



WBL Quick Guide 2017-2018

Month	Checklist
Due August 31	<ol style="list-style-type: none"> 1. Final Documentation 2. Weekly Production Report – Print, complete, mentor signatures due each following Tuesday 3. Portfolio: Letter of Introduction to the Portfolio and Work Philosophy Paper – PRINT 4. Table of Contents- PRINT 5. Company Information Sheet 6. Tweet @canestocareers a picture of you working your first day at your job (should be with your mentor) #caneswbl 7. Obtain a copy of the policies and procedures at your jobsite or See WAIVER. TURN IN 8. 2 Or More WBL Periods- Work Journal – PRINT 9. Work/Wage Reporting Room 101- Record in Room 101 on due date
Mark Your Calendar <ol style="list-style-type: none"> 1. 7-31 PARENT ORIENTATION 6:45PM Media Center (Freshmen Open House night) 2. 8-9 RPM @ 7:15 AM or 3:45 PM in the Media Center – CHOOSE ONE MANDATORY 3. 8-17 FBLA Informational Meeting @ 3:35 in room 503 (Spradley) CTSO CREDIT 4. 8-31 Last day to pay FBLA dues and turn in application 	
Due September 30	<ol style="list-style-type: none"> 1. Weekly Production Report – Print, complete, mentor signatures due each following Tuesday 2. All Periods: Work Journal- PRINT 3. Portfolio: Create or Update your Resume and Cover Letter - PRINT 4. Employability Skills Evaluation 1 – PRINT and Collect From Employer before due date 5. Work/ Wage Reporting – Record in Room 101 on due date
Mark Your Calendar <ol style="list-style-type: none"> 1. 9-7 FBLA Chapter meeting at 3:35PM to 4PM in Room 503 CTAE Building CTSO CREDIT 2. 9-8 Come with FBLA to the FAIR. National Fair in Perry, GA October 12th! Today is the last day to register & pay! CTSO CREDIT 3. 9-13 RPM Scheduled for 12:45 PM in the media center- MANDATORY 	
Due October 31	<ol style="list-style-type: none"> 1. Weekly Production Report – Print, complete, mentor signatures due each following Tuesday 2. Portfolio: Career Consultation and SMART Goals Worksheet- PRINT 3. Tweet @canestocareers a picture of you completing a task within your training plan #caneswbl -- -- Be sure to describe what you are doing and where you work 4. 2 Or More WBL Periods- Work Journal- PRINT 5. Work/ Wage Reporting – Record in Room 101 on due date
Mark Your Calendar <ol style="list-style-type: none"> 1. 10-5 FBLA Chapter Meeting at 3:35PM to 4PM in room 503 CTAE Building- CTSO CREDIT 2. 10-6 Last day to Register for Fall LEADERSHIP Conference in ATHENS with FBLA - Conference Date is November 15 & 16 CTSO CREDIT 3. 10-11 College & Career Day – MANDATORY WBL ACTIVITY 4. 10-12 FBLA Fall Motivational Rally in Perry, GA at the National Fairgrounds CTSO CREDIT 5. 10-25 RPM in the Media Center at 12:45 PM MANDATORY 	
Due November 30	<ol style="list-style-type: none"> 1. Weekly Production Report – Print, complete, mentor signatures due each following Tuesday 2. Portfolio: News Article & Accompanying Photo Assignment All Periods - Work Journal PRINT 3. All Periods: Work Journal- PRINT 4. Employability Skills Evaluation 2 PRINT and Collect From Employer before due date 5. Work/Wage Reporting Room 101 Record in Room 101 on due date

Mark Your Calendar

1. 11-7 BB&T Center for Business Ethics Trip – **WBL ACTIVITY**
2. 11-8 **RPM in the Media Center at 12:45 PM MANDATORY**
3. 11-9 FBLA Meeting at 3:35 in Room 503 CTAE Building CTSO CREDIT
4. 11-14 World of Coke in celebration of National Enterprise Day – FBLA- CTSO CREDIT
5. 11-15 & 11-16 Fall Leadership Conference with FBLA – CTSO CREDIT

