

EDUCATOR

# Work-Based Learning Toolkit

*Bridging the gap between education and business*



Includes:

- An overview of Work-Based Learning
- The benefits of Work-Based Learning to students, teachers, employers, and programs
- Ways to engage with employers
- Best practices
- Reproducible templates and resources

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## Welcome to the Work-Based Learning Toolkit for Educators.

Dear Educators,

Welcome to the Work-Based Learning Toolkit, a comprehensive resource designed to empower you with the tools, strategies, and insights needed to create impactful learning experiences that bridge the gap between classroom theory and real-world practice. In today's rapidly evolving job market, it is more crucial than ever to equip our students with the skills and knowledge they need to succeed in their future careers. This toolkit is your guide to fostering meaningful partnerships with employers, designing effective work-based learning opportunities, and supporting students as they navigate their professional journeys.

We are thrilled to support you in this vital endeavor and look forward to seeing the positive outcomes of your dedication and creativity.

## What exactly is Work-Based Learning?

Work-Based Learning (WBL) is an educational approach that integrates classroom instruction with hands-on, real-world experience, providing students with valuable opportunities to apply their academic and technical skills in a professional setting. For Career and Technical Education (CTE) teachers, WBL offers a dynamic framework to connect curriculum with industry practices, enhancing student engagement and preparing them for future careers. Through activities such as internships, apprenticeships, job shadowing, and industry projects, students gain practical insights and develop critical competencies that are directly relevant to their chosen fields. By fostering strong partnerships with local businesses and industry leaders, CTE teachers can create immersive learning experiences that bridge the gap between education and employment, ensuring that students are workforce-ready upon graduation.

## Work-Based Learning Benefits

### Students

- Hands-On Experience
- Career Exploration and Skill Development

### Instructors

- Enhanced Curriculum Alignment
- Professional Development

### Employers

- Talent Pipeline Development
- Workforce Development

### CTE Programs

- Relevance and Alignment with Industry Standards
- Partnerships and Collaboration



# Getting Started

If you need help getting connected with employers, click [here](#).





# Types of Engagement

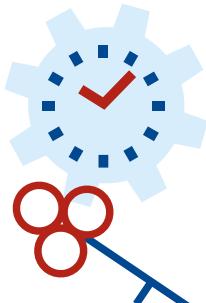
In the following pages, you will find tips, templates, and information on various strategies to engage employers in your CTE programs.

- Guest Speaking
- Facility Tours/Field Trips
- Job Shadowing
- Mentorships
- Mock Interviews
- Career Day Participant
- Donate Equipment/Setup Learning Space
- Internships
- Apprenticeships



# Guest Speaking

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# Invite an Employer to Speak to your Students

**Inviting an employer to be a guest speaker can greatly enrich students' learning experiences by providing real-world insights and industry perspectives.**

**Here are some directions and best practices for teachers when inviting an employer to be a guest speaker:**

## Preparation and Planning

- Identify Relevant Topics: Determine the specific topics or themes that align with the curriculum and would benefit students the most.
- Research Potential Speakers: Identify potential employers or professionals who have expertise in the chosen topic and are willing to share their knowledge with students.

## Contacting the Employer

- Initial Outreach: Use the following template to send an invite to the desired employer.
- Provide Details: Include details such as the date, time, location (if in-person), format (virtual or in-person), and estimated duration of the speaking engagement.
- Flexibility: Be flexible with scheduling to accommodate the employer's availability, as they are often busy with their own professional responsibilities.

## Before the Event

- Confirm Details: Once the employer has agreed to participate, confirm all logistical details (date, time, platform if virtual, etc.) and provide any necessary materials or resources they might need.
- Discuss Expectations: Clearly communicate the objectives of the guest speaker session, including whether there will be a Q&A session, the expected length of their presentation, and any specific points or topics you would like them to cover.

## Day of the Event

### Arrival and Setup:

- Early Arrival: Ask the employer to arrive early to ensure there are no technical issues (if virtual) or logistical delays (if in-person).

- Technical Setup: If the event is virtual, ensure that the employer has tested their audio and visual setup beforehand.

### Welcome and Introduction:

- Introduction: Introduce the guest speaker to the students, highlighting their background, expertise, and relevance to the topic.
- Context Setting: Provide a brief overview of why the topic is important and how it connects to the students' learning.

## During the Presentation

### Engagement and Interaction:

- Encourage Interaction: Encourage students to ask questions throughout the presentation or save them for a designated Q&A session.
- Active Listening: Model active listening behaviors and encourage students to take notes on key points.

