Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| **Business Name** |  |  | **Business Contact** |  |
| **Business Address** |  |  | **Business Phone/Email** |  |
| **Arrival Date/Time** |  |  | **Arrival Location** |  |
| **Departure Date/Time** |  |  | **Departure Location** |  |
| **School Contact** |  |  | **School Contact Phone/Email** |  |

**Before the WBL Experience:**

1. Participate in classroom lessons to prepare.
2. Obtain permission and assignments from teachers for all classes that will be missed.
3. Complete the Research Activity.
4. Create a list of questions you will ask.
5. Review the Professional Dress Guidelines.

**During the WBL Experience:**

1. Arrive 15 minutes early at the designated meeting place. If you are delayed, please call the company and your academy contact and explain your situation.
2. Adhere to the Professional Dress Guidelines.
3. Bring identification, pen, notebook, and any other required documents.
4. Act maturely and professionally.
5. Ask questions and take advantage of the time you have with industry professionals.
6. Ask for a business card from your host and other employees you’d like to thank.

**After the WBL Experience:**

1. Send a Thank You Note to your host. Use proper grammar and spelling.
2. Complete the Reflection Activity.
3. Complete all assignments from missed classes.

I understand and agree to the requirements as outlined above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                  \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name (print) Student Signature Date