**Due
December 16**

1. **Weekly** Production Report – Print, complete, mentor signatures **due each following Tuesday**
2. Training Plan Evaluation 1 of 2 – PRINTED BY COORDINATOR, Distributed in November
3. Portfolio: Career Board or PowerPoint Project – PRINT AND/OR PROVIDE
4. Midterm Portfolio Reviews- PRINT rubric
5. **2 Or More Periods- Work Journal - PRINT**
6. Work/Wage Reporting Room 101- Record in Room 101 on due date

Mark Your Calendar

1. 12-5 FBLA December Holiday Meeting- FREE FOOD! CTSO CREDIT
2. **Dec. 6 – RPM Work Sessions in the Media Center at 12:45**
3. 12-7 through 15th Midterm Evaluation Meetings with Ms. Boyer MANDATORY

**Due
January 31**

1. **Weekly** Production Report – Print, complete, mentor signatures **due each following Tuesday**
2. All Periods - Work Journal PRINT
3. Tweet @canestocareers a picture of you completing a different task within your training plan #caneswbl ---- Be sure to describe what you are doing and where you work
4. Portfolio: Present your Career Board or Digital Presentation to a class of 10th or 11th graders- Turn in RUBRIC
5. **3 WBL Periods-** You have until February 28 to present to a different class of 10th or 11th graders
6. Work/Wage Reporting Room 101- Record in Room 101 on due date

Mark Your Calendar

1. **1-10 RPM at 12:45 PM in the Media Center MANDATORY**
2. 1-11 FBLA Meeting in room 503 CTAE Building CTSO CREDIT
3. Be sure you sign up to attend the FBLA industry tour of Chick fil A Headquarters – trip is in Feb.

**Due
February 28**

1. **Weekly** Production Report – Print, complete, mentor signatures **due each following Tuesday**
2. Portfolio Project: Interviewing skills PRINT
3. Job Shadow Reflection PRINT
4. Letter of Recommendation– use request form which stays with teacher. **Letter due Feb. 28.**
5. Job Shadow Thank You Card – Card turned in addressed and stamped envelope, UNSEALED
6. **2 or More Periods – Work Journal PRINT**
7. **3 Periods:** Present your Career Board or Digital Presentation to a class of 10th or 11th graders Turn in RUBRIC
8. Employability Skills Evaluation 3 PRINT and Collect From Employer before due date
9. Work/Wage Reporting Room 101- Record in Room 101 on due date

Mark Your Calendar

1. 2-2 Groundhog Job Shadow Day- **WBL ACTIVITY MANDATORY**
2. 2-5 through 2-9 FBLA Week- Participation earns CTSO CREDIT
3. **2-7 RPM Scheduled for 12:45 PM in the Media Center MANDATORY**
4. 2-15 FBLA Meeting at 3:35 PM in Room 503 CTAE Building- CTSO Credit
5. 2-23 Chick fil A Headquarters – FBLA Industry Field Trip (tentative) CTSO Credit

**Due
March 31**

1. **Weekly** Production Report – Print, complete, mentor signatures **due each following Tuesday**
2. All Periods - Work Journal PRINT
3. Tweet @canestocareers a picture of you completing a different task within your training plan #caneswbl ---- Be sure to describe what you are doing and where you work
4. Employer Thank You Card – Card provided to students at February RPM
5. Employer RSVP and Survey
6. Work/Wage Reporting Room 101- Record in Room 101 on due date

Mark Your Calendar

1. **3-7 RPM at 12:45 PM in the Media Center MANDATORY**

2. 3-8 FBLA Meeting at 3:35 PM in Room 503 CTAE Building CTSO Credit 3. 3-15 Mock Interview Day from 8 AM to 12 PM – WBL ACTIVITY MANDATORY	
Due April 28	1. Weekly Production Report – Print, complete, mentor signatures due each following Tuesday 6. Employability Skills Evaluation 4 PRINT and Collect From Employer before due date 2. Portfolio: Worksite Photo Journal - PRINT IN COLOR 3. 2 or more Periods : Work Journal PRINT 4. Work/Wage Reporting Room 101- Record in Room 101 on due date
Mark Your Calendar 1. 4-11 RPM at 12:45 PM in the media center LAST ONE! MANDATORY 2. 4-12 Employer Appreciation Breakfast 8AM to 9AM – WBL ACTIVITY MANDATORY 3. 4- 19 FBLA End of the Year party and drawing CTSO CREDIT	
Due May 5	1. End of the year reflection- PRINT 2. Final Portfolios are Due – RUBRIC POSTED ONLINE 3. Training Plan Evaluation 2 of 2 – PRINTED BY COORDINATOR, Distributed in April
Mark Your Calendar 1. May 7-11 Final Portfolio Review and exit interview by Appointment – Final Grades given 2. 5-18 Graduation	

Assignment and Portfolio Building

The portfolio assignments and the employability skills evaluations listed on the quick guide have directions for completion on www.canestocareers.com under the “students” tab. Students should download the pdf packet each month. This packet does not have to be submitted to the coordinator, just the completed assignments.