## After the Event

### Feedback and Follow-Up:

- Feedback Collection: Collect feedback from students about the guest speaker session to assess its impact and gather suggestions for improvement.
- Thank You Note: Send a thank-you note or email to the employer, expressing gratitude for their time and insights.
- Reflect and Evaluate: Reflect on the event with your students, discussing what they learned and how it relates to their studies and future career aspirations.

## Template Guest Speaking Invite Letter

[Your School Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Organization/Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing on behalf of [Your School Name] to request the honor of having a guest speaker from [Organization/Company Name] address our students.

At [Your School Name], we are committed to providing our students with enriching educational experiences that extend beyond the classroom. We believe that hearing from experts in various fields can inspire our students, broaden their horizons, and help them make informed decisions about their future careers.

We are particularly interested in inviting a speaker who can share insights and expertise in [relevant topic or industry]. Their presentation would greatly benefit our students by exposing them to real-world applications of classroom learning and providing them with valuable career guidance.

The ideal duration for the presentation would be approximately [estimated duration], including time for a Q&A session. We are flexible with scheduling and would appreciate it if you could provide us with a few available dates that would be convenient for the speaker.

Additionally, please let us know if there are any specific requirements or preferences regarding the format or content of the presentation. We want to ensure that the speaker's message resonates with our students and aligns with our educational objectives.

Thank you for considering our request. We are excited about the possibility of welcoming a guest speaker from [Organization/Company Name] to our school and are confident that their contribution will have a lasting impact on our students' academic and personal development.

If you require any further information or have any questions, please do not hesitate to contact me at [your contact information]. We look forward to your positive response and hope to collaborate with you in the near future.

Warm regards,

[Your Name]

[Your Title/Position]

## Guest Speaker Feedback Form

Speaker Information:

Speaker's Name:

Topic of Presentation:

Date of Presentation:

Event Name:

### FEEDBACK

#### Content:

- Did the speaker's presentation align with the advertised topic?
- Were the key points effectively communicated?

#### Engagement:

- Were interactive elements (e.g., questions, discussions) effectively incorporated?
- Did the speaker maintain the audience's interest throughout the presentation?

#### Delivery:

- Were visual aids (if any) used effectively to support the presentation?
- Comment on any strengths or areas for improvement in the speaker's delivery.

#### Knowledge and Expertise:

- Did the speaker demonstrate credibility and authority in their field?
- Were real-world examples or case studies effectively used to illustrate key points?

#### Overall Satisfaction:

- Would you recommend this speaker for future events?
- Any additional comments or suggestions for improvement?

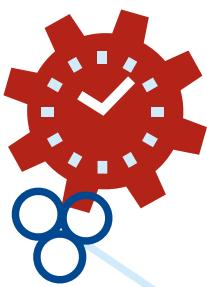
#### Additional Comments:

Please feel free to provide any additional comments, suggestions, or feedback about the speaker's presentation or the event as a whole.



# Worksite Tour

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# Touring a Facility

**Allowing your students to tour the facility of an employer provides invaluable firsthand exposure to industry operations, fostering deeper understanding and inspiration for their future career paths.**

**When students are granted the opportunity to tour a facility of an employer, it's essential to adhere to certain directions and best practices to ensure a safe, educational, and productive experience:**

## Preparation

- Schedule in Advance: Coordinate with the employer to set a date and time that works for both parties.
- Communicate Expectations: Inform students about the purpose of the tour, what they should wear (e.g., closed-toe shoes, safety gear), and any specific guidelines they need to follow.

## Logistics

- Arrival and Check-In: Arrive on time and check in with the designated contact person at the facility.
- Safety Briefing: Participate in a safety briefing or orientation before the tour begins to understand any hazards and safety protocols.

## During the Tour

- Listen and Observe: Pay attention to instructions given by the tour guide or host, and ask relevant questions to enhance learning.
- Engage with Staff: Interact respectfully with employees and ask about their roles and experiences within the company.

## Etiquette and Behavior

- Respect the Environment: Follow facility rules, such as staying with the group, not touching equipment unless allowed, and keeping noise levels appropriate.
- Professionalism: Dress appropriately and conduct oneself professionally throughout the tour.

## Post-Tour

- Reflect and Discuss: Reflect on what was learned during the tour and discuss insights gained with peers or teachers.
- Thank-You Note: Send a thank-you note or email to the employer for the opportunity to visit their facility.

## Follow-Up

- Follow-Up Activities: Complete any assignments or follow-up activities related to the tour, such as writing reflections or reports.

## Template Request Letter for Worksite Tour

[Your School Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Organization/Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing on behalf of [Your School Name] to request the honor of having a guest speaker from [Organization/Company Name] address our students.

At [Your School Name], we are committed to providing our students with enriching educational experiences that extend beyond the classroom. We believe that hearing from experts in various fields can inspire our students, broaden their horizons, and help them make informed decisions about their future careers.

