

eCOURSE WORKBOOK



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WORK-BASED LEARNING : LEARNING BY DOING



Real World Experiences for Real Life Success

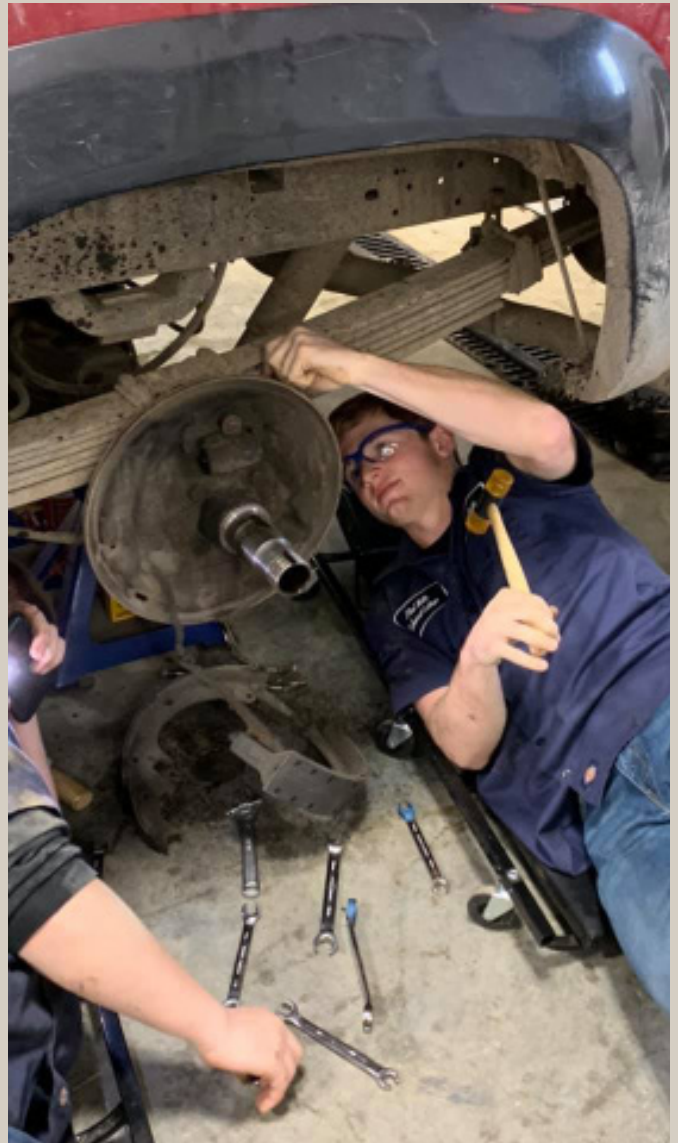
An eCourse with tried and true resources that you
can customize and personalize for your students.

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ABOUT THIS eCOURSE?

Hello and welcome to this eCourse I created for Essdack. While I have spent 28 years in education, with the last 15 of those as a high school counselor followed by a CTE Coordinator, the last seven years of my career have been filled with MUCH personal growth and learning. I placed my first student in an internship in 2015 and that sparked a passion in me for doing all I could do to make sure every student had the opportunity to explore the world of work and careers while in high school. This course will cover all I learned through trial and error and through becoming a recipient of the KSDE WBL grant the last three years. I will share files and resources to assist you as you delve into the world of Work-Based Learning.



WBL Student Quote :

In my current position as shop assistant at Heartland Tractor, I've improved my ability to jump right in and work on equipment over the last several months, and gained valuable experience in technician work. My commitment to the team has improved efficiency in the shop and helped Heartland to get more done for our customers. I'm sure I can use my experience in a new role as technician.

~Henry



TABLE OF CONTENTS

Page 4. Module 1: The Basics

What's all the buzz about Work-Based Learning? This module will cover the preparation needed for a successful WBL program.

Page 6. Module 2: The IPS Connection

Without a thorough IPS, students are not able to be successful in a WBL program. This module covers key components of the IPS needed for a WBL program to be a success.

Page 8. Module 3: The Community

Partnering with the local workforce, whether rural or urban, is critical to building a successful WBL program. That also includes the resources at your school!

Page 10. Module 4: The Management

How do I get this started and what do I do to manage everything? This module will cover practical applications to these questions and more.

Page 12. Module 5: The Resources

Free resources that I have created and some I have borrowed. This module gives you everything you need to begin. No need to recreate the wheel!

