

**Division of Career and Technical Education  
Office of Career Readiness and Work-Based Learning**

# **PRE-APPRENTICESHIP INSTRUCTOR MANUAL**



**2022 - 2023**

# Course Codes

Course Name	Code
<i>Pre-Apprenticeship I</i>	490110
<i>Pre-Apprenticeship II</i>	490120
<i>Pre-Apprenticeship III</i>	490130
<i>Pre-Apprenticeship IV</i>	490140

## Work-Based Learning

Work-Based Learning is defined as a structured learning experience at the worksite for a specific timeframe that leads to a career path (Workforce Innovation and Opportunity Act). WBL programs contain three key components: the alignment of classroom and workplace learning; application of academic, technical, and employability skills in a work setting; and support from classroom and worksite mentors ([cte.ed.gov/wbltoolkit/](http://cte.ed.gov/wbltoolkit/)).

The Division of Career and Technical Education offers three credit bearing work-based learning opportunities:

1. Internship
2. Career Practicum
3. Pre-Apprenticeship

Internship is experiential learning that can be paid or unpaid which integrates knowledge and theory learning in the classroom with practical application and skills development in a professional setting. Students in grades 10 - 12 are eligible to enroll in this course. It will not count toward concentrator status.

Career Practicum is a paid or unpaid work experience designed to assist students in grades 11 – 12 in their specific CTE program of study where students earn an industry recognized credential in one of many high-demand occupations. A student must be at least 16 years of age. The student must have completed at least two courses, level 1 and level 2, in a chosen CTE program of study to be eligible for this course.

Pre-Apprenticeship is defined as a program or set of strategies designed to provide instruction or training to increase math, literacy, and other vocational and prevocational skills in order to prepare individuals to enter and succeed in a Registered Department of Labor Apprenticeship (DOL) program and has a documented partnership with at least one, if not more, Registered DOL Apprenticeship Programs. It may be an unpaid or paid Pre-Apprenticeship. A student must be at least 16 years of age. Completers of this program may be given special consideration for entry into a DOL apprenticeship program and/or applied time served, or credits earned toward fulfilling program requirements.

For any questions, call the Office of Career Readiness/Work-Based Learning at (501) 682-4834.

# Course Information

## **COURSE DESCRIPTION:**

The Pre-Apprenticeship program is an unpaid or paid program designed to prepare students for entry into a Department of Labor registered apprenticeship program. Instruction may vary in length and scope and may include basic skills training, academic skills remediation, or an introduction to the industry. The training and curriculum are on a school-by-school basis, are based on industry standards, and approved by the documented Registered Department of Labor (DOL) Apprenticeship Partner(s) that will prepare individuals with skills and competencies needed to enter one or more Registered DOL Apprenticeship Programs. Therefore, the industry partner and the Registered DOL Apprenticeship partner(s) for the school will determine the curriculum and requirements for the course. Completers of this program may be given special consideration for entry into an apprenticeship program and/or applied time served or credits earned toward fulfilling program requirements (2018 Advanced CTE, Career Technical Education Glossary). It may be considered as an elective course in becoming a CTE concentrator.

## **This course is eligible for employer tax credit.**

The number of classroom instruction hours may apply to the hours required for a Department of Labor registered apprenticeship program. The Pre-Apprenticeship must be sponsored by a least one Department of Labor registered apprenticeship program. Pre-Apprenticeship programs must follow the guidelines provided by the Arkansas Apprenticeship Coordination Steering Committee, the Arkansas Department of Commerce, and Office of Skills Development.

According to the U.S. Department of Labor Training and Employment Notice dated November 30, 2012, a quality Pre-Apprenticeship program incorporates the following:

1. Approved training and curriculum—based on industry standards and approved by Department of Labor registered apprenticeship program sponsor(s).
2. Strategies for long-term success—to increase opportunities in Department of Labor registered apprenticeship programs for under-represented, disadvantages, or low-skills individuals.
3. Access to appropriate support services during Pre-Apprenticeship program and during the Department of Labor registered apprenticeship program.
4. Promotes greater use of registered apprenticeships to increase future opportunities.
5. Meaningful hands-on training that does not displace paid employees—using simulated lab experience or volunteer opportunities which do not supplant a paid employee.
6. Facilitated direct entry into registered apprenticeship programs and/or articulation agreement to receive advanced credit/placement for skills and competencies acquired.

