

Work-Based Learning Alliance

# School Guide



**Internships and  
Project Experiences  
2023-2024**



Work-Based Learning Alliance

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# Student Opportunities

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## 100 Hour Internships

Our 100% virtual internships provide opportunities for students to work in teams with a real industry mentor, solving a real problem in their organization. Spread over 4, 6, or 8 weeks, these 100 hour internships give students the chance to flex their employability skills while also gaining valuable insight into their mentor's organization and industry.

## Industry-Focused Project Experiences

Our 3 week industry-focused project experiences challenge students to solve a real-world problem within a team while being coached by an industry expert. These projects are focused on specific industries and skill sets, such as cybersecurity in collaboration with IBM SkillsBuild and CAD in collaboration with Dassault Systèmes.

## All WBLA Programs



### Virtual

100% virtual experiences drive equitable access by removing hurdles such as geography and transportation



### Industry Aligned

Projects are designed using proven work-based learning templates that align to real world industry roles and skills



### Structured

Structured industry feedback creates greater value for students and builds social capital



### Quality Assured

Data and reporting on learning, skill development, participation levels, engagement & performance at work

# How WBLA Programs Work

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## 1 Registration

- Schools complete the School Registration Form, letting WBLA know how many students the school anticipates will register for each experience.
- Schools share the Student Registration Form, Family Information Letter, and program information sheets with students and families. The Student Registration Form should be completed by the student with family guidance and support.

## 2 Onboarding & Orientation

- Once registered, students are added to a virtual community space (Slack) and begin receiving information from their WBLA advisor about onboarding tasks that must be complete ahead of program launch. For some programs, students must complete pre-work in order to participate in the experience. All students under 18 will need a valid work permit from the school.
- Onboarding and Orientation sessions will be scheduled at least 2 weeks before the program start date. Schools will be included on weekly emails to students and invitations to Onboarding and Orientation sessions. Students will meet their teammates at Orientation, so it is critical that they attend.

## 3 Program Experience

- During internships, students will meet with both their mentor and WBLA advisor weekly. For project experiences, students will meet with an industry expert weekly. These meetings are required for successful completion of the experience.
- WBLA will share weekly reports with schools and invite school staff to the virtual showcase at the end of the program experience.

# 2023-2024 Schedule: Internships

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Format	Student Registration Deadline	Program Start Date	Program End Date
6 Week Internship	September 22	October 10	November 17
8 Week Internship (No meetings during February vacation)	December 1	January 8	March 8
6 Week Internship	January 26	March 4	April 12
4 Week Internship	May 17	July 1	July 26
4 Week Internship	May 17	July 29	August 23

## Quick Links

- [School Registration Form](#)
- [Student Registration Form](#)
- [WBLA Signed Work Permit Application/Promise of Employment](#)

# 2023-2024 Schedule: Project Experiences

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Format	Student Registration Deadline	Start Date	End Date
Cybersecurity Project Experience	September 22	October 16	November 3
Cybersecurity Project Experience	December 1	January 16	February 2
CAD Project Experience	January 26	March 11	March 28
CAD Project Experience	March 22	April 29	May 17
CAD Project Experience	May 17	July 8	July 26
Cybersecurity Project Experience	May 17	August 5	August 23

## Quick Links

- [School Registration Form](#)
- [Student Registration Form](#)
- [WBLA Signed Work Permit Application/Promise of Employment](#)

# Student Expectations

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## Attendance

Students must attend all scheduled meetings in their internship or project experience. Our programs are largely asynchronous and built to be flexible, so it is critical that students attend all meetings including mentor, industry expert, and WBLA advisor meetings.

## Deliverables

The Practera platform gives students a place to learn more about their program deliverables, and submit items for feedback from their peers, advisor, industry expert, or mentor. Students must complete all program deliverables to successfully complete their experience.

## Virtual Showcase

The final deliverable for all programs is a virtual showcase. This gives students the opportunity to demonstrate their hard work throughout their experience, present their solution to their mentor and school, and practice their employability skills by communicating and presenting to an audience. All students must attend and actively participate in the virtual showcase.

Stipend funding for Massachusetts WBLA programs is provided by the Massachusetts Executive Office of Education. As such, it is the responsibility of WBLA to ensure that students are fulfilling their commitments to the programs. While WBLA makes every effort to support student success, students who do not meet the listed expectations may be removed from the program and become ineligible for stipend payments.

# How to Spot a Great Candidate

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WBLA programs provide students with real-world opportunities to explore industry, practice their employability skills, and build their social capital. Due to the virtual and flexible nature of our programs, it is important that students have a certain level of maturity and motivation to get the most out of our programs. The following qualities are typically indicators of future success in a WBLA program:

- ☒ Independent thinker and learner
- ☒ Organized, reliable, and self-disciplined
- ☒ Flexible and willing to adjust and adapt
- ☒ Open to feedback
- ☒ Eager to learn
- ☒ Connects well with peers and adults
- ☒ Driven to succeed
- ☒ Eligible to work in Massachusetts, preferably at least 16 years old



# About WBLA

The Work-Based Learning Alliance (WBLA) is a 501(c)(3) non-profit whose mission is to provide all high school students across the United States with access to quality assured, career connected learning experiences that allow them to discover their passions, develop their skills, and better understand the career pathways available to them.



We are focused on addressing the needs of historically marginalized, underrepresented and geographically remote student populations by delivering mobile-first virtual experiences that meet students where they are, eliminating barriers to access.

The opportunities we give students today will shape the workforce of tomorrow, and we are committed to providing accessible, equitable and sustainable opportunities for all.

## Contact Us

We're here when you need us! Please reach out via email or schedule some time to connect in real time via Calendly.

### Email



[support@wblalliance.org](mailto:support@wblalliance.org)

### Website



[www.wblalliance.org](http://www.wblalliance.org)

### Schedule a Meeting



[Calendly](#)

- [School Registration Form](#)
- [Student Registration Form](#)
- [WBLA Signed Work Permit Application/Promise of Employment](#)