

WBL Sample Job Duties for Career Practicum

Career Cluster: 490600 Career Practicum: AG: Agriculture, Food, and Natural Resources

Program of Study	Sample Job Duties
Agribusiness Systems	<ol style="list-style-type: none"> 1. Managing/Organizing records 2. Input information into database systems 3. Maintain and process payroll 4. Compile Cash and receipts 5. Seek relationships with customers 6. Prepare credit analysis portfolio 7. Accounts Receivable/Payable
Agricultural Power, Structural & Technical Systems	<ol style="list-style-type: none"> 1. Read blueprints, diagrams, and technical manuals 2. Troubleshoot and diagnose problems 3. Perform preventative maintenance 4. Use computers and other technology to test equipment 5. Tear apart and reassemble equipment 6. Install electrical/mechanical systems 7. Ensure compliance with local and national codes 8. Fabricate parts
Animal Systems	<ol style="list-style-type: none"> 1. Responsible for learning/overseeing all aspects of animal operation 2. Maintain farm records 3. Identify and improve all areas of operation efficiencies 4. Develop and adhere to operational budgets 5. Distribute daily feed rations 6. Identify sick animals and determine proper treatment 7. Transport animals to market 8. Assist in vaccination programs 9. Maintain equipment 10. Maintain high standards for animal welfare
Food Products & Processing Systems	<ol style="list-style-type: none"> 1. Keep work area as clean as possible 2. Work directly with USDA inspector 3. Design the processes for making products with a consistent flavor, color, and texture 4. Provide quick service to applications and customers 5. Ensure quality control of raw materials and finished products 6. Compute formulas, percentages or production specific factors 7. Complete tests required for food product packaging 8. Maintain quality records
Natural Resources/Environmental Service Systems	<ol style="list-style-type: none"> 1. Enjoy working outdoors 2. Collect data 3. Keep records 4. Inventory specific populations over periods of time 5. Collect water, mineral and plant samples for test 6. Monitor environmental pollution
Plant Systems	<ol style="list-style-type: none"> 1. Oversee inventory of plants 2. Plan species to be planted according to time of year 3. Harvest plants and fruits 4. Make recommendations on fertilizer and potting mediums 5. Maintain records 6. Operate outdoor and some heavy equipment

Career Cluster: 490610 Career Practicum: Business: Finance

Program of Study	Sample Job Duties
Accounting	<ol style="list-style-type: none"> 1. Assist in preparation of budgets 2. Managing records and receipts 3. Assist with preparing of balance sheets 4. Processing invoices 5. Provide customer service to clients 6. Accounts Receivable 7. Accounts Payable 8. Bank Reconciliation 9. Assist with payroll
Banking	
Business Finance	

	10. Processing checks, deposits, loans, etc.
Career Cluster: 490620 Career Practicum: Business: Hospitality and Tourism	
Program of Study	Sample Job Duties
Hospitality and Tourism	<ol style="list-style-type: none"> 1. Interact with customers for check-in/check-out and other customer-oriented duties 2. Produce promotional materials 3. Identify and Research opportunities for clients based on needs 4. Collect payment from customers 5. Preparing tourist or visitor information.
Career Cluster: 490630 Career Practicum: Business: Management and Administration	
Program of Study	Sample Job Duties
Business Management Medical Office Administration	<ol style="list-style-type: none"> 1. Assist in preparation of budgets 2. Managing records and receipts 3. Provide customer service to clients 4. Assist in hiring, training and evaluating new employees 5. Assist company or department is on track to meet its financial goals. 6. Assist with developing and implementing budgets 7. Assist with preparing reports for senior management 8. Assist with daily activities of business operations
Career Cluster: 490640 Career Practicum: Business: Marketing Sales and Service	
Program of Study	Sample Job Duties
Marketing Business Enterprise Digital Marketing Retail Management	<ol style="list-style-type: none"> 1. Conduct market research to find answers about consumer requirements, habits and trends. 2. Brainstorm and develop ideas for creative marketing campaigns; Collaborate with sales, marketing, advertising, product design and product development team members to plan promotional marketing campaigns; work with other marketing staff to develop unique campaign ideas to market a company's products, services or overall brand identity. 3. Research previous successful campaigns to understand what worked, what didn't, and what can be improved. 4. Perform administrative tasks that help with advertising, graphic design, etc. of marketing materials. 5. Video or take pictures for website submissions. 6. Write captions or articles for website. 7. Assist with the design, negotiation and placement of billboards, traditional media ads on TV and radio, social media ads and email blasts. 8. Produce a brand style guide that best captures the company or client's vision and mission. 9. Meet with clients to discuss brand guidelines, goals, budget and timeline. 10. Upsell and/or place merchandise for consumer and/or wholesaler purchases.
Career Cluster: 490650 Career Practicum: Business: Transportation, Distribution and Logistics	
Program of Study	Sample Job Duties
Supply Chain and Logistics	<ol style="list-style-type: none"> 1. Process invoices 2. Provide customer service to clients 3. Job-shadow a transportation manager or dispatcher. 4. Order, track, and report inventory and deliveries. 5. Track shipment details, locations, and ETAs. 6. Document invoices and payment postings.