## **ELIGIBILITY OF STUDENTS:**

The Pre-Apprenticeship course is designed to serve 11- 12-grade students that are at least 16 years of age who are in good academic standing determined by the school administration. The Pre-Apprenticeship course includes classroom and training instruction as well as hands-on training in a simulated lab experience or through volunteer opportunities that accurately simulate the industry and occupational conditions. Each classroom and hands-on training competency a student successfully completes is documented.

**COURSE CREDITS:**

Students can earn up to 4 credits, in a two year period.

Course Name	Course Code	Hours of Classroom Instruction - Semester	Hours of Work Experience – Semester	Credits Earned
Pre-Apprenticeship I	490110	Determined by Pre-Apprenticeship	Determined by Pre-Apprenticeship	1 credit
Pre-Apprenticeship II	490120	Determined by Pre-Apprenticeship	Determined by Pre-Apprenticeship	1 credit
Pre-Apprenticeship III	490130	Determined by Pre-Apprenticeship	Determined by Pre-Apprenticeship	1 credit
Pre-Apprenticeship IV	490140	Determined by Pre-Apprenticeship	Determined by Pre-Apprenticeship	1 credit

The students training plan will be integrated into the site agreement that is set up in the Seamless platform for this student’s experience. The portion of the site agreement that will cover this is titled “Training Plan” and is where you will choose the tasks, skills, and activities the student will develop and engage in during their experience.

**CLASSROOM AND WORKSITE EXPECTATIONS:**

1. The Pre-Apprenticeship experience training is aligned to prepare students for entry into a Department of Labor registered apprenticeship program.
  - a. The CTE staff will clearly define roles and supervise the work-based learning experiences.
  - b. Evaluate qualities of effective pre-apprentices.
  - c. Analyze personal work ethics and soft skills needed in the workplace.
  - d. Identify behaviors essential to succeed in the workplace.
  - e. Provide meaningful interaction, communication, leadership, and team building skills.

**PROGRAM OUTCOMES:**

1. Develop a partnership with industry, as well as Registered DOL Apprenticeship program sponsor, to help prepare students for entry into a Department of Labor registered apprenticeship program.
2. Experience the benefits of having a positive verbal and non-verbal attitude.
3. Develop career attributes for students to be successful in the workplace.
4. Improve communication, leadership, and team building skills.

**ESSENTIAL ELEMENTS OF WORK-BASED LEARNING COORDINATOR:**

1. Pre-Apprenticeship shall be coordinated at the local level by at least one Work-Based Learning Coordinator who:
  - a. currently has a valid Arkansas teaching license; AND;
  - b. is endorsed with the 412 licensure code; AND,
  - c. a vendor instructor.

**WORK-BASED LEARNING COORDINATOR SUPERVISION PERIOD REQUIRED:**

1. One supervision period for 1-25 students
  2. Two supervision periods for 26-50 students
  3. Three supervision periods for 51 or more students.
- The conference/planning period may count as one of the three (3) supervision periods.

**THE FOLLOWING MINIMUM DOCUMENTS ARE REQUIRED TO BE WITHIN THE SEAMLESS WBL SYSTEM:**

1. Site Agreements
2. Supervisor Evaluation Forms
3. Verified work and classroom hours
4. Pre-Apprenticeship Placement Report
5. Pre-Apprenticeship Accountability Report

Example Work-Based Learning Documents can be found in this manual. Separate fillable forms of each example document can be found in the Arkansas Seamless WBL Platform(<https://arkansas.seamlesswbl.com/>), under the “General Resources” tab.

Information to share with stakeholders can be found on the DCTE website under the “Work-Based Learning” Tab. (<https://dcte.ade.arkansas.gov/Page/WorkBasedLearning>)

**THE FOLLOWING REPORTS ARE REQUIRED TO BE COMPLETED WITHIN THE SEAMLESS WBL PLATFORM:**

1. Pre-Apprenticeship Placement Report – October 1 and January 31
2. Pre-Apprenticeship Accountability Report – October 30, January 15, March 30, and May 20

Reports will be pulled automatically by DCTE through the Arkansas Seamless WBL platform. Please have all required information for reporting in the system by the dates listed above for accurate reporting.