We are particularly interested in inviting a speaker who can share insights and expertise in [relevant topic or industry]. Their presentation would greatly benefit our students by exposing them to real-world applications of classroom learning and providing them with valuable career guidance.

The ideal duration for the presentation would be approximately [estimated duration], including time for a Q&A session. We are flexible with scheduling and would appreciate it if you could provide us with a few available dates that would be convenient for the speaker.

Additionally, please let us know if there are any specific requirements or preferences regarding the format or content of the presentation. We want to ensure that the speaker's message resonates with our students and aligns with our educational objectives.

Thank you for considering our request. We are excited about the possibility of welcoming a guest speaker from [Organization/Company Name] to our school and are confident that their contribution will have a lasting impact on our students' academic and personal development.

If you require any further information or have any questions, please do not hesitate to contact me at [your contact information]. We look forward to your positive response and hope to collaborate with you in the near future.

Warm regards,

[Your Name]

[Your Title/Position]

## Facility Tour Feedback Form

Dear Participant,

Thank you for participating in the facility tour at [Organization Name]. Your feedback is valuable to us as we strive to improve our facilities and visitor experiences. Please take a few moments to complete this feedback form.

### **Tour Information**

Date of Tour:

Time of Tour:

Name of Tour Guide:

### **FEEDBACK**

#### **Organization and Logistics:**

- Were directions to the facility clear and easy to follow?
- Comment on any aspects of the tour's organization that stood out to you.

#### **Tour Guide:**

- Did the tour guide provide clear and informative explanations?
- Were questions from participants addressed adequately?

#### **Content and Information:**

- Were key features and highlights of the facility effectively communicated?
- Were there any aspects of the facility that you wished were covered in more detail?

#### **Facility Experience:**

- Were the facilities clean, well-maintained, and in good condition?
- Comment on any specific features or amenities of the facility that impressed you.

#### **Safety and Accessibility:**

- Were safety protocols and guidelines clearly communicated and adhered to?
- Were accommodations made for participants with disabilities or special needs?

#### **Overall Satisfaction:**

- Would you recommend this facility tour to others?
- Any additional comments or suggestions for improvement?
- Please feel free to provide any additional comments, suggestions, or feedback about the facility tour or any other aspects of your experience.

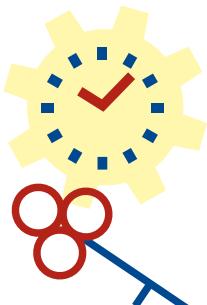
Thank you for your participation and feedback!



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# Job Shadow

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# Job Shadowing

**Job shadowing an employer allows students to observe firsthand the daily responsibilities and challenges of a profession, providing invaluable insights into career paths and workplace dynamics.**

**When organizing a student job shadowing experience with an employer, it's crucial to establish clear directions and follow best practices to ensure a valuable learning opportunity:**

## Preparation

- Define Objectives: Clarify the specific goals and learning outcomes for the job shadowing experience.
- Arrange Logistics: Coordinate with the employer to schedule the shadowing session, ensuring it fits within the student's and employer's schedules.

## Orientation and Safety

- Safety Briefing: Ensure both the student and employer provide and receive a safety briefing, covering any relevant workplace safety protocols.
- Introduction: Introduce the student to the employer and other relevant staff members, explaining the purpose of the shadowing and outlining expectations.

## During the Job Shadowing

- Observation and Engagement: Encourage the student to actively observe and ask questions about tasks, procedures, and workplace culture.
- Professionalism: Emphasize the importance of professional behavior, including punctuality, respect for privacy, and following workplace norms.

## Reflection and Feedback

- Post-Shadowing Discussion: Debrief with the student to reflect on their observations, insights gained, and any challenges faced during the shadowing.
- Feedback: Provide constructive feedback to the student on their performance and engagement during the shadowing experience.

## Follow-Up

- Assignments or Projects: Assign reflective assignments or projects for the student to document their learning and relate it to their career goals.
- Networking: Encourage the student to connect with the employer or other professionals they met during the shadowing for further insights and advice.

## Continuous Learning

- Career Exploration: Use the experience as a springboard for discussing career paths, skills development, and further education opportunities with the student.
- Future Opportunities: Explore potential follow-up opportunities such as internships, mentorships, or additional job shadowing experiences based on the student's interests and feedback.

## Template Job Shadowing Request Letter

[Your School Letterhead]

[Date]

[Employer's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this letter finds you well. I am writing on behalf of [School Name] to express our interest in providing job shadowing opportunities to our students in [Program of Study], and we believe that your company would offer an excellent learning experience.

At [School Name], we are committed to preparing our students for success in their future careers by providing them with real-world learning opportunities. We believe that job shadowing is an invaluable experience that allows students to gain insight into various industries, roles, and workplace environments.