Page 14. Notes

Use this section to write down any notes you have.

*Learning is not the product of teaching.
Learning is the product of the activity of learners.*

John Holt

MODULE 1 – THE BASICS.

Career and Technical Education recognizes that classroom learning provides only part of the content knowledge and skills development students need for success in college, career, and life. By creating opportunities to learn in the workplace, schools can help students develop and refine their workplace competencies needed to enter and succeed in a chosen career, adjust to the employment environment, and advance along the career pathway of their choice.

Definition

Note: Focus not only on what opportunities you can provide at the high school level, but also how you can explore opportunities K-12.

WORK-BASED LEARNING (WBL) includes a continuum of awareness, exploration and preparation that combines an individual's career goals, structured learning and authentic work experiences implemented through a sustained partnership with Kansas business/industry. WBL activities with industry or community professionals culminate in a validation and measurement of acquired knowledge, skills and possible employment.

★ Before You Get Started – Take Inventory of Where You Are

(Use the notes section on page 14 for this.)

What pathways does your district offer?

What CTSO's does your district have currently? (Career & Technical Student Organization)

Make a list of of Businesses & Industries in your area.

Make a list of the Key Stakeholders who can assist you with WBL placement.

What labor market is high need in your area?

Start at the earliest grades in your district and evaluate what your district can be exposing your K-5 students to that will help them when they get to the Career Exploration and Career Preparation levels.

On the right: second from the left is Iola Senior – Averie Sharon – during her WBL opportunity as a student athletic trainer at Allen County Community College.



BRIDGE THE GENERATIONAL GAP

Work-Based Learning benefits the student and their families, the school, business & industry, and the community.

Why Work-Based Learning?

What are some of the benefits of WBL?

★ ★ ★ ★ ★



Second from the left is Lola Senior – Rachel Bycroft – during her WBL opportunity as a 1st Grade Teacher at Lola Elementary school.

WBL Student Quote :

This month, a lot has happened in the classroom. I have witnessed the students learn new things in math such as how to do fact families and they are also starting to use bigger numbers in their math problems. I have also witnessed new behavior in some of the students. A couple of the students who usually act out have been better in the classroom but a couple of the students who are usually well behaved and listen really good haven't been doing that lately. I have had to change my way of how I act around those students who aren't listening and behaving to make sure they know that they need to do what is right and they need to pay attention. I am learning a lot in my internship and I am glad I have gotten this experience.

~ Rachel

MODULE 2 – THE IPS CONNECTION

While this course is designed to inform on Work-Based Learning, the foundation has to be set before a student is ready for a WBL program. It is vital that students in grades K-12 are prepared before they go into the work place program. The preparation for Work-Based Learning starts with the IPS – Individual Plans of Study. List the importance of each key component below. Use this KSDE digital reference guide for reference.

<https://drive.google.com/file/d/1hM-5v0BQ1ZxOMaisMmSvqExdZCwpHYWq/view?usp=sharing>



Know Yourself



Explore Options



Make Choices



Take Action

KNOW YOURSELF



Four Minimum Components of an IPS

- A graduated series of strength finders and career interest inventories to help students identify preference toward career clusters.
- Eighth- through 12th-grade course-builder function with course selections based on career interests.
- A general postsecondary plan (workforce, military, certification program, two or four year college).
- A portable electronic portfolio.

On the left is Lola Senior - Allie Fager - during her WBL opportunity with Judge Creitz at the Allen County Courthouse.

IPS Checklist

Use this checklist to assist you in making sure students have the foundational steps to help prepare them for WBL. These are combined from the WBL Continuum and the IPS digital reference guide. This ensures students are prepared and ready for a WBL program in high school. A good place to start is to have your K-12 teachers fill out a Real World Inventory when for what they are doing for Career Advising. Here is an example https://drive.google.com/file/d/1wGZgoy6h_6HmD4WF0ICZpGWE7gDEdbun/view?usp=sharing

Career Awareness

Beginning in Elementary

☐

Who am I?

☐

Inquire

*Begin by Building Relationships
Let Students Ask Questions*

☐

Invite

*Guest Speakers
Field Trips*

☐

Academic Preparation

Career Exploration

Beginning in Middle School

☐

Where do I want to go?