# SEAMLESS WBL PLATFORM

Work-Based Learning Coordinators shall use the Arkansas Seamless WBL Platform in order to send required Accountability and Placement reports to the state office.

**Arkansas Seamless WBL Platform Log-In Page:** <https://arkansas.seamlesswbl.com/>

New Work-Based Learning Coordinators should contact the Office of Career Readiness/Work-Based Learning to be entered into the system and receive your log-in information.

The Seamless WBL Platform can help manage all components of work-based learning. Major functions of the platform include:

- Organizing student and employer information
- Managing work-based learning activities
- Students can log hours and keep up with a portfolio within the student portal
- Employers can access agreements, verify hours, and see documents
- All documentation in a digital format in one location
- Accountability and Placement Reports are automatically pulled for the State Office
- Detailed reporting for better program analysis
- Provides a job board for students

## **AR SEAMLESS WBL RESOURCES:**

The following resources can be found under the “Knowledge Base” tab within the AR Seamless WBL Platform: Quick-Start Guide, Administrator User Manual, Educator User Manual, Seamless WBL Platform Short Demo Video, Seamless WBL Platform Full Demonstration. You can also find the link to AR Seamless WBL platform along with the quick guide and Short Demo Video on the DCTE, Work-Based Learning website. (<https://dcte.ade.arkansas.gov/Page/WorkBasedLearning>)

For specific questions about the AR Seamless WBL platform, please contact the Office of Career Readiness/Work-Based Learning at 501-683-6254.

## **SITE AGREEMENTS:**

Site Agreements between the student, WBL Coordinator, and worksite supervisor are created within the AR Seamless WBL. Work-Based Learning coordinators can customize agreement templates to include verbiage specific to his or her district requirements and student job duties. A student and worksite supervisor can log-in to view and digitally accept/sign the agreement or the Site Agreement can be sent for physical signatures by downloading and printing the document.

An empty site agreement is included in this manual as an example. The AR Seamless WBL system populates the student and employer data automatically once it is attached to a WBL partner activity.

The training plan is now integrated into the site agreements under the section labeled “Training Plan” this is where you will choose the tasks, skills, and activities the student will develop and engage in during their experience.

## **ACCOUNTIBILITY AND PLACEMENT REPORTS:**

The AR Seamless WBL Platform allows WBL Coordinators and the state office to pull various reports including Accountability and Placement Reports for each school within the system. The Work-Based Learning Coordinator will be responsible for entering the required data for both reports within the system by the dates listed on page 6 of this manual.

## RESPONSIBILITY OVERVIEW

Student	<ul style="list-style-type: none"> <li>• Academic standing determined by the school administration</li> <li>• Acceptable attendance record as determined by the school administration.</li> <li>• Recommendation forms and written recommendations from a counselor, a teacher in the student's career major area, and an academic teacher.</li> <li>• Complete Pre-Apprenticeship application form.</li> <li>• Applicable Pre-Apprenticeship Training Plan.</li> <li>• Complete and sign site agreement in AR Seamless.</li> <li>• Provide transportation.</li> <li>• Complete and maintain Student Experience form.</li> <li>• Maximum length of enrollment in the Pre-Apprenticeship program shall be two years.</li> <li>• Complete a self-evaluation in December and May.</li> </ul>
Work-Based Learning Coordinator	<ul style="list-style-type: none"> <li>• Provide students with classroom instruction in curriculum that reinforces basic workplace skills and soft skills.</li> <li>• Conduct public presentations to organizations to promote program.</li> <li>• Work with apprentice to develop a Pre-Apprenticeship experience for students.</li> <li>• Create site agreement within the AR Seamless WBL platform.</li> <li>• Visit potential sites before placing students with industry.</li> <li>• Conduct four visits (one per quarter) to student worksites and complete Site Visit Form.</li> <li>• Maintain the four evaluation and/or improvement plans for students: <ul style="list-style-type: none"> <li>• Mid-October, Mid-December, Mid-March, and Mid-May</li> </ul> </li> <li>• Complete required data entry in the AR Seamless WBL platform for DCTE to pull the Career Practicum Placement reports on October 1 and January 15.</li> <li>• Complete required data entry in the AR Seamless WBL platform for DCTE to pull the Pre-Apprenticeship Accountability reports on October 30, January 15, March 30, and May 20.</li> </ul>
Training Supervisor	<ul style="list-style-type: none"> <li>• Meet with Work-Based Learning Coordinator to review standards of Pre-Apprenticeship program.</li> <li>• Provide safe conditions.</li> <li>• Complete and sign a site agreement within the AR Seamless WBL platform or other method approved by the WBL Coordinator. Alternative methods of site agreements must be uploaded into the AR Seamless WBL platform.</li> <li>• Provide safety instructions to the student for all tasks and duties to be performed.</li> <li>• Meet and/or communicate with the Work-Based Learning Coordinator at periodic intervals to discuss the student's progress.</li> <li>• Mentor students in developing their job skills and knowledge.</li> <li>• Monitor student's attendance.</li> <li>• Complete evaluation and/or improvement plans for students: <ul style="list-style-type: none"> <li>• Mid-October, Mid-December, Mid-March, and Mid-May</li> </ul> </li> </ul>
Administration	<ul style="list-style-type: none"> <li>• Provide Work-Based Learning Coordinator time for adequate supervision according to Page 5 of the Pre-apprenticeship Instructor Manual.</li> <li>• Support and implement rules and regulations related to student release time and procedures.</li> </ul>
Parent/Guardian	<ul style="list-style-type: none"> <li>• Review and sign a printed copy of the site agreement.</li> </ul>