	<ol style="list-style-type: none"> 7. Collaborate with other departments to integrate logistics with company processes 8. Communicate with carriers regarding services. 9. Monitor contract compliance of carriers 10. Help to coordinate delivery schedules
Career Cluster: 490660 Career Practicum: FCS: Education and Training	
Program of Study	Sample Job Duties
Pre-Educator	<ol style="list-style-type: none"> 1. Present/plan student lessons based on curriculum 2. Assist in student learning activities/projects 3. Tutor students in small groups 4. Create manipulatives using a variety of sources 5. Keep bulletin boards current with curriculum 6. Assist with roll taking and daily duties 7. Apply multiple teaching methods
Career Cluster: 490670 Career Practicum: FCS: Hospitality and Tourism	
Program of Study	Sample Job Duties
Culinary Arts and Food Production, Management, and Services	<ol style="list-style-type: none"> 1. Demonstrate proper safety and sanitation procedures in commercial kitchen 2. Use a variety of techniques and methods in commercial food preparation 3. Design proper service and presentation for food service 4. Plan event menus 5. Demonstrate proper weighing, measuring, and mixing of ingredients 6. Operate point of sale system 7. Collect payment from customers 8. Maintain records of sales or other business transactions 9. Gather customer or product information to determine customer needs 10. Recommend products or services to customers 11. Abide by industry safety guidelines 12. Set tables with clean linens, condiments, or other supplies 13. Perform serving, cleaning, or stocking duties in food establishments
Career Cluster: 490680 Career Practicum: FCS: Human Services	
Program of Study	Sample Job Duties
Consumer Services	<ol style="list-style-type: none"> 1. Greet customers and clients 2. Gather customer or product information to determine customer needs 3. Recommend merchandise or services based on customers/clients' needs or wants 4. Operate a point of sale system 5. Assist in keeping merchandise neat and organized 6. Maintain records of sales or other business transactions 7. Keep work areas clean and organized 8. Demonstrate professional phone and computer skills
Human and Social Services	<ol style="list-style-type: none"> 1. Recommend products or services to clients 2. Maintain records of sales or other business transactions 3. Collaborate with others to finish a project 4. Demonstrate nutritional, safety, sanitation and quality standards 5. Demonstrate professional phone and computer skills 6. Present/plan student lessons based on curriculum 7. Operate point of sale system