☐

Inform

*Career Options
Career Readiness Skills*

☐

Interact

*Job Shadowing
Career Fairs*

☐

Cognitive Preparation

Career Preparation

Beginning in High School

☐

How do I get there?

☐

Integrate

*Gather Information
Develop a Plan*

☐

Explore

*Research Projects
Career Fairs*

☐

Technical & Employability Skills

MODULE 3 – THE COMMUNITY

Imagine a world where educators and community partners work together toward a shared goal designed to benefit students while at the same time, achieving goals unique to each partner. This is the goal of every Work-Based Learning program. Educators and business leaders have to begin communicating and then keep the conversation going. Creating opportunities for students in WBL programs starts with building relationships with your community business leaders. We need each other.

Of all the things we did at Iola & Chanute to work to build a better Work-Based Learning program for the students, planning and preparing for Workforce Connection yearly meetings was, by far, the biggest bang for our buck. We made valuable connections, heard from the community on what is needed, and learned to listen to what business & industry people wanted.



Things you can do to partner with the Workforce in your community and school.

Organize a Workforce Connection Meeting

Utilizing community resources

- KansasWorks
- Chambers of Commerce
- Planning Development

Small school opportunities

Build Social Capital when no opportunity is available

- Grow Social Skills With Caring Adults
- Opportunities with what you do have
- Student Led
- School based business Led
- SAE
- In Person, Virtual, Simulated

One of the ways to utilize what you have is to place WBL students in your school store. At Iola, we have seniors working 2 hours a day in our school store – Horseshoe Creative. The possibilities are endless – from graphic design, to accounting, business management, marketing, HR, social media manager, etc.

On the left are two Iola senior WBL students – Sam Fager and Maci Miller – working in the school store.

Horseshoe Creative does a great job of marketing and advertising their products. Here is a short video where they introduce their staff for the year.

https://fb.watch/ezZjAm_gsA/

HOW & WHY = SUCCESS

How?

- Equal collaboration
- Shared concerns
- Each side brings benefits
- A way to measure progress

Why?

- Businesses need an educated workforce
- Schools need resources and expertise
- Adds relevance to programs



Left are three Iola Seniors - Karly McGuffin, Colbie Riley, and Chloe Wilson- during their WBL opportunity at St. Luke's Hospital in Iola. During their WBL hours at the hospital, students go through a rotation that includes every area of the hospital. It's not everyday that high school students get to sit and learn from a doctor on staff at the local hospital.

To see a sample hospital rotation for WBL students created by Patty MCGuffin, Director of Nurses, click [here](#).

Recently, school districts and local businesses and industries have started coming to the same conclusion - they need each other. Schools realize they need the input of business and industry leaders if they're going to properly prepare their students for the workforce. And business leaders recognize the need to create a pipeline of skilled, capable workers. Working together is a win-win-win for schools, businesses, and, most importantly, students.

Taken from the article "Education and Business and Industry: Partners in Careers" by Patty Cooke for Pitsco Education

MODULE 4 – THE MANAGEMENT

Let's face it. We all know Work-Based Learning is valuable. We all know it is needed in our communities. We know the Why? What we really need is the How? We are all loaded down with much to do and no time to do it. How is this manageable? In this section I hope to help you make it simple and give you the resources so you do not feel overwhelmed.

Connect with Your Businesses

Call as many businesses as you can in your area. Get your local Chamber Office involved in assisting you with this. Get email addresses for every business. Send out the Business & Industry Interest Google Form. This form allows you to see where there is interest and what exactly the businesses are needing. You can find that form here: https://docs.google.com/forms/d/1TsX_6L8Dq8wZJ7Cb4Ib_N9eV0pGHc-KXwiWTYLohiek/edit?usp=sharing

Preparing Students

There are several different ways to do this. Chanute High School has students fill out an eligibility form. Here is their form: https://docs.google.com/document/d/1ET4RyFZU67AK_u4vonFXJh4ZUI0Mzaqn/edit?usp=sharing&oid=111724085673517213111&rtopof=true&sd=true

Iola High School has students fill out an application. You can find that application here: <https://docs.google.com/forms/d/1RONji6sz3PFV8cwCSlc6hkzppnVCgqLd69eDz4jz7UA/edit?usp=sharing>

Interview the Student

It is important to interview the student after the application has been filled out. There are many possibilities for an interview committee consisting of administration, chamber directors, teachers, etc that could also be a part of this interview. Here are some sample questions for the student to use during the interview. https://drive.google.com/file/d/1wGZgoy6h_6HmD4WF0ICZpGWE7gDEdbun/view?usp=sharing

Business Site Supervisor Interviews the Student

After it has been determined that the student is a good candidate for a WBL program, placement with a business is the next step. Schedule a time to accompany the student to the WBL site and arrange for the HR or whoever is responsible for the student to also do an interview. Treat this as a formal job interview as if the student was interviewing for a position with this company.

