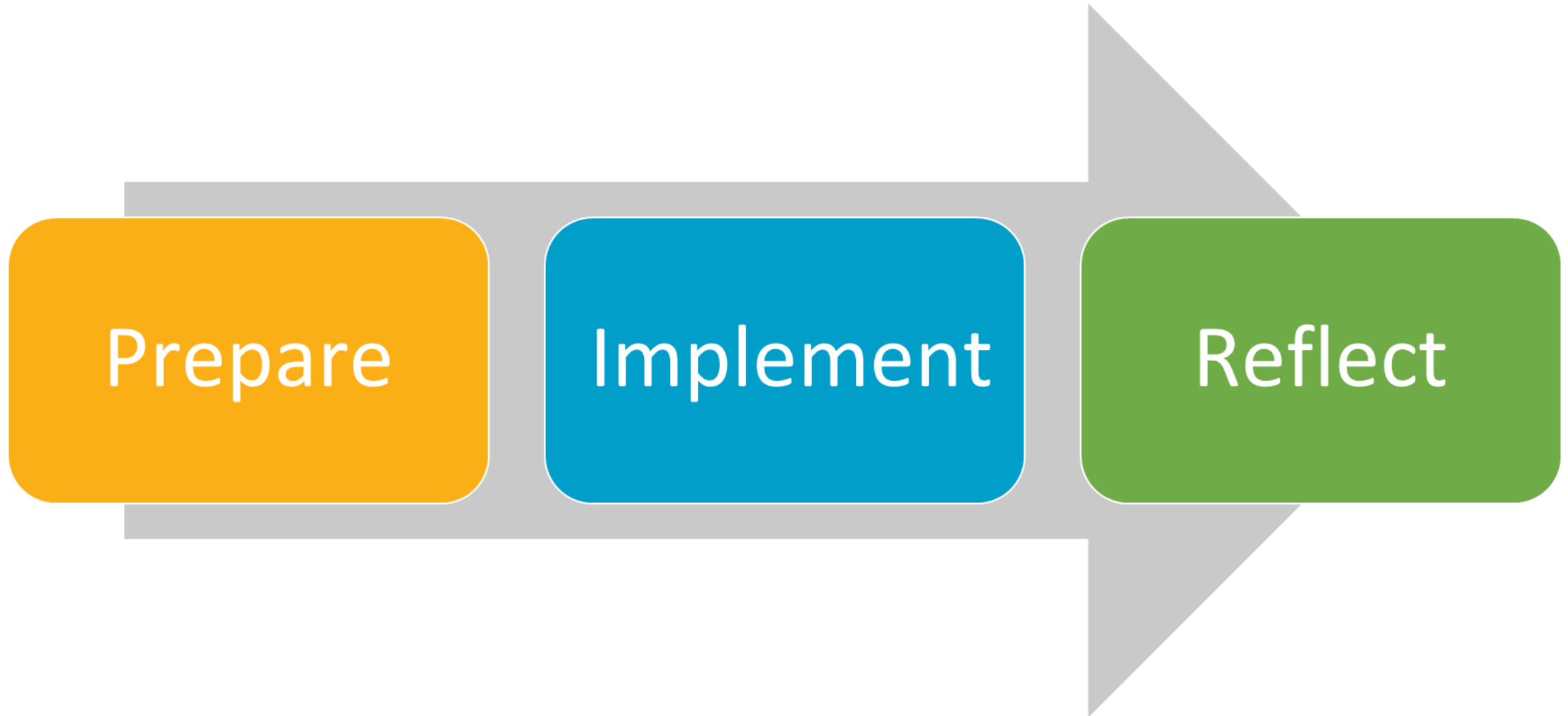
Skill Sets



Connections



Planning Intentional Work-Based Learning



Prepare

Implement

Reflect



Planning Considerations





Work-Based Learning Stakeholders

Academy Educators

- Teach career-themed & integrated curriculum
- Collaborate with other educators in the academy
- Incorporate work-based learning in the classroom

WBL/Internship Coordinator(s)

- Coordinate activities to align with the work-based learning continuum
- Connect with civic, business, and community partners to recruit, engage & support

