



Career and Technical Education (CTE) Work-Based Learning Activities Classroom Planning Tool

This template may be used as a planning component for Perkins 5S3 Program Quality – Participation in Work-Based Learning in the Comprehensive Education Data and Research System (CEDARS) **Element E16-Student Work-Based Learning Activities** in the Student Schedule File and **Element H32-Student Work-Based Learning Activities** in the Grade History File valid values (1) Career Research and Job Interview/Job Shadow in Course Related Area, (2) Guest Speaker Series with Assigned Career Mentors or Structured Field Trip to Related Job Site, (3) School Based Enterprises, (4) Placement/Unpaid Internship (minimum 20-hour experience), (5) Placement/Paid Internship, (6) Apprenticeship Preparation Program/Registered Apprenticeship, (7) Ownership/Entrepreneurship, (8) Health Care Clinical, and (9) Course-Related Service Learning Project. This is an optional resource.

Contact Information:

Student Name: Click or tap here to enter text.	Course CIP: Click or tap here to enter text.	Course Title: Click or tap here to enter text.
School Name: Click or tap here to enter text.	Instructor Name: Click or tap here to enter text.	Agreement Effective School Year: Click or tap here to enter text.

☐ 1. Career Research and Job Interview/Job Shadow in Course Related Area

<input type="checkbox"/> Career Research Career: Click or tap here to enter text.	Date Completed: Click or tap to enter a date.
<input type="checkbox"/> With Job Interview Date: Click or tap to enter a date.	Interviewed By: Click or tap here to enter text.
<input type="checkbox"/> With Job Shadow Date: Click or tap to enter a date.	Shadow Placement: Click or tap here to enter text.

☐ **Adhere to district-specific policies regarding student off-campus activities:** Click or tap here to enter text.

Student Responsibilities:

- Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, and appropriate dress while at the workplace.
- Conform to the rules and regulations, including all safety requirements and acceptable use policies of the workplace.
- Demonstrate a willingness to learn by paying close attention to the employer, asking questions about the career and the business, and participating in all activities provided.
- Consult the instructor about any difficulties related to the WBL activity.

Job Interview/Job Shadow Conductor Responsibilities:

- Designate an employee to serve as a student supervisor during a timeframe designated for the job shadow.
- Give the student an orientation to the facility, relevant staff, and any safety guidelines at the beginning of the job shadow experience.
- Notify the instructor of any challenges that arise during the related activity.
- Complete any required feedback forms.
- Comply with all district-related policies and guidelines.

☐ 2. Guest Speaker Series with Assigned Career Mentors or Structured Field Trip to Related Job Site

<input type="checkbox"/> Guest Speaker Date: Click or tap to enter a date.	Name: Click or tap here to enter text.	Topic: Click or tap here to enter text.
<input type="checkbox"/> Guest Speaker Date: Click or tap to enter a date.	Name: Click or tap here to enter text.	Topic: Click or tap here to enter text.
<input type="checkbox"/> Guest Speaker Date: Click or tap to enter a date.	Name: Click or tap here to enter text.	Topic: Click or tap here to enter text.

☐ With Assigned Career Mentor

Date Range of Mentorship: Click or tap to enter a date. **Mentor Name:** Click or tap here to enter text.

Organization: Click or tap here to enter text.

Student Responsibilities:

- Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, and appropriate dress while at the workplace.
- Conform to the rules and regulations, including all safety requirements and acceptable use policies of the workplace.
- Demonstrate a willingness to learn by paying close attention to the employer, asking questions about the career and the business, and participating in all activities provided.
- Consult the instructor about any difficulties related to the WBL activity.

Job Shadow Conductor Agrees To:

- Designate an employee to serve as a student supervisor during a timeframe designated for the job shadow.
- Give the student an orientation to the facility, relevant staff, and any safety guidelines at the beginning of the job shadow experience.
- Notify the instructor of any challenges that arise during the job shadow activity.
- Complete any required feedback forms.
- Comply with all district-related policies and guidelines.