Student Contract and WBL Student Handbook

During the interview with the site supervisor, I go over the contract. This contract is signed by the student, the school, myself as coordinator, and the parents. This handbook can be found here: <https://drive.google.com/file/d/1WPo4gOj5vBoacWYt0xg6VvJokzOqUV7/view?usp=sharing>

Electronic Portfolios

All WBL students are required to complete an electronic portfolio. We use WiX as a place to document all the experiences and requirements for the portfolio. We also use Xello for career exploration and post secondary planning. Here you will find the rubric for the electronic portfolio: <https://docs.google.com/document/d/1bERuXc6vj4X8rYYXdlsrYnPP3kYex/edit?usp=sharing&oid=111724085673517213111&rtopof=true&sd=true>

Evaluations

It is very important to get regular feedback from the site supervisors. This can be done with weekly phone calls, emails, and drop in visits. Twice a semester I have the site supervisors evaluate the WBL student they are supervising. I use two forms for this. These forms can be found here: <https://docs.google.com/document/d/1bjlw6AEILDhr9K2m2grSGlGcTHpdLxsYV/> and here: <https://drive.google.com/file/d/1NnXAu5zIE-dofYNBz37jZfsj2Uq2dRRb/view?usp=sharing>

THE IMPORTANCE OF MENTORS



Above is Lola Senior – Ethan Weide– during his WBL opportunity as a rebuilder of alternators at Triple K in Lola. Ethan was also in the automechanics program through Flint Hills Tech that is offered at the tech center. His mentor and site supervisor was excellent in guiding him as he practices his skills.

Choosing the right business partner is crucial. Not everyone has the time it takes to spend with a Work-Based Learning student. It takes a special mentor to be willing to host a student and spend the time needed to teach valuable skills and demonstrate true components of the job. I start by sending out business questionnaires to see who is interested in being a site supervisor. Once a business / industry person is willing to host a senior, I meet with him/her first before I bring students to meet the potential site supervisor. You can find that business form in my google drive.

Click on the image below to go to my google drive and modify this for your own use.

Section 1 of 4

Business & Industry Form for Work Based Learning

Career Tech Education

Email *

Valid email

This form is collecting emails. [Change settings](#)

Your Name *

Short answer text

WBL Student Quote :

I plan on owning my own preschool, and one day teaching out of home. Growing up with two younger siblings close in age to me and with me being the oldest, I always got to be the "teacher" or boss in any game we played and so I've always taken the leadership position. I currently intern at a preschool and you don't realize it, but you make a difference everyday in a child's life, and that is the reason I am so passionate about becoming a teacher.

~ McKenzie

MODULE 5 – THE RESOURCES

You can find several resources by scanning the QR code located on page 2 of this workbook or you can click here to find the entire folder: <https://drive.google.com/drive/folders/1Lli5RtuVkaz5UTZcU8-NoAD8vEdEZ09T?usp=sharing>

If you would like to modify or alter these documents to fit your needs or add your school name and logo, you have my permission. Please reach out to me if I can be of assistance. Below I am attaching documents created by myself and some in collaboration with Sherri Bagshaw, CTE Coordinator Chanute High School. Special Thanks to Sherri for allowing me to share these documents, as well. These documents were created in part as part of work done for KSDE as part of the state Work-Based Learning Grant recipient for Region 5.

Putting in the Work

Google Slide created for a report from Region 5 to KSDE and other regional grant recipients for WBL.

Click →

Region 5 is putting in the Work.

USD 257 - Iola Public Schools
USD 413 - Chanute Public School

Electronic Portfolio Examples

Google Slide presentation on completed WBL electronic portfolio examples from Iola High School Seniors.