Advisory Board Members

- Support work-based learning in the classroom
- Provide industry updates to educators
- Advocate for the academy
- Provide time, talent, and expertise to support academy quality & sustainability

District CTE Staff

- Support academy staff in planning and implementing work-based learning
- Provide resources for WBL implementation

Industry Partners

- Provide work-based learning opportunities for learners and educators
- Share resources and opportunities with the academy

Students

- Participate in work-based learning activities
- Share feedback to indicate impact



Activity Planning – Pre-Activity

Educators

- Planning Timelines
- Confirmation Emails
- Identified Objectives

Confirmation Email — 4 Weeks (Four weeks before engagement)

Email Subject: **WBL Activity** Confirmation

Dear **insert name**,

Thank you for your generous commitment to work with students in

This important experience will help students connect the lessons the professional world. These types of work-based learning engagement professional behavior and elevate their comfort level in communication

Immediate Action Items

- Confirm you are still able to participate at the scheduled time as soon as possible.
- Review all materials provided:
 - **Insert title of attachment 1**
 - **Insert title of attachment 2**
- Complete and return the following by **Insert date, 1 week before**
 - **Insert title to be returned 1**
 - **Insert title to be returned 2**
- Send any pre-work for students by **Insert date, 1 week before**
- Insert info about fingerprinting and background check here,

[If virtual also include these bullets]

- Confirm your video and audio work with **insert video conferencing** prior to the engagement.
- Video conferencing information will be provided by email one

If you have any questions, please contact me by replying to this email. The Academy of **Theme** look forward to welcoming you to our classroom

Sincerely,

Name
Position
Academy of **Theme**
Email
Phone

	WBL Event Title	WBL Event Title
	Event Date	Event Date
Six Months Prior to Engagement	Complete	Complete
Review school and district calendar.		
Review academy Work-Based Learning Plan and Calendar .		
Review Student Learning Outcomes to be met.		
Decide the profile of presenter(s) who could accomplish those outcomes.		
Decide when each outcome fits in the curriculum.		
Create a list of proposed dates for guest speakers for the year and complete the Work-Based Learning Plan and Calendar .		
Four Months before Engagement		
Complete any required permission forms for your school and district: <ul style="list-style-type: none"> - <i>Photo release</i> - <i>Volunteer paperwork</i> - <i>Background check and fingerprinting process</i> 		
Meet with the advisory board and provide a list of proposed dates for guest speakers for the year. Ask them to sign up, or to suggest presenters and provide contact information, or ask advisory board members to reach out to potential presenters on your behalf. <ul style="list-style-type: none"> - Send advisory board members and suggested contacts the Request Email and include the Partner Interest Survey. 		
Track interested presenters using the Work-Based Learning Tracking Spreadsheet . Continue outreach to fill empty spots.		
One Month before Engagement		
Update the Training Guest Speaker PowerPoint to include academy information.		
Send Confirmation Email 4-Weeks Before . Include for review: <ul style="list-style-type: none"> - Training Guest Speaker PowerPoint - Presentation Template Guest Speaker PowerPoint 		
Send calendar invite to the presenter(s) that reflects the date, time, and location of the engagement.		
Stock up on thank you cards.		
Ask office if they can mail thank you cards.		



Activity Planning – Pre-Activity

Students

- Research Activities
- WBL Readiness
- Activity Overview

Research Activity

Guest Speaker

Complete the following research assignment as part of your preparation. Review the biography or résumé provided by the guest speaker as well as information found on the Internet. If the guest speaker did not provide these, start at the beginning.

Student name:
Guest speaker name:
Guest speaker company/organization:
1. Where did the guest speaker attend college?
2. What degree(s) has the guest speaker earned?
3. Which work experience(s) on the guest speaker's résumé/bio...

Professional Dress Guidelines



First impressions and appearance matters. Dress in a way that does not distract from the message you are delivering, keeping in mind that simplicity is key.

Keep in mind that even if the engagement is conducted virtually, you should still dress professionally. It will put you in the professional mindset. Once you get a job, it is recommended that you ask your manager if there is a company dress code that may differ from the professional interview attire.

Review the guidelines below before any engagement with business professionals and remember to reach out to an academy teacher for clarification and help.

