

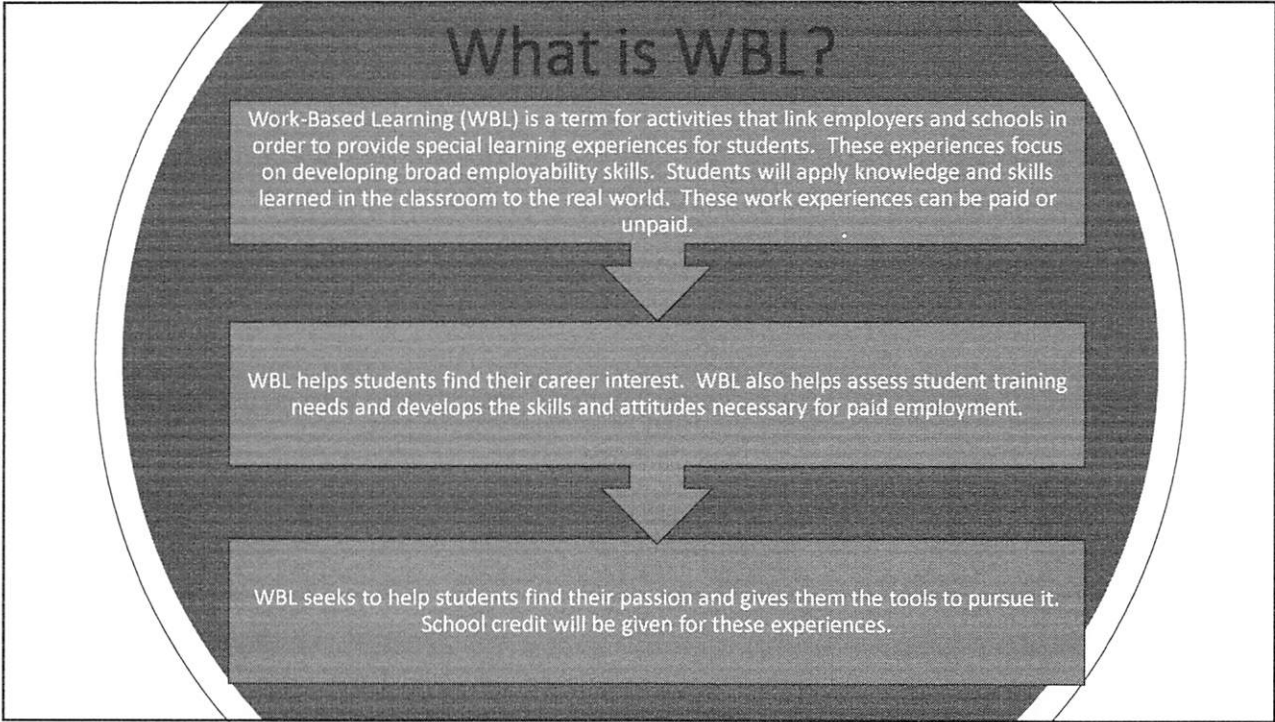
1

Are You Curious about the Eastside Work-Based Learning Program?

- Work-Based Learning offers students the opportunity to gain skills in the workplace as well as enhance their academic and future career goals. WBL will better prepare students as they move directly into the workforce or continue their education on the post-secondary level.
- It is important to know that Work-Based Learning is NOT simply signing out of school and going to work everyday. WBL is a unique state program with specific guidelines and requirements for participation. There is academic coursework the student must complete, outside of the job, in order to receive school credit.

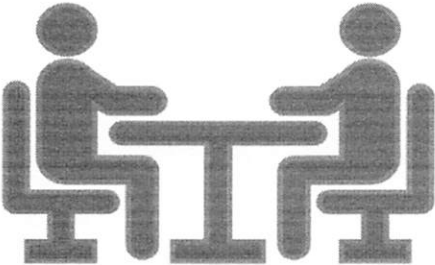
Please review the following slides to see if WBL is the right program for YOU!

2



3

What are the Benefits of WBL?



