

Sample Work-Based Learning (WBL) Calendar

WBL Calendar with Key Milestones for Capstone Experiences

The information in the sample calendar below includes potential activities for WBL students enrolled in one or more WBL courses. This calendar assumes school begins in early August and ends in May. Changes may be adopted to accommodate differences across school or Local Education Agency (LEA) calendars.

Phase 1: Preparing Students for WBL Experiences	
August	- WBL Coordinator provides orientation materials to students, parents, and employers. - Students complete a workplace learning audit to assess their preparedness for WBL placements. - WBL Coordinator matches students to appropriate WBL sites and experiences.
September	- WBL Coordinator and students complete the WBL Agreement, Safety Training Log, and WBL Insurance and Emergency Information Form, all of which are included in the Personalized Learning Plan (PLP) Packet, or the PLP Packet. - WBL Coordinator hosts the first Advisory Board meeting, asking employers for input on a sampling of student PLP Packets. - Students receive safety training. - Students begin WBL activities at employer worksites.
Phase 2: Ensuring Effective WBL Implementation	
October	- Students brainstorm ideas about how to effectively document mastery of WBL course standards for their portfolios with the assistance of the WBL Coordinator in the classroom. - WBL Coordinator completes a monitoring visit to the worksites where students are placed.
November	- Students complete projects assigned by the WBL Coordinator to document mastery of WBL course standards using reflection writing, placement work samples, and other artifacts with assistance from the WBL Coordinator. - WBL Coordinator completes a monitoring visit to the worksites where students have been placed. - WBL Coordinator continues ongoing recruitment of new employer partners, conducts a second site visit, and invites employers to the next Advisory Board meeting.
December	- Employer partner hosts a second Advisory Board meeting where they provide updates on changes in the industry sector related to the skills, technology, and educational needs of the future. - Students complete a peer review of projects to be included in their portfolios. - Students complete the Student Self-Assessment of Skills rubric. - Employer provides feedback to students on the attainment of goals outlined in their PLP Packets.

January	- Students update PLP Packets and establish goals for the semester. - Students continue to complete projects assigned by the WBL Coordinator to document mastery of WBL course standards using reflection writing, placement work samples, and other artifacts with assistance from the WBL Coordinator. - WBL Coordinator completes a monitoring visit to the worksites where students have been placed. - Students receive ongoing safety training.
February	- WBL Coordinator completes a monitoring visit to the worksites where students have been placed. - WBL Coordinator attends an industry-based meeting, such as a Rotary Club or professional association meeting, to increase understanding of the field and recruit new WBL partners.
March	- WBL Coordinator completes a monitoring visit to the worksites where students have been placed. - WBL Coordinator nominates employers for the Tennessee Flagship Industry Partner Award. - Students, with classroom support, continue to prepare artifacts, work products, and other evidence for inclusion in their portfolios.
Phase 3: Assessing Learning and Celebrating Success	
April	- WBL Coordinator completes a monitoring visit to the worksites where students have been placed. - WBL Coordinator or employer hosts the third Advisory Board meeting to celebrate accomplishments to date, review data, and draft improvement plans. - Students complete the Student Self-Assessment of Skills rubric. - Students complete a peer review of projects to be included in their portfolios.
May	- Students present projects and portfolios to WBL Coordinator and employer. - WBL Coordinator uses the Portfolio Rubric to assess students' final portfolio submissions, providing feedback on opportunities for refinement. - Students write thank you notes to WBL mentors. Employers provide letters of recommendation for students. - Employer completes Student Skills Assessment Rubric to evaluate student progress throughout the placement.
June	- Educators use the WBL Program Evaluation Framework file to assess the quality of their existing program. Results of the evaluation will be used to modify program operations for the next school year. - WBL Coordinator hosts the fourth Advisory Board meeting where employers provide input on industry-driven projects, school-based enterprise, and technical mentoring opportunities for the next school year.
July	- WBL Coordinator completes one or more externships with employer partner(s). The experiences from these externships help the WBL Coordinator develop new projects for the next school year. - WBL Coordinator hosts an introductory meeting for parents and students to prepare for the next school year.