



Every Student Needs A Skill

500 WILCO BOULEVARD · ROMEOVILLE, IL 60446

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## Work-Based Learning Training Memorandum

**Purpose:** Provide students with the opportunity to engage and interact with industry experts while learning to demonstrate essential employability and technical skills necessary for today’s workforce. [ISBE CTE WBL](#)

**S.M.A.R.T. Goal** (to be completed by student worker): I, \_\_\_\_\_, plan to pursue...  
(STUDENT NAME)

**Specific:** \_\_\_\_\_

**Measured:** \_\_\_\_\_

**Achievable:** \_\_\_\_\_

**Relevant:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**Career Development Experience Site Placement:** \_\_\_\_\_

Anticipated **Start Date:** \_\_\_\_\_

Anticipated **End Date:** \_\_\_\_\_

Training concludes upon completion of \_\_\_\_\_ hours of work experience on-site or as determined by all parties

**Provide the student worker’s general hours of availability below:**

(A student cannot be scheduled more than a maximum of 20 hours per week excluding scheduled breaks)

Sun	Mon	Tues	Wed	Thur	Fri	Sat

### **Student Worker Responsibilities**

- Maintain professionalism as demonstrated by appropriate language, behavior, attire and attendance
- Report any concerns to instructor, guardian and/or work site as they arise
- Take initiative to assist beyond required tasks when appropriate
- Document hours worked using approved method and evaluate experience through weekly journal entries
- Complete academic coursework as assigned to ensure eligibility for career development experience

### **Career Development Experience Site Responsibilities**

- Ensure all OSHA, State and Federal safety guidelines are followed
- Provide coaching and feedback on student performance to both student worker and instructor
- Complete student worker evaluation forms in a timely manner
- Provide proof of licensure for professionals training and supervising student workers as requested

The Wilco Area Career Center is an EEOC employment opportunity provider:

[www.wilco.k12.il.us](http://www.wilco.k12.il.us)

**Wilco Area Career Center Responsibilities**

- Provide qualified instructor who will:
    - Maintain open lines of communication between work site, student worker and guardian
    - Schedule regular visits to training site at regular intervals
    - Provide list of industry-specific skills and associated rubrics along with evaluation forms
  - Ensure liability insurance policy is secured and provided for all unpaid student workers
- Report any attendance and academic concerns to home school officials as necessary
- Comply with a work site’s recommendation for removal of student worker if infraction(s) of policy occur and/or safety becomes compromised due to negligence

**Student Guardian Responsibilities**

- Support policies and procedures as outlined in Wilco Area Career Center Student Handbook
- Agree to support student worker’s placement in a Career Development Experience in addition to classroom instruction and laboratory participation
- Ensure student worker has reliable transportation to and from the work site when scheduled
- Communicate directly with instructor and/or Wilco Area Career Center regarding any concerns as they arise

Wilco Area Career Center and \_\_\_\_\_ do not and shall not  
(WBL Site Name)

discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services.

**Career Development Experience Site:**

**Effective Date of Training Agreement:**

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WBL Site Coordinator (*print*)

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WBL Site Coordinator (*signature*)

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Student Worker (*print*)

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Student Worker (*signature*)

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Student Guardian (*print*)

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Student Guardian (*signature*)

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Wilco Area Career Center Instructor (*print*)

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Wilco Area Career Center Instructor (*signature*)

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Wilco Area Career Center Director (*print*)

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Wilco Area Career Center Director (*signature*)

## Cross-Sector Essential Employability Skills

These are universal standards at any workplace setting. Remembering that WBL is a continuous process model, a rubric similar to the one below can be used to assess the student on the development of Essential Skills and allows instructors to provide a grade for the Student Worker. Assessment of these skills can be difficult and can lead to longer conversations with the Student Worker on how they can improve their employability skills. These conversations can happen at the WBL or in a quieter setting where personal issues can be addressed.

Essential Employability Skills	1 Unsatisfactory	2 Poor	3 Average	4 Good	5 Excellent
<b>Teamwork and Conflict Resolution</b>	Does not work well in a team setting at all	Struggles working with teams, partners, or other tasks that include people	Attempts to do their best to work with others, but sometimes doesn't do their part	Works well with others with minor issues depending on the work	Works well with teammates and offers ways to address conflict resolution with other team members
<b>Communication</b>	Does not communicate well with others	Struggles with both written and verbal communication	May struggle with either written or verbal communication, but has clear goals to improve	May make minor mistakes in communication	Uses written and verbal communication skills effectively and efficiently
<b>Problem Solving</b>	Doesn't finish problem on a regular basis	Rarely attempts problems	Attempts to solve the problem, but doesn't ask for help	Accomplishes most problems	Is independent enough to accomplish problems by them self
<b>Decision Making</b>	May risk their own safety at times and needs to address decision making processes	Makes questionable decisions at times depending on the circumstance	Makes decisions that could be considered questionable or that doesn't follow company protocols	Makes decisions sometimes based on wrong information	Makes decisions based on the best available information and data
<b>Critical Thinking</b>	Doesn't speak up at all to challenge conventional thoughts	Doesn't use data or the information to make proper proper decisions or ask questions	Uses logic at times that is flawed or not based on sound data	Uses logic and science, but often does not question processes	Uses scientific and socratic logic to make decisions combined with data. (Questions conventional thought to innovate)
<b>Adaptability and Flexibility</b>	Does not adapt to any change	Feels uncomfortable adapting to situations	Adapts minimally and does their best to accommodate change	Adapts to changes when needed and is able to perform at an acceptable level	Is able to take on other work or change roles when asked to
<b>Initiative and Self Drive</b>	Takes no initiative at all and may blame others for lack of work success	Is consistently told they need to take initiative on projects	Has cell phone out, is often distracted at times	Most of the time stays motivated but may need to be told to stay on task	Is self motivated and able to accomplish tasks on a timely and regular basis
<b>Reliability and Accountability</b>	Absent Often/Rarely on time	Rarely on time/absent at important times	Punctuality and absenteeism in line with average workers	May be late or absent at times, but communicates beforehand	Never absent or late
<b>Cultural Competence</b>	Either doesn't try to get to know various types of people or doesn't work to improve understanding of various social, ethnic, racial or performance groups	Tries to learn about cultural issues impacting work, but does not always act on this in the most appropriate fashion	Is learning about the various types of people and is making gains	Understands barriers of people and willing to do their best to learn more about various types of people	Students cultural competence far exceeds students in similar settings and places them as a leader
<b>Planning and Organizing</b>	No planning or follow through in addressing daily or weekly tasks or goals	Planning was an "after fact" when things didn't go well or unsuccessful	Planning and organization allowed for general success at work	Planning and organization accomplished work on time and to a positive work environment and success	Planning and organization led to exemplary successes that made the student stand out as a leader