We are particularly impressed by [Company/Organization Name]'s reputation for [mention any specific aspects of the company's work, values, or achievements]. We believe that our students would greatly benefit from the opportunity to shadow professionals at your company and learn from their expertise.

We are flexible regarding the duration and format of the job shadowing experience and are happy to accommodate any preferences or requirements you may have. Our goal is to provide students with a meaningful and enriching experience that aligns with your company's objectives and supports their personal and professional development.

Thank you for considering our request. We are excited about the possibility of collaborating with [Company/Organization Name] and are confident that our students would greatly benefit from the opportunity to shadow professionals at your company.

If you would like to discuss this further or if you have any questions, please do not hesitate to contact me at [your contact information]. We look forward to the opportunity to work together and to provide our students with valuable learning experiences.

Warm regards,

[Your Name]

[Your Title/Position]

[School Name]

[Your Contact Information]

## Job Shadowing Feedback Form

Dear Participant,

Thank you for participating in the job shadowing experience at [Company/Organization Name]. Your feedback is important to us as we strive to enhance our job shadowing program and provide valuable learning experiences for participants. Please take a few moments to complete this feedback form.

### Participant Information

Name:

Date of Job Shadowing:

Department/Role Shadowed:

### FEEDBACK

#### Preparation and Orientation

- Were you provided with clear instructions and expectations for the day?
- Did the orientation adequately prepare you for the job shadowing experience?

#### Learning Opportunities

- Were you able to observe and learn about different aspects of the role or department?
- Were there opportunities for hands-on learning or participation in tasks/projects?

#### Interaction and Engagement

- Were host employees welcoming and willing to answer questions?
- Did you feel comfortable asking questions and seeking clarification?

#### Insights and Takeaways

- What were the most valuable takeaways from the experience?
- How do you think this experience will contribute to your career exploration or professional development?

#### Organization and Logistics

- Were logistics such as scheduling, timing, and location well-coordinated?
- Were any necessary accommodations or arrangements made effectively?

#### Overall Satisfaction

Would you recommend job shadowing at [Company/Organization Name] to others?

#### Additional Comments

Please feel free to provide any additional comments, suggestions, or feedback about the job shadowing experience or any other aspects of your participation.

Thank you for your participation and feedback!

[Company/Organization Name]



# Mentorship



# Mentorships

**Having an employer as a mentor provides students with invaluable guidance, real-world insights, and personalized support, enhancing their professional development and career readiness.**

## How long is a mentorship?

The duration of a mentorship can vary depending on various factors, including the goals of the mentorship, the needs of the participants, and the structure of the program. Mentorships can range from a few weeks to several months or even years.

Some mentorship programs may have a specific duration set by the organizing institution or company, such as a semester-long program for students or a year-long program for employees. In other cases, mentorship relationships may continue indefinitely, evolving over time as the needs and goals of the participants change.

Ultimately, the length of the mentorship should be determined based on what is most conducive to achieving the desired outcomes and supporting the growth and development of the mentee. It's important for both the mentor and the mentee to communicate openly about their expectations and preferences regarding the duration of the mentorship and to reassess periodically to ensure that the mentorship continues to meet their needs.

**When students are engaged as mentees in a mentorship relationship, it's essential to follow these directions and best practices to maximize their learning and development:**

### Set Clear Goals

- Define specific goals and expectations for the mentorship, such as skills development, career exploration, or academic guidance.

### Establish Regular Communication

- Maintain consistent communication with the mentor through scheduled meetings or check-ins to discuss progress, challenges, and goals.

### Actively Listen and Learn

- Be attentive during interactions with the mentor, actively listening to their advice, experiences, and feedback.

### Seek Feedback and Guidance

- Proactively seek feedback on assignments, projects, or career plans, and be open to constructive criticism and guidance from the mentor.

### Take Initiative

- Demonstrate initiative by identifying areas for growth, proposing goals or projects, and following through on action plans discussed with the mentor.

### Reflect and Apply Learning

- Reflect on discussions and advice received from the mentor, and apply newfound knowledge and skills to academic or professional endeavors.

### Respect and Appreciate

- Respect the mentor's time and expertise, showing appreciation for their support and contributions to your development.

### Follow-Up and Accountability

- Follow through on commitments made during mentorship sessions, and hold yourself accountable for achieving agreed-upon goals.

### Network and Expand Connections

- Utilize the mentorship to expand your professional network by seeking introductions or connections within the mentor's industry or field of expertise.

### Evaluate and Adjust

- Periodically evaluate the mentorship experience to assess progress towards goals, and be willing to adjust objectives or strategies as needed to maximize the benefits of the mentorship.