	<ol style="list-style-type: none"> 8. Abide by industry safety guidelines 9. Provides customer and personal services
Nutrition Science and Dietetics	<ol style="list-style-type: none"> 1. Prepare and maintain records and reports 2. Using computers and computer systems to process information 3. Demonstrate nutritional, safety, sanitation and quality standards 4. Prepare a variety of foods, such as meats, vegetables, or desserts, according to customers' orders or supervisors' instructions, following approved procedures 5. Analyze menus or recipes, standardize recipes, or test new products 6. Set tables with clean linens, condiments, or other supplies
Career Cluster: 490740 Career Practicum: FCS: Arts, Audio/Video Technology and Communication	
Program of Study	Sample Job Duties
Clothing and Housing Design	<ol style="list-style-type: none"> 1. Use computer programs to plan space layouts 2. Gather customer or product information to determine customer needs 3. Recommend products or services to customers 4. Abide by industry safety guidelines when planning space or textile usage 5. Communicate informational material to clients 6. Collaborate with others to finish a project 7. Identify target markets for design 8. Operate point of sale system 9. Maintain records of sales or other business transactions 10. Perform simple clothing repair 11. Design/assemble costumes or uniforms 12. Measure space for furniture placement, technology needs, or family needs
Career Cluster: 490690 Career Practicum: STEM: Architecture and Construction	
Program of Study	Sample Job Duties
Architectural CAD	<ol style="list-style-type: none"> 1. Create drawings and models from written and verbal specifications obtained from Project Engineer 2. Examine and check engineering drawings for compliance with cited specifications 3. Review drawings for completeness and accuracy
Engineering CAD	<ol style="list-style-type: none"> 1. Create drawings and models from written and verbal specifications obtained from Project Engineer 2. Examine and check engineering drawings for compliance with cited specifications 3. Review drawings for completeness and accuracy
Career Cluster: 490700 Career Practicum: STEM: Health Science	
Biomedical Sciences	<ol style="list-style-type: none"> 1. Perform biomedical research 2. Utilize and maintain equipment associated with Biomedical research 3. Follow best practices in biomedical research
Career Cluster: 490710 Career Practicum: STEM: Information Technology	
Program of Study	Sample Job Duties
Computer Science: Artificial Intelligence and Machine Learning	<ol style="list-style-type: none"> 1. Advise partners on a broad range of technology, strategy, and policy issues associated with AI 2. Work on functional design, process design, prototyping, testing, training, and defining support procedures 3. Document and articulate solution architecture and lessons learned for each exploration and accelerated inoculation

Computer Science: Computer Engineering	<ol style="list-style-type: none"> 1. Design, develop, and build computer hardware systems 2. Perform routine checks to ensure hardware and systems are stable and operating efficiently 3. Work with other teams to ensure hardware systems are designed to support organizational goals
Computer Science: Cybersecurity	<ol style="list-style-type: none"> 1. Safeguard information system assets by identifying and solving potential and actual security problems 2. Implements security improvements by assessing current situation, evaluating trends, anticipating requirements 3. Keeps users informed by preparing performance reports, and communicating system status 4. Protects system by defining access privileges, control structures, and resources
Computer Science: Data Science	<ol style="list-style-type: none"> 1. Utilize analytical, statistical, and programming skills to collect, analyze, and interpret large data sets 2. Use collected information to develop data-driven solutions to difficult business challenges 3. Develop custom data models and algorithms to apply to data sets 4. Work with stakeholders throughout the organization to identify opportunities for leveraging company data to drive business solutions
Computer Science: Game Development and Design	<ol style="list-style-type: none"> 1. Code and test programming software and mobile apps 2. Fix bugs in existing code 3. Troubleshoot system errors 4. Collaborate with product, design, and marketing teams
Computer Science: Mobile Application Development	<ol style="list-style-type: none"> 1. Code and test programming software and mobile apps 2. Fix bugs in existing code 3. Troubleshoot system errors 4. Collaborate with product, design, and marketing teams
Computer Science: Networking	<ol style="list-style-type: none"> 1. Establish and maintain network performance 2. Build network configurations and connections 3. Update data servers and network equipment 4. Secure network system by establishing and enforcing policies and defining and monitoring access
Computer Science: Programming	<ol style="list-style-type: none"> 1. Code and test programming software and mobile apps 2. Fix bugs in existing code 3. Troubleshoot system errors 4. Collaborate with product, design, and marketing teams
Computer Science: Robotics	<ol style="list-style-type: none"> 1. Design processes and prototypes to build machines 2. Program robotic systems to perform task 3. Maintain robotic systems 4. Test and troubleshoot robotic systems
Website Development	<ol style="list-style-type: none"> 1. Build and optimize a secure web page for evolving business needs 2. Provide continued support for one or more web properties 3. Code and script applications 4. Perform routine site audits and maintenance
Career Cluster:490720 Career Practicum: STEM: STEM Cluster	
Program of Study	Sample Job Duties
Unmanned Aerial	<ol style="list-style-type: none"> 1. Know and follow all aviation regulations 2. Construct and repair UAS systems for particular mission goals 3. Collect and analyze data collected from UAS mission 4. Communicate collected data to customer
Automation and Robotics Technology	<ol style="list-style-type: none"> 1. Design processes and prototypes to build machines 2. Program robotic systems to perform task