**Wilco Area Career Center Instructors by Program:**

<b>Program</b>	<b>Instructor NAME</b>	<b>Instructor CONTACT</b>
<b>Automotive Services</b>	<b>Mike Patt</b>	<a href="mailto:mpatt@wilcoacc.org">mpatt@wilcoacc.org</a> 815-838-6941 ext 1026
	<b>Ken Hayes</b>	<a href="mailto:khayes@wilcoacc.org">khayes@wilcoacc.org</a> 815-838-6941 ext 1025
<b>Business Management and Logistics</b>	<b>Janet Zitzke</b>	<a href="mailto:jzitzke@wilcoacc.org">jzitzke@wilcoacc.org</a> 815-838-6941 ext 1014
<b>Certified Nursing Assisting</b>	<b>Debra Bunker</b>	<a href="mailto:dbunker@wilcoacc.org">dbunker@wilcoacc.org</a> 815-838-6941 ext 1021
	<b>Amanda Ramsden</b>	<a href="mailto:aramsden@wilcoacc.org">aramsden@wilcoacc.org</a> 815-838-6941 ext 1022
<b>Construction</b>	<b>Jeff Kinsella</b>	<a href="mailto:jkinsella@wilcoacc.org">jkinsella@wilcoacc.org</a> 815-838-6941 ext 1027
<b>Computer Technology</b>	<b>Faye Jackson</b>	<a href="mailto:fjackson@wilcoacc.org">fjackson@wilcoacc.org</a> 815-838-6941 ext 1023
<b>Criminal Justice</b>	<b>Martin van Heeswijk</b>	<a href="mailto:mvanheeswijk@wilcoacc.org">mvanheeswijk@wilcoacc.org</a> 815-838-6941 ext 1012
<b>Culinary</b>	<b>Nicole Kinzer</b>	<a href="mailto:nkinzer@wilcoacc.org">nkinzer@wilcoacc.org</a> 815-838-6941 ext 1010
<b>Early Childhood Education</b>	<b>Gina Salvador-Lemus</b>	<a href="mailto:gsalvador-lemus@wilcoacc.org">gsalvador-lemus@wilcoacc.org</a> 815-838-6941 ext 1048
	<b>Stephanie Perella</b>	<a href="mailto:sperella@wilcoacc.org">sperella@wilcoacc.org</a> 815-838-6941 ext 1031
<b>Emergency Medical Service</b>	<b>Christina Lynch</b>	<a href="mailto:clynch@wilcoacc.org">clynch@wilcoacc.org</a> 815-838-6941 ext 1037
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<b>Fire Science</b>	<b>Mark Oglesby</b>	<a href="mailto:moglesby@wilcoacc.org">moglesby@wilcoacc.org</a> 815-838-6941 ext 1017
	<b>Mark Buettner</b>	<a href="mailto:mbuettner@wilcoacc.org">mbuettner@wilcoacc.org</a> 815-838-6941 ext 1018
<b>Introduction to Health Professions</b>	<b>Michelle Sharp</b>	<a href="mailto:msharp@wilcoacc.org">msharp@wilcoacc.org</a> 815-838-6941 ext 1034

Program	Instructor NAME	Instructor CONTACT
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	Ken Hayes	<a href="mailto:khayes@wilcoacc.org">khayes@wilcoacc.org</a> 815-838-6941 ext 1025
Business Management and Logistics	Janet Zitzke	<a href="mailto:jzitzke@wilcoacc.org">jzitzke@wilcoacc.org</a> 815-838-6941 ext 1014
Certified Nursing Assisting	Debra Bunker	<a href="mailto:dbunker@wilcoacc.org">dbunker@wilcoacc.org</a> 815-838-6941 ext 1021
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Law Enforcement	Michelle Gunther	<a href="mailto:mgunther@wilcoacc.org">mgunther@wilcoacc.org</a> 815-838-6941 ext 1029
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