## Template Mentorship Request Letter

[Your School Letterhead]

[Date]

[Employer's Name]

[Employer's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this letter finds you well. I am writing on behalf of [School Name] to request your participation in our mentorship program as a mentor for our students.

At [School Name], we are committed to providing our students with opportunities for growth and development beyond the classroom. We believe that mentorship is a valuable tool for supporting our students' personal and professional aspirations and helping them navigate their academic and career pathways.

We are particularly interested in inviting professionals like yourself to serve as mentors for our students. Your expertise, experience, and insights would be invaluable in guiding our students as they explore their interests, set goals, and pursue their ambitions.

As a mentor, you would have the opportunity to:

Share your knowledge, expertise, and experiences with our students.

Provide guidance, support, and advice to help our students achieve their goals.

Foster meaningful relationships and make a positive impact on the lives of our students.

The mentorship program typically involves regular meetings or interactions between mentors and students over a specified period. We would be happy to work with you to establish a schedule and format that best suits your availability and preferences.

We believe that your participation in our mentorship program would greatly benefit our students and contribute to their personal and professional development. Your commitment to supporting the next generation of leaders is deeply appreciated.

If you are interested in becoming a mentor or would like more information about the mentorship program, please do not hesitate to contact me at [Your Contact Information]. We would be delighted to discuss this further and provide you with any additional details you may need.

Thank you for considering our request. We look forward to the possibility of collaborating with you and making a positive difference in the lives of our students.

Warm regards,

[Your Name]

[Your Title/Position]

[School Name]

[Your Contact Information]

# Mentorship Agreement

## Mentorship Agreement Between [Employer/Organization Name] and [School Name]

This Mentorship Agreement ("Agreement") is made and entered into by and between [Employer/Organization Name], located at [Address], hereinafter referred to as "Employer," and [School Name], located at [Address], hereinafter referred to as "School," on [Date].

### Purpose

The purpose of this Agreement is to establish a formal framework for the mentorship program between Employer and School, aimed at providing students with valuable real-world learning experiences and supporting their personal and professional development.

### Terms and Conditions

**Duration:** The mentorship program will commence on [Start Date] and continue for a period of [Duration].

**Objectives:** The objectives of the mentorship program are as follows:

- To provide students with exposure to professional environments and industry practices.
- To facilitate learning and skill development through mentorship relationships.
- To enhance students' understanding of career options and pathways.

### Roles and Responsibilities

#### **Employer:**

- Provide mentors who are experienced professionals in relevant fields.
- Facilitate mentorship meetings and activities.
- Offer guidance and support to mentees throughout the program.

#### **School:**

- Coordinate mentorship program logistics and administration.
- Match students with suitable mentors based on their interests and goals.
- Provide ongoing support and guidance to students participating in the program.

#### **Communication and Meetings:**

- Mentors and mentees will communicate regularly via in-person meetings, phone calls, or video conferences, as agreed upon by both parties.
- Mentorship meetings will take place at mutually convenient times and locations.

### Confidentiality

Both parties agree to maintain the confidentiality of any proprietary or sensitive information shared during the mentorship program.

### Evaluation and Feedback

- Both parties will conduct periodic evaluations to assess the effectiveness of the mentorship program.
- Feedback from mentors, mentees, and School representatives will be collected and used to improve the program.

## Mentorship Agreement cont.

### **Termination**

Either party may terminate this Agreement with [Notice Period] written notice to the other party. Upon termination, both parties agree to fulfill any remaining obligations under the Agreement.

### **Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of [Jurisdiction].

### **Signatures**

By signing below, both parties acknowledge their agreement to the terms and conditions outlined in this Mentorship Agreement.

\_\_\_\_\_  
[Signature of Employer Representative] \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
[Name and Title of Employer Representative]

\_\_\_\_\_  
[Employer/Organization Name]

\_\_\_\_\_  
[Signature of School Representative] \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
[Name and Title of School Representative]

\_\_\_\_\_  
[School Name]

# Editable Mentorship Workbook for Students

## Introduction

Welcome to the mentorship program! This workbook is designed to guide you through your mentorship journey and help you make the most of your experience. Whether you're seeking guidance on academic or career goals, personal development, or navigating challenges, your mentor is here to support you every step of the way.

## Section 1: Setting Goals

### 1.1 Identify Your Goals

Reflect on your aspirations, interests, and areas for growth.

Define specific short-term and long-term goals that you hope to achieve through the mentorship program.

### 1.2 SMART Goals

Make your goals Specific, Measurable, Achievable, Relevant, and Time-bound (SMART). Write down your SMART goals in the space provided.

