



The training plan should be completed by student, Work-Based Learning Coordinator and business mentor together to outline the parameters, schedule, goals and appropriate background information.

PLACEMENT INFORMATION

Student

Name: Age: Grade:
School: Cell Phone: Email:
900#: CTE Program:

Work-Based Learning Coordinator

Name: Email: Phone:

Business Mentor

Name: Company: Job Title:
Phone: Email:

Placement

Location: Start Date: End Date:

Type of WBL Experience: CO-OP Paid CO-OP Unpaid CEIP GEWEP WECEP Other

Estimated Hours: Estimated Academic Credits to be Earned:

Schedule

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____ Sunday _____

WORK DESCRIPTION

Provide an overall description of responsibilities, tasks, and/or projects that comprise the WBL experience and where/how these will occur (on-site; remote; virtual; or employer-led digital projects) understanding that flexibility may be needed, depending on the circumstances.



STUDENT BACKGROUND

Describe any related instructional topics which are provided concurrent with the WBL experience.

List CTE courses or industry certification completed prior to the WBL experience.

Briefly describe the current long-term career goal(s) of the student.

List the student’s specific skills and/or talents, such as technology applications or language skills.

List any disability under section 504 of the U.S. Rehabilitation Act, an Individualized Education Plan (IEP), or English Language Learner (ELL) status which can be shared with the public and might require accommodation and should be noted to the employer/mentor.

LEARNING EXPECTATIONS: Students will be evaluated on the following skills

WORK-RELATED SKILLS	TECHNICAL SKILLS (Must be filled in by coordinator and/or site supervisor)
Attendance	Examples: knife skills, computer skills, proper use of tools, etc. List below
Responsibility for Learning	
Working Independently	
Cooperates with Others	
Trustworthiness/Honesty	
Quality of Work	
Attitude	
Workplace Dress Code	
Flexibility	
Time Management	
Follows Directions	
Response to Supervision	

We understand the expectations of the work-based learning experience as indicated in the above training plan. These skills will be used to evaluate student performance.

Student Signature: _____ Date: _____

Mentor Signature: _____ Date: _____

Work-Based Learning Coordinator Signature: _____ Date: _____