HYGIENE AND GROOMING

- Aim for a neat, clean look
- Clean and neatly style hair
- Keep any facial hair well-trimmed
- Brush and floss teeth
- Use deodorant and avoid heavy perfume or cologne
- Clean fingernails
- Wear no nail polish or choose a simple/classic color with no chips
- Wear minimum makeup, jewelry, and accessories
- Remove visible body piercings and cover tattoos (if possible)

PROFESSIONAL DRESS

- Match suit jacket and pants or skirt; or ensure colors are compatible
- Wear solid colors; dark blue, black, or gray are preferable; avoid anything too bright or flashy
- Clean and press pants; tailored and sit at the waist (a belt is preferable)
- Keep dress or skirt length brushing or below the knee when seated
- Clean and press shirt; collared long sleeves or blouse
- Wear hosiery in flesh tone or matching your shoes (if hosiery is desired)



Activity Planning – Pre-Activity

Partners

- Training PPT
- Student Overview

Training Agenda

-  NAF Overview and Introductions
-  College and Career Readiness Skills
-  Logistics and Expectations
-  Best Practices
-  Follow - Up Items
-  Questions and Contact Information





Planning Resources

Request Email



Hello,

We are asking the **area** business community to work with students from the Academy of **Theme** in one of a variety of work-based learning opportunities. Would you be willing to volunteer your time to help students connect classroom lessons with the world of college and careers?

Work-based learning opportunities allow volunteers to share information about their education, training, and job experiences and give students a unique look into the professional world that awaits them outside of high school. Students will have an opportunity to ask questions of the professionals. These interactions also give students a chance to practice professional behavior and elevate their comfort level in communicating with professionals.

As a result of work-based learning opportunities, students will be able to:

- Describe different careers and the basic pathways leading to a variety of careers
- Understand how core soft and technical skills are utilized and developed in the workplace
- Explain the importance of post-secondary education and training

Please join us in making a difference in the lives of young people. You have the opportunity to directly influence the next generation of leaders in your industry. We need your commitment, creativity, and energy to make sure they are prepared to begin a successful career in college and beyond.

Please review the attached **Business Partner Interest Survey** which highlights the various work-based learning opportunities. If you are interested in engaging with students, complete the survey and return it by replying to this email.

Thank you for your support of the Academy of **Theme**. We look forward to the opportunities that you and your peers in the **industry** sector provide that connect our academy students to businesses and organizations in our community.

Sincerely,

Name
Position
Academy of **Theme**
Email
Phone

ADVISORY BOARD

Employee Partner Recruitment



PARTNER INTEREST SURVEY

Name: _____

Company/Organization: _____ Title: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Prior experience with youth: _____

There are several exciting ways for you to make a positive impact on students. Check off what you are interested in, and we will send you details. Engagement opportunities with a blue star (★) are the easiest to convert to a virtual setting.