	<ol style="list-style-type: none"> Maintain robotic systems Test and troubleshoot robotic systems
Pre-Engineering	<ol style="list-style-type: none"> Develop solutions based on project requirements and company standards Develop and implement processes that improve manufacturing production Formulate plans with detailed calculations, drawings, diagrams, project specifications and budget estimates
Career Cluster:490730 Career Practicum: T&I: Architecture and Construction	
Program of Study	Sample Job Duties
Construction Technology	<ol style="list-style-type: none"> Clean and prepare construction sites Load and unload materials and equipment Build and take down scaffolding and temporary structures Dig trenches, compact earth and backfill holes Operate and maintain tools, machinery, and heavy equipment
Career Cluster:490740 Career Practicum: T&I: Arts, Audio/Video Technology and Communications	
Program of Study	Sample Job Duties
A/V Tech and Film	<ol style="list-style-type: none"> Set up and operate audio and video systems, connect wires and cables and set up and pack away sound boards, mixers, speakers, projectors, video screens and spotlights. After setup, audio video technicians may also be responsible for running the machines they have set up.
Radio Broadcasting	<ol style="list-style-type: none"> Produce, write, and narrate programs on the radio, conduct interviews, and operate equipment, play music and commercials, and answer phone calls. Operate central equipment rack.
Digital Cinema Productions	<ol style="list-style-type: none"> Print and distribute scripts, relay messages between crew members and run errands for Directors and Producers. Operate video and sound equipment and edit video.
Advertising and Graphic Design	<ol style="list-style-type: none"> Produce promotional displays, packaging and marketing brochures for products and services Design logos for products and businesses Develop signs and signage systems for business and government
Commercial Photography	<ol style="list-style-type: none"> Capture images with photographic equipment Work with digital photography Process photographs Maintain studio and shoot environments Return props and products
Career Cluster:490750 Career Practicum: T&I: Government and Public Administration	
Program of Study	Sample Job Duties
Air Force JROTC	N/A
Army JROTC	N/A
Marine JROTC	N/A
Navy JROTC	N/A
Career Cluster 490760 Career Practicum: T&I: Health Science	
Program of Study	Sample Job Duties
Medical Skills and Services	<ol style="list-style-type: none"> Have a basic understanding of medical terminology to communicate within an array of healthcare occupations in both clinical and administrative settings Adhere to HIPAA regulations regarding patient confidentiality and privacy

Nursing Services	<ol style="list-style-type: none"> 1. Have a basic understanding of medical terminology to communicate within an array of healthcare occupations in both clinical and administrative settings 2. Adhere to HIPAA regulations regarding patient confidentiality and privacy
Pharmacy Technician	<ol style="list-style-type: none"> 1. Have a basic understanding of medical terminology to communicate within an array of healthcare occupations in both clinical and administrative settings 2. Adhere to HIPAA regulations regarding patient confidentiality and privacy
Sports Medicine	<ol style="list-style-type: none"> 1. Assist with patient exercises 2. Maintain cleanliness in the clinic 3. Assist front desk by answering phones, scheduling patients, and distributing patient forms as needed 4. Adhere to HIPAA regulations regarding patient confidentiality and privacy.