SAVING WORK- it is highly recommended that the student save ALL TYPED WORK on a cloud drive or a lightning drive. Student work will be evaluated for grammar/spelling/content and will be returned to the student monthly. The student is responsible for making the corrections to the original and re-printing the work for the MIDTERM/FINAL portfolio review.

SAVING GRADED WORK- Students will only receive full credit in the Midterm and Final Portfolio review if they have the graded copy returned to them as well as the final (corrected) copy. This is to ensure that changes have been made and the student is building their portfolio each month.

Weekly Production Reports (WPR)

Weekly Production Reports should be printed by the student each week. WPRs are your timesheets for the course. They should indicate when you are off, when you work a 2nd job if you do, and the times that you actually worked. Please remember, travel times to and from work do not count as “work.”

The coordinator will have some copies available for those students in need, but students are ultimately responsible for the printed worksheet. Completed WPRs are due each Tuesday by the end of the school day.

As you complete these, think about the new things you are learning and observing at your job site. List and define new terms, instruments, tools and growing relationships between your supervisor, co-workers and customers. Explain what subject and classroom skills you have or will be able to put into use at your job site. Additionally, please write down quick thoughts about how your week was. Be truthful, but professional. **Remember, your portfolio will be viewed by not only your current employer, but also FUTURE employers.** If you would be embarrassed for your mentor/supervisor to read it – DON’T put it here. Simply check the box that you need to speak with me. ☺ PROFESSIONALISM is KEY!

TWITTER

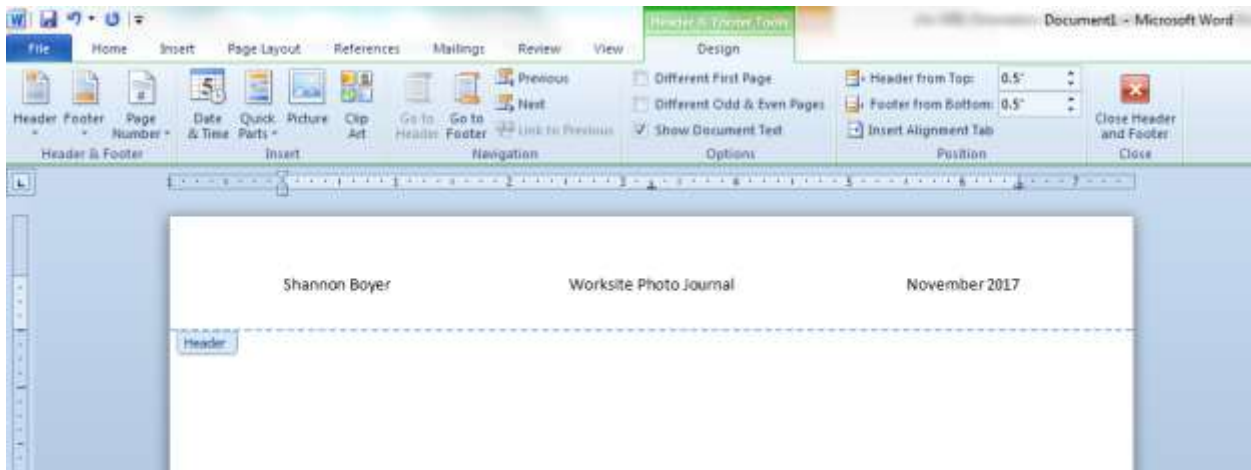
Each student should set up a Twitter account if they do not have one currently. Each student should FOLLOW @canestocareers. Students may NOT set up a dummy account for the purposes of WBL. Please see coordinator with any issues or concerns. The purpose of twitter is to bring awareness to the Work Based Learning program and to advertise the economic impact that students at Cartersville High School have in the community. **FULL CREDIT** will be awarded to the students who follow directions below.