## Section 2: Getting to Know Your Mentor

### 2.1 Introduction

Arrange a meeting with your mentor to introduce yourself and discuss your goals and expectations for the mentorship.

Ask your mentor about their background, experiences, and areas of expertise.

2.2 Establishing Trust: Build rapport with your mentor by being open, honest, and respectful.

Share your interests, values, and challenges with your mentor.

## Section 3: Building a Relationship

### 3.1 Communication

Establish clear communication channels with your mentor (e.g., email, phone, in-person meetings).

Schedule regular check-ins to discuss progress, ask questions, and seek guidance.

### 3.2 Active Listening

Practice active listening skills during meetings with your mentor.

Take notes and ask clarifying questions to ensure that you understand your mentor's advice and insights.

## Editable Mentorship Workbook for Students cont.

### Section 4: Learning and Growth

#### 4.1 Knowledge Sharing

Take advantage of your mentor's expertise by asking questions and seeking advice on relevant topics.

Explore new ideas and perspectives through discussions with your mentor.

#### 4.2 Skill Development

Identify skills that are important for your personal and professional development. Work with your mentor to set objectives and action plans for developing these skills.

### Section 5: Overcoming Challenges

#### 5.1 Problem-solving

Discuss any challenges or obstacles you are facing with your mentor.

Brainstorm potential solutions and strategies for overcoming these challenges together.

#### 5.2 Resilience

Learn from setbacks and failures by reflecting on what went wrong and how you can improve. Seek support and encouragement from your mentor during difficult times.

### Section 6: Reflection and Evaluation

#### 6.1 Progress Review

Regularly review your progress towards your goals with your mentor.

Celebrate achievements and milestones, and adjust your action plans as needed.

6.2 Self-reflection:  
Take time to reflect on your mentorship experience and what you have learned. Identify areas for further growth and development moving forward.

### Conclusion

Congratulations on completing your mentorship workbook! Remember that mentorship is a journey, and your mentor is here to support you every step of the way. Keep setting goals, seeking guidance, and pushing yourself to grow and learn. Good luck on your mentorship journey!

### Additional Notes and Reflections

## Mentorship Plan for Mentors

By following this mentorship plan, mentors can effectively support the growth and development of students, helping them achieve their goals and realize their full potential.

### Introduction

- Provide an overview of the mentorship program, its objectives, and the roles of mentors and mentees.
- Emphasize the importance of the mentor's role in supporting the student's personal and professional growth.

### Goal Setting

- Meet with the student to discuss their goals, aspirations, and areas for development.
- Collaboratively set specific, measurable, achievable, relevant, and time-bound (SMART) goals that align with the student's objectives and the mentorship program objectives.

### Establish Expectations

- Clearly define the mentor's role and responsibilities, as well as the student's role and responsibilities.
- Communicate expectations regarding communication frequency, meeting format, and availability for support and guidance.

### Relationship Building

- Foster a supportive and trusting relationship with the student based on mutual respect and understanding.
- Take the time to get to know the student's interests, strengths, challenges, and learning style to tailor the mentorship experience accordingly.

### Knowledge Sharing and Guidance

- Share your expertise, insights, and experiences relevant to the student's goals and aspirations.
- Provide guidance, advice, and feedback to help the student navigate challenges, make informed decisions, and achieve their objectives.

### Skill Development

- Identify areas for skill development or areas where the student may need additional support.
- Offer opportunities for the student to develop new skills, gain hands-on experience, and expand their knowledge base.

### Networking and Connections

- Introduce the student to relevant contacts in your network who can provide additional support, advice, or opportunities.
- Facilitate networking opportunities for the student to expand their professional connections and explore potential career paths.

## Mentorship Plan for Mentors cont.

### Regular Check-Ins

- Schedule regular check-in meetings with the student to review progress, discuss challenges, and adjust goals as needed.
- Encourage open communication and create a safe space for the student to ask questions, seek guidance, and share concerns.

### Evaluation and Feedback

- Provide constructive feedback to the student on their progress, performance, and areas for improvement.
- Encourage self-reflection and self-assessment to help the student identify their strengths and areas for growth.

### Celebrate Achievements

- Acknowledge and celebrate the student's achievements, milestones, and progress throughout the mentorship journey.
- Recognize the student's efforts and accomplishments to boost their confidence and motivation.

### Continuous Improvement

- Reflect on the mentorship experience and identify lessons learned, challenges encountered, and areas for improvement.
- Seek feedback from the student to gather insights into their experience and how the mentorship can be enhanced.

### Conclusion

- Summarize the key takeaways from the mentorship plan and express gratitude for the opportunity to support the student's growth and development.
- Reiterate your commitment to the student's success and offer ongoing support beyond the formal mentorship program.
- By following this mentorship plan, mentors can effectively support the growth and development of students, helping them achieve their goals and realize their full potential.