Career Cluster 490770 Career Practicum: T&I: Law, Public Safety, Corrections and Security

Program of Study	Sample Job Duties
Emergency Services	<ol style="list-style-type: none"> 1. Observes assessment and treatment of patients. 2. Observes operating an emergency vehicle including responding to emergency scenes and transporting patients to medical facilities. 3. Maintains a strong safety focus and follows safety standards and practices. 4. Adhere to HIPAA regulations regarding patient confidentiality and privacy.
Criminal Justice	<ol style="list-style-type: none"> 1. Observe all divisions of the police department including Criminal Investigations, Dispatch, Patrol, and School Resource work 2. Perform administrative duties include filing, printing, and faxing of documents 3. Participate in ride-along program 4. Assist with patrol, investigations, security, dispatch, and community policing 5. Enter and verify data 6. Follow established procedures and monitor emergency radio calls.
Firefighting	<ol style="list-style-type: none"> 1. Observe all divisions of the fire department including Fire Investigations, Dispatch, School Resource Outreach 2. Perform administrative duties include filing, printing, and faxing of documents 3. Participate in ride-along program 4. Assist with dispatch, and community outreach 5. Enter and verify data 6. Follow established procedures and monitor emergency radio calls.

Career Cluster:490780 Career Practicum: T&I: Manufacturing

Program of Study	Sample Job Duties
Advanced Manufacturing	<ol style="list-style-type: none"> 1. Demonstrate and explain basic fundamentals of advanced manufacturing: basic understanding of manufacturing theory, identification, and set up, of common equipment found within the manufacturing environment 2. Demonstrate the ability to design a process to complete a task 3. Troubleshoot and revise a process when the finished project does not adhere to manufacturing specs

	<ol style="list-style-type: none"> Demonstrate a basic understanding of the common operational uses of industrial machines to the extent you are able to: Identify and repair common problems found within industrial equipment. Including but not limited to, hydrologics, pneumatics, electrical, and structural. Demonstrate the ability to duplicate and design a part within the correct tolerances for the completion of the project
Welding	<ol style="list-style-type: none"> Demonstrate a basic understanding of common welding practices Read and explain common blueprint symbols Identify process and positions as found on a welding job print or production order Demonstrate proper machine setup on multiple welders
Career Cluster:490790 Career Practicum: T&I: Transportation, Distribution, and Logistics	
Program of Study	Sample Job Duties
Aviation Technology	<ol style="list-style-type: none"> Perform regular system inspections Maintain systems and equipment Use gauges and diagnostic tests to detect malfunctions Repair or replace broken aircraft parts Perform troubleshooting Keep maintenance and repair logs Use power and hand tools (e.g. cranes, grinders)
Medium/Heavy Truck Technology	<ol style="list-style-type: none"> Perform diagnostics and troubleshooting to identify cause of any fault symptoms, in accordance with dealership and factory standards Inspect assigned vehicle to determine if further safety or service work is required or recommended Become familiar with and comply with the company's Health & Safety procedures Report any unsafe conditions to a supervisor or manager
Power Equipment Technology	<ol style="list-style-type: none"> Diagnose, adjust, repair, or overhaul motorcycles, scooters, mopeds, dirt bikes, ATVs, Side by Sides, trailers or similar motorized vehicles Person must be experienced in diagnosing both mechanical and electrical problems Must be able to read an electrical diagnostic flow chart and find customer solutions for problems
Automotive Collision Repair Technology	<ol style="list-style-type: none"> Perform work as outlined on repair estimates with efficiency and accuracy in accordance with dealership and factory standards Tear down and inspect for additional or hidden repairs. Advise body shop estimator of additional damage or supplemental needs Maintain certifications. Meet or exceed collision center's requirement for productivity Comply with safety regulations
Automotive Service	<ol style="list-style-type: none"> Perform all lubrication services

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| | <ol style="list-style-type: none">2. Inspect fluid levels including power steering, transmission etc.3. Check vehicle tire air pressure4. Replace oil and air filters as directed by repair orders.5. Perform thorough check of guest's car (i.e. battery, lights, tires)6. Refer all needed repairs and preventative maintenance to the Service Advisor7. Operate and maintain all lubrication equipment8. Receive repair orders from Service Advisors9. Lubricate the entire vehicle while looking for other items which may need repair10. Ensure that all equipment is in working order |
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