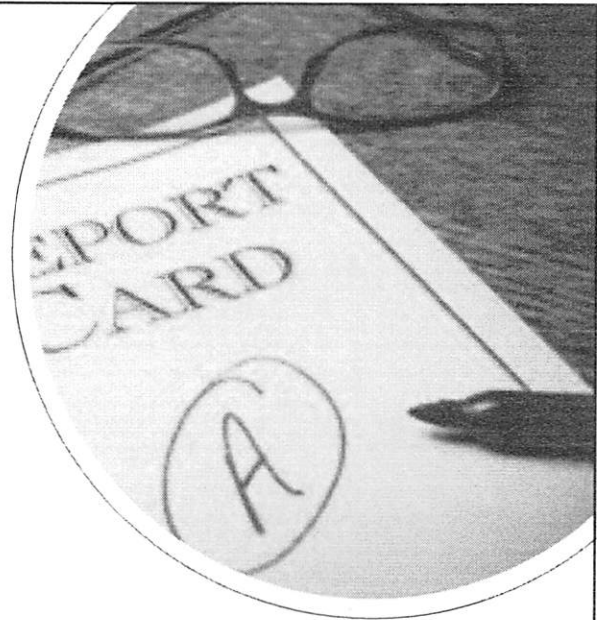
The WBL Student Will:

- Develop workplace responsibility and positive work habits and attitudes.
- Receive on-site experience with a workplace mentor.
- Gain real-world experience which connects to the classroom.
- Obtain opportunities for leadership development.
- Network with professionals in the field of interest.
- Enhance professional and technical skill development.
- Enjoy a flexible school schedule.
- Build a more competitive and compelling resume.
- Earn high school credit for each release period the student is working on the job.

4

Components of the WBL Student Grade

- Attendance at school AND on the jobsite
- Attendance at WBL student meetings, ZOOMS, and any special events/activities (i.e. employer appreciation, mock interviews, job fairs)
- Completion of weekly and monthly assignments including photo journals
- Completion of monthly production reports (timecards with documentation of payment)
- Employer Evaluations (1 every 9 weeks)
- Year-end employment review- submission of electronic portfolio



5



Student Assignments and Photo Journals

- Each month, the WBL program will focus on a different **employability skill**.
- Students will use **CANVAS** to submit all of the WBL assignments.
- Students will have **weekly** and **monthly assignments** related to the employability skill of the month.
- A **photo journal** is due each month. Students will be asked to take photos of themselves on the jobsite, exemplifying the employability skills covered during that month.

6

Monthly Production Report/Timecard

- Students will submit a completed Timecard each and every month (August through May).
- Timecards are due on the first Friday of every month.
- The monthly Timecard reflects your hours worked the previous month.
- Submit Timecards electronically through CANVAS.
- **Make sure your mentor signs the bottom of the document and make sure to include your pay documentation- confirmation of hours worked (include a check stub, electronic deposit or earnings statement). Do not submit anything that has your social security number on it.**

WBL Credit Requirements: (hpw is hours per week)

- 1 Course Credit WBL= minimum of 5 hpw worked
- 2 Course Credits WBL= minimum of 10 hpw worked
- 3 Course Credits WBL= minimum of 15 hpw worked

7

Sample Documentation of Pay

You must document that you are being paid each month. Submit documentation with your monthly timecard. You can use a check stub, on-line deposit ticket, screen shot of a banking app or a photo of a paycheck. Documentation needs to have the student's name on it AND the place of business.

Sample Company
Main Street

EMPLOYEE NAME: DEMO		SIN: 1234	PERIOD: 05/12/2017 - 05/26/2017	PAY DATE: 6/2/2017	EMPLOYEE # 30656
INCOME	RATE	HOURS	CURRENT PAY	DEDUCTIONS	TOTAL
GROSS EARNINGS	17.50	75	1312.50		
				STATUTORY DEDUCTIONS	
				FICA-MEDICARE	19.60 209.33
				FICA-SOCIAL SECURITY	81.38 835.16
				FEDERAL TAX	142.33 1565.63
				STATE TAX	40.25 443.19
				LOCAL TAX	10.41 109.51
YTD EARNINGS	YTD DEDUCTIONS	YTD NET PAY	TOTAL	DEDUCTIONS	NET PAY
14427.50	3293.04	11145.66	1010.50	259.44	1013.66