## Mentorship Feedback and Evaluation

**This rubric is designed to provide structured feedback and evaluation for mentorship programs. It outlines key criteria and performance indicators to assess the effectiveness of mentor-mentee relationships and the overall impact of the mentorship program. Both mentor and mentee are encouraged to complete this form.**

**Rating Scale:**

- 4: Exceeds Expectations**
- 3: Meets Expectations**
- 2: Partially Meets Expectations**
- 1: Does Not Meet Expectations**

**Criteria:**

**Communication and Relationship Building: Mentor Rating: \_\_\_\_\_ Mentee Rating: \_\_\_\_\_**

- Clear and effective communication between mentor and mentee.
- Establishment of a positive and supportive mentor-mentee relationship.
- Openness to feedback and willingness to engage in constructive dialogue.

**Goal Setting and Progress: Mentor Rating: \_\_\_\_\_ Mentee Rating: \_\_\_\_\_**

- Clarity of mentee's goals and objectives for the mentorship.
- Alignment of mentorship activities with mentee's goals and objectives.
- Demonstrated progress towards achieving mentee's goals throughout the mentorship.

**Knowledge Sharing and Guidance: Mentor Rating: \_\_\_\_\_ Mentee Rating: \_\_\_\_\_**

- Mentor's ability to share relevant expertise, insights, and experiences with the mentee.
- Effectiveness of mentor's guidance and advice in addressing mentee's challenges and supporting their development.
- Quality and relevance of mentorship discussions and activities to mentee's learning and growth.

**Skill Development: Mentor Rating: \_\_\_\_\_ Mentee Rating: \_\_\_\_\_**

- Identification of mentee's skills gaps and areas for development.
- Mentor's support in facilitating mentee's skill development through targeted activities and resources.
- Demonstrated improvement in mentee's skills and competencies over the course of the mentorship.

## Mentorship Feedback and Evaluation cont.

### **Feedback and Reflection: Mentor Rating: \_\_\_\_\_ Mentee Rating: \_\_\_\_\_**

- Regular provision of constructive feedback from mentor to mentee.
- Mentee's receptiveness to feedback and demonstrated effort to implement suggestions for improvement.
- Opportunities for mentee to reflect on their progress, challenges, and learning throughout the mentorship.

### **Professionalism and Ethical Conduct: Mentor Rating: \_\_\_\_\_ Mentee Rating: \_\_\_\_\_**

- Adherence to professional standards and ethical guidelines by both mentor and mentee.
- Respectful and professional interactions between mentor and mentee.
- Confidentiality and respect for privacy of sensitive information shared during the mentorship.

### **Feedback and Comments**

- Provide specific feedback and comments for each criterion, highlighting strengths and areas for improvement.
- Offer suggestions for enhancing the mentorship experience and maximizing its impact on the mentee's development.

### **Overall Evaluation**

- Summarize the overall performance of the mentor-mentee relationship and the effectiveness of the mentorship program as a whole.
- Provide recommendations for future mentorship initiatives based on the evaluation findings.

### **Conclusion**

- Conclude with an acknowledgment of the mentor and mentee's efforts and contributions to the mentorship program.
- Express appreciation for their commitment to personal and professional development through mentorship.

\_\_\_\_\_  
[Reviewer Signature] \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
[Mentor Signature] \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
[Mentee Signature] \_\_\_\_\_ Date: \_\_\_\_\_



# Mock Interviews



# Mock Interviews

**Practicing mock interviews helps students hone their communication skills, build confidence, and prepare effectively for real-world job opportunities.**

**When participating in mock interviews, students can benefit greatly by following these directions and best practices to maximize their learning and preparation:**

## Preparation

- Research: Research the company and role you are interviewing for to understand their expectations and culture.
- Review Common Questions: Familiarize yourself with common interview questions relevant to the position.
- Prepare Responses: Practice crafting clear and concise responses that highlight your skills and experiences.

## Professionalism

- Dress Appropriately: Dress professionally as you would for a real interview to demonstrate your readiness and respect for the process.
- Punctuality: Arrive or log in on time, demonstrating reliability and respect for the interviewer's time.

## During the Mock Interview

- Active Listening: Listen carefully to the interviewer's questions and respond thoughtfully.
- Body Language: Maintain good eye contact, posture, and gestures that convey confidence and engagement.
- Ask Questions: Prepare thoughtful questions to ask the interviewer about the role or company at the end of the interview.

## Receive Feedback

- Take Notes: Take notes during or after the interview to remember feedback and areas for improvement.
- Reflect: Reflect on the feedback provided by the interviewer to understand strengths and areas needing improvement.