Student Signature: \_\_\_\_\_

# HIGH SCHOOL PRE-APPRENTICESHIP PROGRAM APPLICATION FORM (EXAMPLE)

*(Print Legibly in Blue or Black Ink)*

First Name:			Middle Name:			Last Name:		
Age:				Date of Birth:				
Address:			City:			State:		
Home Phone: (if available)				Cell Phone:				
Driver's License:				Access to Transportation:				
Sex: (circle one) Male      Female				Grade next Fall:				
Parent/Guardian Name:			Cell Phone:			Work Phone:		
			Address if different than above address:					

CTE Program Area: Check one	<input type="radio"/> AGRICULTURE <input type="radio"/> BUSINESS AND MARKETING <input type="radio"/> FAMILY AND CONSUMER SCIENCE <input type="radio"/> STEM <input type="radio"/> TRADE AND INDUSTRY <input type="radio"/> N/A
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Please write one paragraph describing your career goals, why you are interested in the Pre-Apprenticeship program, and the Pre-Apprenticeship position that you are interested in working.

Do you have obligations next year that could interfere with your ability to work at least \_\_\_\_\_ hours daily in the Pre-Apprenticeship program?    Yes     No

If yes, explain \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of Absences this year:	Number of Tardies this Year
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Previous Work Experience:	Name of Business:	Full Time Part Time
Job Description:		
Are you currently employed?	If yes, where?	

**Applicant Questions:**

1. What do you expect to gain from this Pre-Apprenticeship?
2. Do you prefer to work alone or in a team? Why?
3. Describe yourself in three words.

**Attach Resume**

I have read and completed this application. I understand that if I am selected to participate in this program, I will commit at least \_\_\_\_\_ hours per week outside of school to the program. I will provide my own transportation. I understand that I will be terminated from the program, as well as any related employment, if I fail to meet the Pre-Apprenticeship requirements.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I understand that if my son/daughter is selected to participate in the program, he/she will have to provide his/her own transportation and commit \_\_\_\_\_ hours of work each week to the program.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# HIGH SCHOOL WORK-BASED LEARNING RECOMMENDATION FORM (EXAMPLE)

Student Name \_\_\_\_\_ Grade: \_\_\_\_\_

School \_\_\_\_\_

CTE Career Pathway Area \_\_\_\_\_

	Below Average	Average	Above Average	Excellent	No Basis for Judgment
<b>Responsibility</b>					
<b>Attitude</b>					
<b>Effort</b>					
<b>Interpersonal Skills</b>					
<b>Personal Values and Ethics</b>					

Please give reasons for your ratings and other comments indicating your estimation of this student's qualifications. Please attach this to your recommendation letter.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C O N F I D E N T I A L   I N F O R M A T I O N**

**DO NOT GIVE BACK TO STUDENT---RETURN TO: \_\_\_\_\_ by:**

**Attach to written recommendation letter.**

**Use school mail box or mail to:**

Please check one:

\_\_\_\_\_ I **recommend** that the above student be accepted into the Work-Based Learning Program.