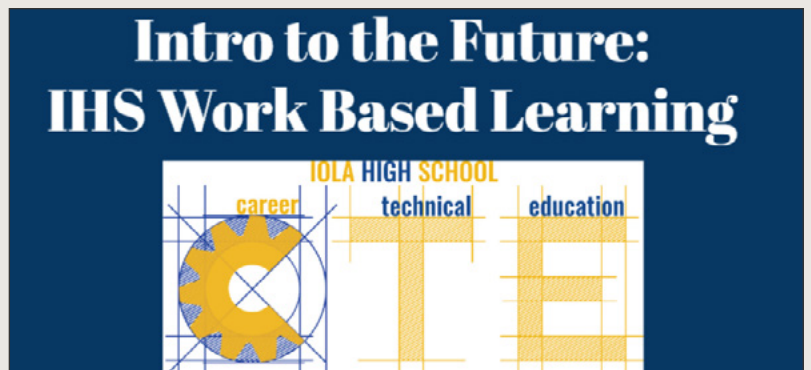
Click →



WBL Presentation at the CTE Conference

Presentation done by Iola High School WBL seniors at the state CTE Conference in Manhattan.

Click →



DON'T REINVENT IT, JUST PERFECT IT.

Workforce Connection Slide Show

Agenda and slides from our 2022 Workforce Connection Meeting with Business & Industry, Higher Ed representatives, and advisory members.

Click on the graphic below to see the google slides.

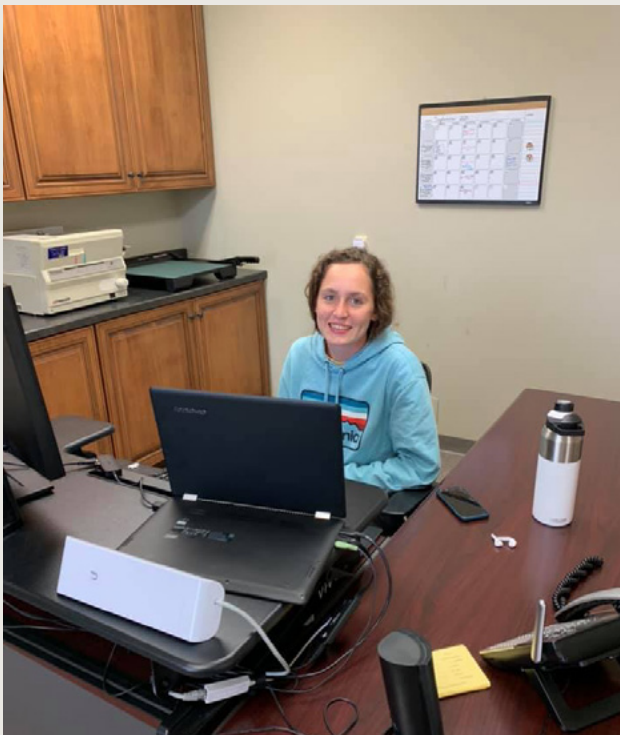
Workforce Connection 2.0

Education + Business & Industry Partnerships

Improving the WORKFORCE Through Partnerships

Below left is Iola Senior - Audrey Coltrane - during her WBL opportunity at the First Baptist Church in Iola. Audrey designed video graphics for the church to use for social media and during presentations. She created print and electronic designs, as well.

Below right is Iola Senior - Gage Turner - during his WBL opportunity as a welder at Precision Engineering in Iola. Gage also attended the Regional Rural Technical Center and completed the welding certification program through Neosho County Community College.



NOTES

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

WBL Student Quote : *I had the opportunity to observe and volunteer in all areas of my local hospital. I was exposed to what really goes into patient care from the kitchen to the operating room. I learned what it is like to work in a hospital and what I want to major in.*

~ Ella



Top left is WBL Senior from Iowa High School - Britain Folk - as she helps a group of preschool students during her WBL program at the preschool in Iowa.

Top right is Iowa WBL Senior - Kailey Schinstock - teaching a lesson to 3rd grade PE students at Iowa Elementary.

CONTACT INFO



Scan the QR code
and see my portfolio

I am always happy to assist you in your efforts to make WBL opportunities available to your students. I am sure we can learn from each other. If you have things you are doing that you would like to share I would love to hear from you. Please do not hesitate to reach out if I can be of assistance to you in anyway. I am happy to share all my resources and hope you found this course to be of value to you. You can contact me at 620-875-4244 or mstiffler6@gmail.com.

**FOR CLELIA. THANKS FOR
ALWAYS SHARING YOUR
WISDOM AND PASSION.**

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BY MELISSA STIFFLER