

ATLANTA PUBLIC SCHOOLS



WORK-BASED LEARNING

Atlanta Public Schools



VISION STATEMENT

Career Related Education develops students into a marketable workforce by collaborating significant successful relationships between education, business, industry, and community.



PROGRAM OVERVIEW



The Work-Based Learning Program allows students to gain experience and skills in a workplace setting. It offers students a unique opportunity to prepare for future educational and career goals while in high school.



Let's Focus on the Future!!!



WHAT IS WBL?

Work-Based Learning (WBL) is a program within the Career, Technical, and Agricultural Education (CTAE) Department where students learn a variety of skills by expanding the classroom into the community and narrowing the gap between theory and practice with hands-on career development experiences.

In WBL, students are afforded the opportunity to connect classroom instruction to the world of work.



WBL GOALS

Career Related Education Goals:

- To prepare students for post-secondary education
- To prepare students for high-skill, high wage, & high demand occupations
- To provide our community employers & GA with a pool of highly trained, technologically sophisticated young workers

Student Goals:

- Explore connections between school & work
- Explore career interests in particular areas
- Learn from skilled mentors
- Improve transition to work skills
- Earn progressive pay while in school



REQUIREMENTS TO PARTICIPATE

- Parental approval
- Enrollment in or successful completion of two CTAE courses
- 11th or 12th grade
- Satisfactory attendance, academic and discipline record
- On track for graduation
- Reliable transportation to and from work



PARENTAL INVOLVEMENT & STUDENT PARTICIPATION

- Encourage students to effectively carry out their school AND work responsibilities
- Arrange and maintain consistent transportation for students
- Ensure students are off campus during WBL periods



STUDENT EXPECTATIONS AND RESPONSIBILITIES

- Sign-out and leave campus by 12:30 p.m.
- Give 100% at their WBL placement each day
- Attend ALL monthly WBL workshops/meetings
- Submit all documentation/reports/assignments by the deadline
- CTSO Membership (i.e., FBLA, SkillsUSA)



STUDENT EXPECTATIONS AND RESPONSIBILITIES

- Submit an electronic portfolio in late April
- Keep your WBL ID readily available
- Work a minimum of 10 – 20 hours per week
- Participation in the Success Seminar (September)
- Participation in the CTAE Job Shadow Day (February)



WBL REQUIREMENTS

Students are required to have and maintain a job or internship that aligns with their pathway



Students are required to report to work and work a set number of hours per week

- 1 Release Period = 10+ hours per week
- 2 Release Periods
- = 20+ hours per week



Students must meet with their WBL Coordinator weekly at the designated time and location



Students must be able to balance school and work responsibilities



WBL REQUIREMENTS



Participation in class meetings and Employability Skills Workshops as scheduled to improve employability and career readiness skills



Completion of an electronic portfolio/website



Submission of Employer Evaluations, Monthly Reports, and assignments by the deadlines given



Career Technical Student Organization (CTSO) affiliation aligned to pathway and career goals



WBL students join the CTSO that aligns with their pathway.

- **DECA**

- Hospitality, Recreation & Tourism, Sports & Entertainment Marketing

- **FBLA**

- Business Accounting, Business & Technology, Cybersecurity, Entrepreneurship, Financial Services, Programming, Web & Digital Design

- **FCCLA**

- Early Childhood, Culinary Arts

- **HOSA**

- Allied Health, BioTechnology Research & Development, Dental Science, EMS, Patient Care, Public Health, Sports Medicine

- **SkillsUSA**

- Automotive Services, Aviation Mechanics, AVTF, Carpentry, Criminal Investigation, Engineering Drafting Design, Graphics, HVAC, Law

- **TSA**

- Engineering & Technology

CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSO)



WBL EXPECTATIONS

Turn in	Turn in all assignments on time.
Maintain	Maintain your internship.
Keep up	Keep up with assignments and dates.
Attend	Attend all WBL events.
Grow	Grow as an employee over the school year.
Be	Be respectful to your employer and fellow co-workers at all times.
Maintain	Maintain good grades in all of your classes.
Communicate	Communicate with your employer and WBL coordinator at all times.
Be	Be ethical at all times and follow the rules.
Represent	Represent yourself, your parents, and your school community by setting a good example.



1st Semester

- September 15, 2021
- October 13, 2021
- November 17, 2021
- December 15, 2021

2nd Semester

- January 19, 2022
- February 23, 2022
- March 23, 2022
- April 27, 2022

Class of 2022 Meetings/Workshops



WBL GRADE COMPONENTS

30%: COORDINATOR REQUIREMENTS

Monthly Meetings/Workshops

- Students are expected to be present and actively participate in meetings/workshops and WBL related activities associated with the Work-Based Learning program throughout the year.

Professional Learning Activities

- Job Shadowing & Mock Interviews

Employability Skills Assignments

- Students will complete all employability skills standard based assignments

30%: EMPLOYER EVALUATIONS

- Employer evaluations are sent to each employer twice per semester to assess student on-the-job performance.

30%: WAGE REPORTS

- Students are required to turn in a monthly work experience report/verification of hours worked to the WBL coordinator on or before the 10th of the month. This report is used to document the student's work hours. Documentation of pay must be attached.

10%: ELECTRONIC PORTFOLIO (Career Related)

- Students will maintain a Work-Based Learning Career Related Electronic Portfolio to include all specified components. This will count as your Final Project Grade.



EMPLOYER EVALUATIONS

Employers rate students on specific work assignments, work ethics, ability, initiative, attendance, creativity, quality of work, dependability, use of time, cooperation, job skills and exhibited personality traits.



WBL CAREER PORTFOLIO GUIDELINES & COMPONENTS



WBL CAREER PORTFOLIO GUIDELINES



Each WBL student will produce an electronic career portfolio as the final project



Portfolio Design:
ePortfolio Platform
or Weebly Website



Portfolios are due in
Late April



COMPONENT ONE

Personal
Statement

Resume

Cover
Letter

References
Page



COMPONENT TWO

Honors/Achievements/Awards

Extra Curricular Activities

Volunteer Experience

Community Service



COMPONENT THREE

Post Secondary Planning

- Primary & Secondary Career Goals
- Route to Success – How do I get there?
 - Identify type of education needed
 - List steps taken
 - Identify necessary skills & training needed
 - Identify entry level and maximum salary



WBL REMINDERS & FACTS

STUDENT ACTIONS THAT WILL LEAD TO DISMISSAL FROM THE PROGRAM:

- Fired or Terminated from the Internship.
- Failure to Attend Mandatory Meetings & Events.
- Disciplinary issues and/or excessive absences.
- Failure to Turn in assignments and Monthly/Wage Reports.
- Failure to Leave Campus to Report to Work at Designated Release Time.
- Failing Grades in Academic Courses.
- Failure to Maintain Confidentiality.
- Forgery or Any Unlawful Acts.



What happens next?

In February, you submit an WBL application via <https://forms.gle/PGPyxnmhitkmgWZr8>

Step 1: Counselor Recommendation

Step 2: Transcript, Disciplinary Audit

Step 3: CTAE Teacher Recommendation

Step 4: Interview Process

Step 5: WBL Site Placement



IF YOU STILL HAVE
QUESTIONS, FEEL FREE
TO TEXT, CALL OR
EMAIL ME.

THANK YOU FOR YOUR
INTEREST IN
WORK-BASED
LEARNING!



THANK YOU FOR YOUR INTEREST



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