8

Employer Evaluations



9

NEWTON COUNTY SCHOOLS
WORK-BASED LEARNING PROGRAM STUDENT PERFORMANCE EVALUATION

Student: _____ Evaluation Period: Apr - May Due Date: 5/19/18

Company: _____ Supervisor: _____ Phone: _____

Category	Excellent (A)	Above Average (B)	Average (C)	Below Average (D)	Unsatisfactory
Produces quality work and/or provides excellent customer service skills	10	9	8	7	6
Reports to work promptly and when scheduled	10	9	8	7	6
Shows ability to manage self and time	10	9	8	7	6
Demonstrates honesty, integrity and good work ethics	10	9	8	7	6
Demonstrates appropriate work behaviors	10	9	8	7	6
Cooperates with others	10	9	8	7	6
Communicates effectively (both verbally and nonverbally) and/or Responds to constructive feedback	10	9	8	7	6
Uses/maintains materials and equipment appropriately	10	9	8	7	6
Follows company policies	10	9	8	7	6
Maintains appropriate attitude and personal appearance	10	9	8	7	6

Total Points Earned for Evaluation Grade of: _____

Directions: Please evaluate the intern-employee as fairly as possible and as compared with employees with the same experience. Circle the number for each statement that most accurately reflects the student's performance in that category.

Student Signature: _____ WBL Coordinator Signature: _____

Employer Signature: _____

Thank you for your support of the NCSS Work-Based Learning Program during this school year.
 Debra Levy, WBL Coordinator w/NCSS • 144 Elm Drive, Covington, GA 30014 • Work: 770-764-2979

Sample
Employer
Evaluation

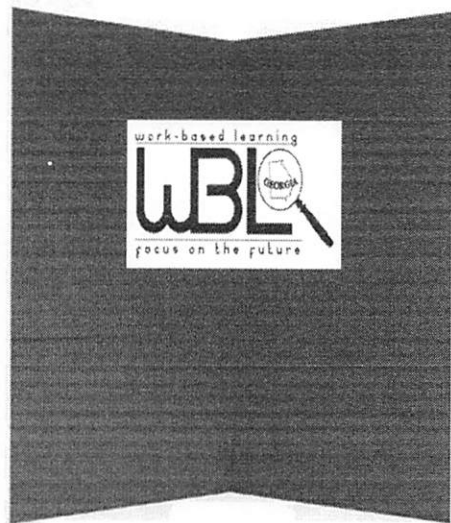
10

Year End Employment Review and Portfolio

- WBL Portfolios are due at the end of the school year in May.
- Each WBL student will produce an electronic career portfolio as the final WBL project.
- You will receive a special WBL folder to organize your portfolio documents (use it as needed). All final documents will be submitted electronically through CANVAS.

Portfolio Sections:

- Resume and References
- Letters of Recommendation
- Post Secondary Planning
- WBL Experience Review
- Employer Thank You



11



Guidelines For WBL Success

- ATTENDANCE is required for school and employment.
- Keep track of your daily hours worked so you can complete your timecards accurately.
- Professional dress is required for some WBL events. Start shopping for your professional clothes now and get ready (you are going to need them for graduation anyway).
- Turn assignments in on time. Something will be due almost every Friday. CANVAS time stamps everything, so make sure you plan ahead.
- Keep your job! You are not allowed to quit and swap jobs unless it is pre-approved by the WBL Coordinator PRIOR to the change.
- Be respectful to your employer, teachers and fellow co-workers at all times. Maintain good grades in all of your classes- School work comes first!
- Communicate with your employer and WBL coordinator at all times. Ask questions. Notify your coordinator immediately if you have any issues at work. Keep the drama away from the jobsite.
- Be ethical at all times and follow the rules at school AND work.
- Represent Eastside High School and the Newton County School System by setting a good example.

12

Examples of Professional Dress

Start Shopping NOW!

You will use the clothes again for graduation and job interviews!

13

Reasons for Dismissal from the WBL Program

- Getting fired from your job
- Quitting your job without notifying your WBL coordinator and following proper procedure
- Loss of transportation
- Attendance/Tardy issues at school or on the job
- Failure to attend WBL meetings/events
- Failure to turn in WBL assignments, journals, timecards, evaluations
- Failing academic classes
- Behavior issues
- Forgery or any unlawful act

14

Questions?

Please Don't Hesitate to
Email or Call Me So I Can
Help

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