\_\_\_\_\_ I **do not recommend** that the above student be accepted into the Work-Based Learning Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Subject Taught or Relationship

\_\_\_\_\_  
Date



02/01/2021

**Arkansas School Name**

**School Address**

## **Site Agreement -EXAMPLE-**

Following is an agreement for **Student Name** to participate in a work-based learning activity in participation with **Employer Name**. This agreement is effective once student, parent or guardian, worksite supervisor, and WBL coordinator signatures have been added to this document.

### **Student Information**

**Student Name:**

**Student Address:**

**Student Phone Number:**

**Student Email Address:**

**Parent/Guardian Name:**

**Parent/Guardian Phone Number:**

**Parent/Guardian Email Address:**

**If Parent/Guardian is NOT the emergency contact, please list here:**

### **Employer Information**

**Employer Name:**

**Employer Address:**

**Employer Phone Number:**

**Supervisor Name:**

**Supervisor Phone Number:**

**Supervisor Email Address:**

### **Details on Work Experience**

**Type of Placement:**

**Compensation:**

**Start Date:**

**End Date:**

**Work Hours Per Week:**

#### **Safety Training**

Safety of the student learner is a top priority. Therefore, we ask employers to help us insure that

safety procedures and policies are adhered to. As a school district, we will provide basic work placesafety instruction, including instruction on safe work habits and safety training on program equipment. As a part of that instruction, we ask that the student learner use the following safety devices (safety glasses, face masks, vinyl gloves, safety boots, work gloves, ear protection or respirators) when requested by their employer. The student's initials below attest that training has been provided and received.

Student Learner Initials:

### **Hazardous Occupations**

Hazardous Occupations Orders Nos. 5, 8, 10, 12, 14, 16 and 17 (as stated by the US Department of Labor, Child Labor Provisions) contain exemptions for 16- and 17-year old student learners, provided they are employed under the following conditions:

- The student-learner is enrolled in a course of study and training in a cooperative vocational training program under a recognized state or local educational authority or in a course of study in a substantially similar program conducted by a private school; and
- Such student-learner is employed under a written agreement which provides:
  - that the work of the student-learner in the occupations declared particularly hazardous shall be incidental to the training,
  - that such work shall be intermittent and for short periods of time, and under the direct and close supervision of a qualified and experienced person,
  - that safety instruction shall be given by the school and correlated by the employer with on-the-job training, and
  - that a schedule of organized and progressive work processes to be performed on the job shall have been prepared.

Reference <https://www.dol.gov/general/topic/youthlabor/hazardousjobs> to see if a student occupation is considered hazardous for students under the age of 18.

### **Student Learner Responsibilities**

The student learner agrees to do the following:

- Meet all academic and attendance requirements of the school and program. Be
- responsible for transportation to and from the worksite.
- Arrive on time, or inform school and business of any absence or tardiness as soon as possible. (Students who are absent from school may not work that day and must notify the employer.) Follow
- all the host company's policies and procedures, including dressing appropriately and adhering to all safety rules and procedures.
- Meet the objectives set forth in the training plan.
- Complete a weekly record of hours worked, and submit it to the WBL coordinator. Complete
- the designated minimum hours of supervised training at assigned worksite as directed by the school program.
- Will have employment with the first two weeks of school or be removed from the program. Be
- removed from the program if released from the worksite for a justified reason.
- Given two weeks to obtain another job if the student quits, or the student will be removed from the program with administration approval.
- Remain at the worksite unless a request to transfer is approved by the work-based learning

(WBL) coordinator. All worksites must be approved by the WBL coordinator.

- Report a worksite related injury to the WBL coordinator immediately.
- Students must follow all confidentiality rules of the training site.