SHORT-TERM ENGAGEMENT

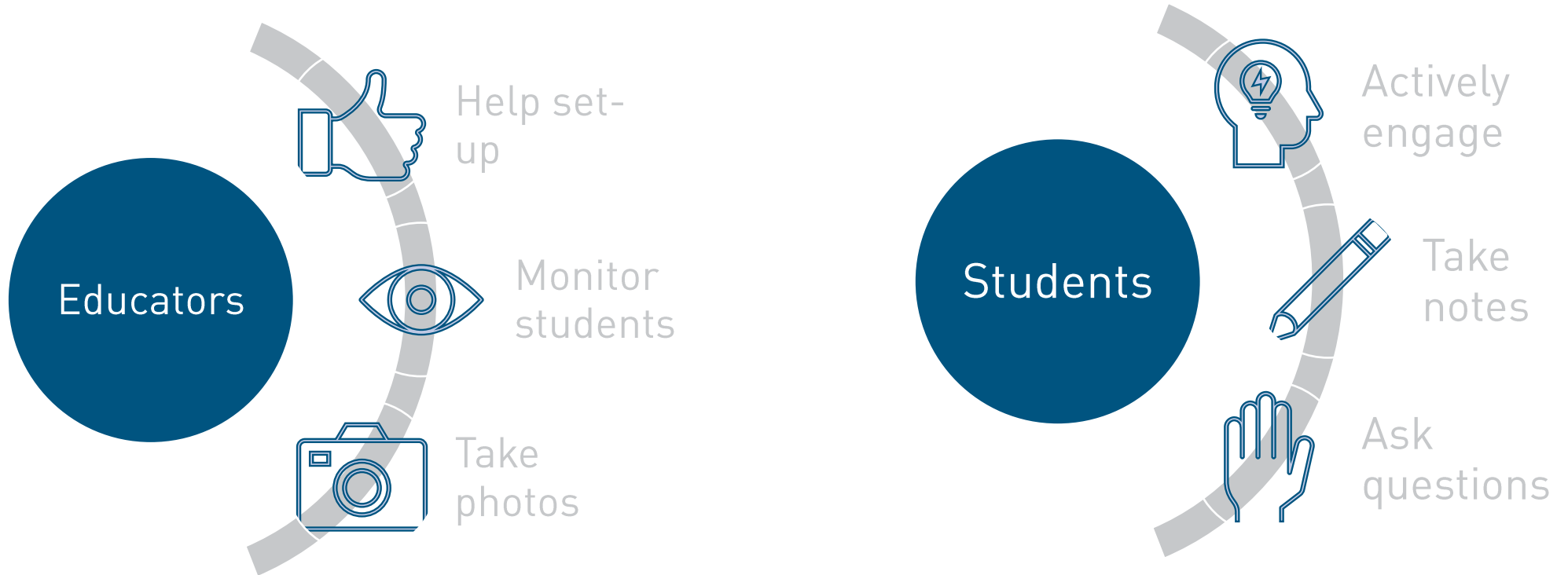
- | | |
|--|---|
| <input type="checkbox"/> Guest Speak ★
Speak to a class about your industry, company, and career path.
<i>Prep time: <2 hours; Engagement time: 45 minutes to 1 hour; Impact: 30-45 students</i> | <input type="checkbox"/> Informational Interview ★
Speak to a student in person, on the phone, or video conference to answer questions about your industry, company, or career path.
<i>Prep time: <1 hour; Engagement time: 15 to 45 minutes; Impact: 1-3 students</i> |
| <input type="checkbox"/> Worksite Tour
Host a group of students for part of the day in your workplace.
<i>Prep time: <2 hours; Engagement time: 1 to 3 hours; Impact: 30-45 students</i> | <input type="checkbox"/> Job Shadow
Host a student at your worksite for a half- or full day.
<i>Prep time: 2 to 5 hours; Engagement time: 4 to 6 hours; Impact: 1-3 students per employee</i> |
| <input type="checkbox"/> Career Fair ★
Speak to students about your industry, company, and career path.
<i>Prep time: <1 hour; Engagement time: 1 to 3 hours; Impact: 30+ students</i> | <input type="checkbox"/> Mock Interview ★
Simulated professional job interview.
<i>Prep time: <1 hour; Engagement time: 15 to 45 minutes; Impact: 1 student per interview</i> |
| <input type="checkbox"/> Resume Review ★
Provide guidance to student(s) on their resume development.
<i>Prep time: <1 hour; Engagement time: 15 to 45 minutes; Impact: 1-3 students</i> | |

LONG-TERM ENGAGEMENT

- | | |
|---|---|
| <input type="checkbox"/> Internship ★
Host a high-quality paid intern.
<i>Prep time: 2 to 5 hours; Engagement time: 120+ supervision hours; Impact: 1 student per supervisor</i> | <input type="checkbox"/> Financial or In-kind Contributions ★
Help the academy/ies by donating funds or providing needed resources. |
| <input type="checkbox"/> Mentor/Project Mentor ★
Mentor a student or group of students.
<i>Prep time: <1 hour; Engagement time: 30 minutes to 1 hour per session; Impact: 1 to 5 students</i> | <input type="checkbox"/> Join the Advisory Board ★
NAF advisory board members work closely with academy leadership to provide comprehensive, ongoing support to academy staff and students, acting as ambassadors in their networks and communities to create opportunities for NAF students.
<i>Engagement time: 3 to 4 hours per month</i> |



Activity Planning – During Activity





Activity Planning – Post Activity

Students

- Reflection
- Thank You Emails

Student Reflection

Guest Speaker

Take some time to think back on the guest speaker and plans in the future.