☐ **With Structured Field Trip Date:** Click or tap to enter a date.

Location: Click or tap here to enter text.

Focus: Click or tap here to enter text.

☐ **Adhere to District-Specific Policies Regarding Student Off-Campus Activities:** Click or tap here to enter text.

☐ **3. School-Based Enterprises**

Name of Enterprise: Click or tap here to enter text. **Participation Dates:** Click or tap here to enter text.

Summary of Responsibilities: Click or tap here to enter text.

☐ Completed Business Plan

☐ **4. Placement/Unpaid Internship (Minimum 20-hour Unpaid Experience)**

☐ **Refer to District-Specific Policies Regarding Student Off-Campus Activities:** Click or tap here to enter text.

☐ Documented Hours

Student Responsibilities:

- Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, and appropriate dress while at the workplace.
- Conform to the rules and regulations, including all safety requirements and acceptable use policies of the workplace.
- Demonstrate a willingness to learn by paying close attention to the employer, asking questions about the career and the business, and participating in all activities provided.
- Recognize that there is potential exposure to sensitive information regarding clients, customers, students, or other parties while participating in the unpaid internship experience. Students should refrain from sharing any and all sensitive information regarding personnel, customers, clients, or other stakeholders.
- Consult the instructor about any difficulties related to the WBL activity.

Employer Responsibilities:

- Designate an employee to serve as a student supervisor during a timeframe designated for the unpaid internship.
- Give the student an orientation to the facility, relevant staff, and any safety guidelines at the beginning of the mentorship experience.
- Assist the student in exploring the career, including daily and long-term job responsibilities, knowledge and skills required, education and training needed for this or related careers, expected salary range, job outlook, and personal characteristics needed in the career.
- Notify the instructor of any challenges that arise during the unpaid internship.
- Comply with all district-related policies and guidelines.

☐ 5. Placement/Paid Internship

☐ **Refer to District-Specific Policies Regarding Student Off-Campus Activities:** Click or tap here to enter text.

☐ Documented Hours

☐ Documented Earnings

Student Responsibilities:

- Demonstrate honesty, punctuality, courtesy, a cooperative attitude, proper health and grooming habits, and appropriate dress while at the workplace.
- Conform to the rules and regulations, including all safety requirements and acceptable use policies of the workplace.
- Demonstrate a willingness to learn by paying close attention to the employer, asking questions about the career and the business, and participating in all activities provided.
- Recognize that there is potential exposure to sensitive information regarding clients, customers, students, or other parties while participating in the unpaid internship experience. Students should refrain from sharing any and all sensitive information regarding personnel, customers, clients, or other stakeholders.
- Consult the instructor about any difficulties related to the WBL activity.

☐ 6. Apprenticeship Preparation Program/Registered Apprenticeship (Recognized by Washington Labor & Industries)

Preparation Program or Apprenticeship Name: Click or tap here to enter text.

Participation Date Range: Click or tap here to enter text.

☐ **Refer to District-Specific Policies Regarding Student Off-Campus Activities:** Click or tap here to enter text.

☐ L&I Required Regulations and Paperwork

☐ 7. Ownership/Entrepreneurship

Name of Business: Click or tap here to enter text.

Type of Business: Click or tap here to enter text.

Participation Dates: Click or tap here to enter text.

Summary of Responsibilities: Click or tap here to enter text.

☐ Completed Business Plan

☐ Documented hours

☐ 8. Health Care Clinical

Name of Facility: Click or tap here to enter text.

Type of Facility: Click or tap here to enter text.

Participation Dates: Click or tap here to enter text.

☐ **Refer to District-Specific Policies Regarding Student Off-Campus Activities:** Click or tap here to enter text.

☐ Health Care Governing Body Required Regulations and Paperwork

☐ Documented Hours

☐ 9. Course Related Service-Learning Project

Project Title: Click or tap here to enter text.

☐ Signed Service-Learning Plan

☐ Documented Hours

☐ 10-Student Did Not Participate in Any of the Above WBL Activities

Notes: Click or tap here to enter text.