1. Post is posted on or before the due date
2. Post accurately uses the @canestocareers and #caneswbl
3. Post accurately describes the place of work and the task that is being worked on
4. Post MAY NOT be a selfie.
5. Be sure to also use hashtags that pertain to the place of business or CHS if applicable
6. Photo cannot be posted and removed.

Work Journals

Format: Work Journals are to be TYPED not hand written. They should be DOUBLE SPACED. They should be no SHORTER than 1 page – but may be more than one page. Work Journals should have proper GRAMMAR and SPELLING.

Work Journals should have a HEADER that looks like the following



Topics – Students may choose (unless otherwise noted in the guide) from the list below to write their work journals.

1. Pick a news report from a web source that reflects how bad character or discipline issues can have a major impact on someone's life. Give a description of the bad choice and the consequences
2. Use the internet to research the ASVAB test. Explain the 5 W's and H - Who, What, When, Where, and How the ASVAB works. Don't forget the last W – Why should we care?
3. Write a short speech you could give to a group of new employees if you were the boss in your present company. List do's and do not's, importance of attendance and punctuality on the success of the company.
4. Write the definition of 'respect'. List 5 things employees do that is respectful. Describe two ways that you have acted respectful in your current position and one way that you have acted disrespectful. Finally, describe how you should have handled the disrespectful situation.
5. *'Books are judged by their cover'* and the same is true for you. The first impression is a last impression. Tell of a time when you were not sending the message you wanted to send. (**school** or **work**)

6. 'Two heads are better than one'. Include the first and last name of your mentor and tell why your mentor is a good Mentor or not. If you don't feel like you have an actual mentor, choose someone who would be a good mentor & why. This can be any adult beyond a family member in your life.
7. Include in your portfolio an artifact from a visit to a post-secondary school & describe your experience there.
8. 'Common sense is far too uncommon'. Describe a situation in which you did not use common sense of a situation in which you were involved in or witnessed at school or at work.
9. 'Don't be the last one to find out how you are doing'. This is not the case for WBL students. You are evaluated each 9 weeks on either your employability skills or job skills (training plan). You should review those results with your mentor. Choose one, what is your reaction? Could you have done something differently? What?
10. Report on one of your citizenship/community service activities. Provide details; where, when, why, how this will change your future behaviors.
11. Visit <https://www.livecareer.com/quintessential/career-development-journal> read the excerpt about career journaling. Explain what career journaling is and a few of the benefits of career journaling. Do you agree or disagree?
12. Google the *Occupational Outlook Handbook*. Find the most recent copy online and look up three careers that you think would be interesting. These do not have to be careers that you are planning to pursue- just neat jobs that you've heard of. Describe the job, the education needed, and the salary ranges.
13. Find a newspaper article from within the last three years about the top jobs for 2020. What are your findings and what do you think about them? Are you surprised?
14. Pretend you got a promotion in the company that you currently work for. Describe the kind of person that you would want working for you in your current position. What questions would you ask them in the interview to see if they had what you are looking for? Provide answers to these questions.
15. What are concerns that you have noticed at work. What do you think is leading to the problem? What are some solutions that you see to the problems?
16. Write an email to your boss in letter format (Salutation and closing) that details the reasons that you see for a promotion or a raise. Be very specific in listing the accomplishments at work that qualify you for the promotion or raise. (This could also mean taking an internship and turning it into a full or part time paid position, OR landing a teaching placement when you are in college to become a teacher).
17. Write a one page tutorial for a 6th grader on the ins and outs of addressing an envelope. Include: What each component of an address is used for, why it is important to address an envelope correctly, when you should use mail to communicate (provide examples).
18. Write a minimum one page tutorial for a 6th grader on composing a professional email. Use the example of contacting a person from their business card in hopes to obtain an internship. Explain the following: The purpose of each component of an email. How to select an email address that sounds professional. Writing in proper grammar. What to include in an email. State your email carrier (gmail, aol, Hotmail, yahoo, charter, Comcast, icloud, etc) and why you chose the carrier you did. Then, in a bullet list, explain clearly how to attach a document.
19. Discuss your thoughts on your professional image. Include your ideas on maintaining a professional image on Social Media, in your written work for your portfolio, correspondence with your teachers, correspondence with your supervisor or mentor at work, interactions with customers at work. Be sure you detail things that you do in regards to professional image when you want to be taken seriously.
20. Write a casual correspondence letter to a company, teacher, or organization detailing one thing that bothers you about how the company, class, or process is ran. Detail the name of the company, teacher, or organization. Describe in detail what bothers you and you think can be improved upon. Describe HOW you would change the process to make it more efficient.