### **Employer Responsibilities**

The employer agrees to do the following:

- Provide a work-based learning experience for the student for the full length of time in this agreement.
- Structure learning by assigning a variety of tasks and by giving the student an opportunity to work in a variety of areas consistent with the objectives set forth in the training plan.
- Provide the student with specific instruction related to any assigned task or to the use of any specific equipment.
- Ensure that the student's work is supervised by an experienced and qualified person. Ensure
- that the worksite meets all safety regulations and is free from obvious hazards. Report a
- worksite related injury to the WBL coordinator immediately.
- Ensure that the student's work conforms to all laws and regulations governing minors in the workplace and conforms to the federal child labor laws and regulations and conforms to the federal child labor laws and regulations.
- Record hours worked.
- Complete evaluations of the student's work as requested by the WBL coordinator.

### **School Responsibilities**

The WBL Coordinator/school agrees to do the following:

- Support the student in deriving the most benefit from the work-based learning experience. Provide
- all necessary training to prepare the student for the work-based learning experience. Monitor the
- academic progress of the student.
- Perform a worksite visit to ensure a safe work environment.
- The WBL coordinator will visit and contact the training site supervisor four times (one per quarter) to assess the student's learner, to discuss the student's progress, and find out what related instruction is needed.
- The teacher will provide weekly instruction in the classroom. May
- remove a student due to lack of attendance.
- May remove student if he/she does not have another job within two weeks of quitting a job with administration support and approval.
- Will ensure all existing rules and regulations of the program are followed. The worksite supervisor and/or WBL coordinator may remove students immediately that are not following the guidelines of the program. Ensure that all laws and regulations related to work-based learning are followed.
- Ensure that credit is received for successful completion of the experience.
- Provide guidance and counseling to the student to support his or her career-planning decisions.

### **Performance Elements Occupation:**

Occupation Title

### **Occupation Description:**

Description

### **Tasks:**

1. .
2. .
3. .

**Skills:**

1. .
2. .
3. .

**Work Activities:**

1. .
2. .
3. .
4. .

I have read the above training agreement and understand my responsibilities and relationship to the program as outlined by the agreement.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the above training agreement and understand the responsibilities assigned to my child and the relationship to the program.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the above training agreement and understand my responsibilities and relationship to the program as outlined by the agreement.

Worksite Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the above training agreement and understand my responsibilities and relationship to the program as outlined by the agreement.

WBL Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## WORK-BASED LEARNING COORDINATOR SITE VISIT RECORD (EXAMPLE)

Student's Name		Date and Time	
Site		Site Supervisor	
Contact Person (today's visit)			

Purpose of Visit:  Student Observation                       Conference  
 Problem Resolution                                       Other: \_\_\_\_\_

This form must be completed for work site visits. Remember to record observations, actions to be taken, and recommendations. Identify specific strengths and needed improvements.

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General Observations:

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Student Conference/Comments:

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Worksite Supervisor Conference/Comments:

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Work-Based Learning Coordinator Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

# TRAINING SITE SUPERVISOR EVALUATION REPORT

Student Name \_\_\_\_\_ Completion Deadline \_\_\_\_\_

Employer Name \_\_\_\_\_ Training Supervisor \_\_\_\_\_

Grading Period \_\_\_\_\_ Work-Based Learning Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

Please indicate, on the scale from 1 to 10, your estimate of the student in each area. Omit any traits that do not apply or cannot be properly evaluated at this time. It is suggested that you take time to discuss the evaluation with the student after it is completed.

**PERFORMANCE ON THE JOB:**

**Quality of Work for Job**

10	Very accurate and thorough
9	
8	Careful, rarely inadequate
7	
6	
5	Usually accurate
4	
3	Careless
2	
1	Makes many errors

**Speed**

10	Very Fast
9	
8	Fast
7	
6	
5	Average
4	
3	Slow
2	
1	Very Slow

**Care of Working Area**

10	Very clean and orderly
9	
8	Keeps area clean
7	
6	
5	Average
4	
3	Careless
2	
1	Very untidy

**Job Learning**

10	Learns exceptionally well
9	
8	Learns with ease
7	
6	
5	Learns adequately
4	
3	Learns with difficulty
2	
1	Little or no learning

**Use of Working Time**

10	Very busy
9	
8	Busy
7	
6	
5	Average
4	
3	Needs to improve
2	
1	Very wasteful

**Initiative**

10	Self-motivated
9	
8	Needs little direction
7	
6	Performs as instructed
5	
4	Not a self-starter
3	
2	Must always be told what to do
1	