Student Name _____

Guest Speaker Name _____

What was one key takeaway you had from this guest speaker's presentation?

What did you learn about the guest speaker's company?

How do you think the guest speaker uses collaboration?

What was the pathway (experiences, degrees, training, current career)?

Would you consider a career in this field? Why or why not?

What might you do to prepare in the next five years if you were to enter this field?

Indicate your level of agreement of the guest speaker's presentation by marking an "X" in the appropriate column for each row.

	1 Strongly Disagree	Disagree	Agree	2 Strongly Agree
Was interactive				
Provided content useful to our coursework				
Provided content useful to my career interests				

Student Thank You Note

(One day after engagement)



Note to students: This thank you note should be a personal thank you note written by students and sent to the business partner within a day or two of the engagement. The note can be emailed or can be handwritten and mailed. In both cases, students should check spelling and grammar and have their teacher review. For mailed thank you notes, teachers should assist students with properly addressing the envelope.

Dear **name of business partner**,

2 sentences to share the purpose of writing this letter and express your appreciation.

Example: "I appreciate you taking the time to (inform / educate / speak with / etc.) the class about..."

2-3 sentences to describe your experience, citing examples of what you learned. Be specific- instead of just restating the speaker's message, you should aim to describe the points that you found most interesting. How did the experience impact you? How will this experience help you in school and in the future?

Example: "I found the experience to be (exciting / informative / engaging / etc.), especially when I learned about... This experience will help me to..."

2 sentences calling out something specific that you noticed and appreciated from the speaker- their manner of delivery, willingness to answer questions, something in their background they shared, etc.

Example: "As a participant, I appreciated how you..."

2 sentences to thank them again for taking time out of their schedule and mention your appreciation one more time.

Example: "Thank you so much for coming to (inform / educate / speak with / etc.) the class about..."

Sincerely,

Your name



Activity Planning – Post Activity

Educators

- Thank You Emails

Thank You Email

(One day after engagement)



Email Subject: Thank You

Dear **insert name**,

Thank you so much for taking the time to participate in a work-based learning opportunity with our students at the Academy of **Theme** on **date/yesterday**. Your support of the Academy provides students the opportunity to make better informed decisions regarding their futures. The students gained valuable insight into the professional world, and we hope that you benefitted from this experience as well.

We hope that you will continue to be involved in our students' future work-based learning activities.
Optional: insert any upcoming events, if known.

Sincerely,

Name




Work-Based Learning Resources



Work-Based Learning

Work-based learning is an educational approach designed to help students connect what they learn in the classroom with what is expected in the workplace by integrating learning with real-world applications in partnership with industry professionals.

FEATURED RESOURCES IN WBL




STEM Careers Coalition

Student-facing modules built by NAF and Discovery Ed to build your professional identity and understanding networking.

[VIEW](#)






GETTING STARTED

WBL: Get Started

Gain a deeper understanding of work-based learning and access to numerous resources.

[VIEW](#)




PREPARE FOR WBL

Prepare for WBL

Preparation and planning are key in delivering impactful work-based learning. Explore NAF's work-based learning resources as you prepare students and partners for work-based learning engagements.

[VIEW](#)




EXPLORE WBL

Explore WBL

Expand your work-based learning opportunities and build experiences to ensure your students are college and career ready. Explore NAF's work-based learning resources to as you implement work-based learning.

[VIEW](#)




INTERNSHIP PREP

Prepare for Internships

Ensure your students are ready for their internship experience. Explore how to incorporate internship preparation materials into your classroom today.

[VIEW](#)



CUSTOM TEMPLATES

Customizable Templates

Consider needs specific to your students and partners when implementing work-based learning. Use NAF's customizable templates to make each engagement personalized to your needs.

[VIEW](#)



Update your Work-Based Learning Plan



Use engagement learnings to update your WBL plan



Revisit your plan regularly to best serve students and involve partners



Review work-based learning data after each engagement, sharing with stakeholders to plan for future activities

Questions

Next Launch Year Webinar

Wednesday, November 15th at 3:30pm EST

Focus: A World of Resources: Finding What You Need