Name _____ WBL Periods _____ Placement _____

Mid Term Rubric 2017

Formatted Cover Sheet in the VIEW FINDER- Provided By Coordinator (120)

Introductory Letter to Portfolio (50) 1st Page in Portfolio - AUGUST

TYPED Table of Contents Page (15) 2nd Page in Portfolio - AUGUST

Employment forms, Documentation, Hours Verification, Work Journals, Employability Skills, Placement Information, Handbook, Evaluations; GA Best)

Tab's Labeled Appropriately (15) – Incorrect Tabs= No Credit

Employment Forms: (125) – TAB 1 & Contents

Cover Letter (Signed appropriately by you) 25

Resume 25

References Sheet (Top of paper should be labeled: References) 25

Individual Graduation Plan -25 points

Transcripts – 25 points

Documentation: (50) - TAB 2 & Contents

Parent/ Student Authorization Forms: 10

Employer Authorization Forms 10

Training Agreement 10

Proof of Health & Car Insurance 10

Course Syllabus 10

Weekly Production Reports: (120) Tab 3 & Contents

8-14	9-18	10-23	11-27
8-21	9-25	10-30	12-4
8-28	10-2	11-6	
9-4	10-9	11-13	
9-11	10-16	11-20	

Work Journals: (100) Tab 4 & Contents – 20pts/WI

August Topic # _____

September Topic # _____ - ONE PERIOD OF WBL

October Topic# _____

November Topic# _____ - ONE PERIOD OF WBL

December Topic# _____

Employability Skills (125) Tab 5 & Contents -25pts/ES

Work Philosophy - August

Career Consultation – October

SMART Goals Worksheet (Revised Copy, Nov. RPM) - October

News Article -November

Digital Photo Printout attached to News Article- November

Placement Information (40) Tab 6 & Contents

Company Information sheet completed- AUGUST

Company policies and procedures manual- OR a signed copy of waiver - AUGUST

Handbook (50) Tab 7 & Contents

Printed copy of the WBL student handbook – PROVIDED IN TRAINING

Evaluations (150) Tab 8 & Contents

2 Employability Skills Evaluations -50 – SEPTEMBER & NOVEMBER

1 Job Skills Assessment-100 – PROVIDED BY COORDINATOR – DUE IN DEC.

GA Best (100), Tab 9 & Contents -25/GA BEST

Discipline and Character (Sept)

Teamwork and work habits (Oct)

Productivity and Responsibility- I Can/Can't Worksheet (Nov)

Attitude and Respect (Dec)

Name _____ WBL Periods _____ Placement _____

Midterm Rubric 2017 Continued

CTSO Activities: (100) – Must have two activities first semester and two activities second semester.

Includes any trip, meeting, volunteer activity, or fundraising with FBLA/DECA/HOSA/TS&A/ROBOTICS.

Activities outside of FBLA will require teacher authorization via email to Ms. Boyer or handwritten.

Activity One _____ Date: _____

Activity Two _____ Date: _____

WBL Activities: (50)

College and Career Day

Symposium

Extra Credit

Plastic Sleeves for each notebook pager (+2 to your total grade)

Provide an additional tab titled: Work Samples – and includes course work and projects that relate to your job; must have at least 5 that exhibit your accomplishments in school (+5 to your total grade)

Provide additional letters of recommendation from anyone who is NOT a family member (+2 points per letter)

UGA College Tour for WBL (+1 Point to total grade)

Student Personal College day and evidence (+1 Point to total grade)

Additional Interview with a Mentor (+2 Points to the total grade)

EXTRA CREDIT TAB- WORK SAMPLES

Sample 1 _____

Sample 2 _____

Sample 3 _____

Sample 4 _____

Sample 5 _____

2 & 3 Periods = _____ / 1160

1 Period = _____ / 1100

Score _____ + Bonus Points: _____

FINAL SCORE _____

Comments: | _____