**Use of Job Materials**

10	Very careful
9	
8	Above average
7	
6	
5	Acceptable
4	
3	Careless
2	
1	Wasteful

**Attendance**

10	Always prompt and present when scheduled
9	
8	Seldom off – valid reasons only
7	
6	
5	Absent occasionally
4	
3	Above average absences
2	
1	Excessive absences

**ATTITUDES TOWARD WORK**

**Attitude Toward Fellow Workers**

10	Very cooperative and friendly
9	
8	Cooperative and friendly
7	
6	
5	Cooperative
4	
3	Has a negative attitude
2	
1	Unable to get along

**Attitude Toward Superiors**

10	Very respectful, helpful, accepts criticism
9	
8	Respectful, helpful, accepts criticism
7	
6	
5	Average
4	
3	Does not accept criticism
2	
1	Disrespectful

**Customer Contact**

10	Very courteous
9	
8	Pleasant and helpful
7	
6	
5	Average
4	
3	Needs improvement
2	
1	Discourteous

**Enthusiasm**

10	Very eager to learn
9	
8	Enjoys work
7	
6	
5	Average
4	
3	Shows little interest in job
2	
1	Does not seem to like work

**Responsibility**

10	Accepts readily and handles well
9	
8	Accepts willingly
7	
6	
5	Accepts
4	
3	Needs to improve
2	
1	Unsatisfactory

**Dress and Grooming**

10	Always good
9	
8	Most often good
7	
6	
5	Occasionally poor
4	
3	Often poor and inappropriate
2	
1	Always inappropriate

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WBL Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# TRAINING SITE SUPERVISOR EVALUATION REPORT

Internship

Career Practicum

Pre- Apprenticeship

<b>Student's Name:</b>	<b>Grade Level:</b>
<b>Place of Employment:</b>	<b>Supervisor's Name:</b>
<b>Supervisor's Telephone #:</b>	<b>Evaluation Date:</b>

**Supervisor Responsibilities:** Please complete the table below, share the rating with the student; give the form to the Work-Based Learning Coordinator.

### Evaluation

**Scale: 1 - Poor**

**2 – Needs Improvement**

**3 – Average**

**4 - Good**

**5 – Excellent**

Attendance/Punctuality	1	2	3	4	5
Appropriate Dress	1	2	3	4	5
Attitude towards Superiors	1	2	3	4	5
Attitude towards work	1	2	3	4	5
Customer Service	1	2	3	4	5
Use of working time	1	2	3	4	5
Initiative	1	2	3	4	5
Following Directions	1	2	3	4	5
Job learning	1	2	3	4	5
Adaptability/Flexibility	1	2	3	4	5
Teamwork with Co-workers	1	2	3	4	5
Time Management	1	2	3	4	5
Quality of Work	1	2	3	4	5
Speed of Work	1	2	3	4	5
Specific Skills for Job	1	2	3	4	5

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WBL Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## STUDENT EXPERIENCE FORM (EXAMPLE)

Student Name		
Worksite Location		
Supervisor Name Contact Information		
Week 1	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 2	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 3	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 4	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 5	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 6	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 7	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		

Week 8	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		
Week 9	Date:	Hours Completed:
My responsibilities this week and what I learned from my experience:		

Student Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Comments:

# Work-Based Learning Student Reflection

After completing your work-based learning experience you need to reflect on that experience in order to grow personally and professionally. Use this form as a tool to complete this reflection.

Answer the following questions to the best of your ability with well thought out and constructed responses:

1. Briefly describe your work-based learning experience and the occupation that you participated in.
2. During this experience what went well? What did you enjoy about it?
3. During this experience what soft skills did you struggle with the most? For example, interpersonal communication, time management, working with leadership, etc.
4. With what job skill or task did you have the most trouble?
5. What did you do to improve on those trouble areas?
6. What can you do to continue to improve in these areas?
7. Review your worksite evaluation from your supervisor. What scores surprised you?
8. Think back to your experience. Why do you think you received this score?
9. What can you do to improve yourself as a professional to improve this score?

10. How has this experience prepared you for life after high school and in your future career and how will it influence your future?

11. What career goals might you set for yourself after this experience?

12. If you completed a career practicum, how has this experience affected your view of your CTE program of study?