## Practice

- Repeat: Participate in multiple mock interviews to practice different scenarios and refine your interview skills over time.
- Role Play: Consider practicing with peers or mentors taking on different interviewer roles to simulate varied interview styles.

## Follow-Up

- Thank You Note: Send a thank-you note or email to the interviewer(s) expressing gratitude for their time and insights.
- Implement Feedback: Act on the feedback received to improve your interview skills and readiness for future opportunities.

## Template Mock Interview Request Letter from Student

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]

[Employer's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year/Program] student at [Your University/School]. I am reaching out to you to request your assistance in preparing for upcoming job interviews by participating in mock interviews.

I am eager to gain practical experience and improve my interview skills in preparation for entering the workforce. As a highly regarded employer known for your commitment to professional development and mentorship, I believe that your insights and expertise would be invaluable in helping me refine my interview techniques and strategies.

I am particularly interested in [mention any specific aspects of the company or industry that align with your career interests or goals]. Your firsthand knowledge and experience in this field would provide me with valuable insights and guidance as I navigate the job market.

I am flexible regarding the format and structure of the mock interviews and am willing to accommodate your schedule and preferences. Whether it's a one-on-one session or a panel interview, I am eager to participate and learn from your feedback and advice.

I am confident that your mentorship and support will significantly contribute to my professional growth and readiness for future job opportunities. I am committed to making the most of this learning opportunity and am eager to apply your insights to my job search journey.

Thank you for considering my request. I look forward to the possibility of working with you and am available to discuss this further at your convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your time and consideration.

Warm regards,

[Your Name]

## Generic Mock Interview Questions

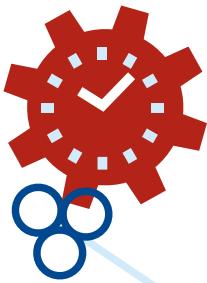
- Tell me about yourself.
- What motivated you to apply for this position?
- What do you know about our company/organization?
- Can you walk me through your resume/CV?
- What are your strengths and weaknesses?
- Describe a challenge you faced in a previous role and how you overcame it.
- How do you handle pressure or stressful situations?
- Give an example of a time when you demonstrated leadership skills.
- How do you prioritize tasks and manage your time effectively?
- Describe a successful project or accomplishment you're proud of.
- How do you handle conflicts or disagreements in the workplace?
- What are your long-term career goals?
- How do you stay updated on industry trends and developments?
- Can you provide an example of a time when you had to adapt to change quickly?
- What do you consider to be your greatest professional achievement so far?



.....

# Career Day Participant

.....



# Plan a Career Day and have Employers Participate

**Having employers participate in a school career day provides students with direct exposure to various career paths, industry insights, and networking opportunities crucial for informed career decision-making.**

**When attending a career day and speaking to employers, students can make the most of the opportunity by following these directions and best practices:**

## Prepare

- Research: Research the companies and industries represented to understand their work and potential career paths.
- Questions: Prepare thoughtful questions about the company, industry trends, and career opportunities.

## Professionalism

- Dress Appropriately: Dress in business casual attire to make a positive impression.
- Introduction: Introduce yourself confidently, shake hands (if in-person), and maintain eye contact.

## Engage

- Active Listening: Listen attentively to the employers' presentations and responses to your questions.
- Participate: Volunteer to answer questions or share relevant experiences during discussions.

## Networking

- Exchange Information: Collect business cards or contact information from employers for future networking opportunities.
- Follow-Up: Send a thank-you email to employers after the event, expressing appreciation for their time and insights.

## Reflect and Learn

- Take Notes: Write down key takeaways and insights gained from each employer interaction.
- Self-Assessment: Reflect on your interests, strengths, and how the information aligns with your career goals.

## Explore Opportunities

- Additional Resources: Utilize career day resources, such as handouts or online information, to explore career options further.
- Follow-Up Actions: Act on any advice or connections made during career day to pursue internships, job shadowing, or further learning opportunities.

## Template Career Day Employer Invite

[School Letterhead]

[Date]

[Employer Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Employer Name],

I am writing to extend an invitation to [Company Name] to participate in our upcoming career day at [School Name]. The event is scheduled to take place on [Date] from [Time] to [Time], and we believe your involvement would greatly benefit our students.

At [School Name], we are committed to providing our students with opportunities to explore various career paths and gain insight into the world of work. By participating in our career day, you would have the chance to showcase the diverse range of career opportunities available within your company and inspire our students to pursue their passions.

We envision your participation in the career day as an opportunity for our students to learn about the skills, experiences, and qualifications needed to succeed in your industry. Your presence would not only provide valuable information but also help our students make informed decisions about their future career paths.

We are open to any format or activities you would like to propose for your participation in the event. Whether it's through interactive demonstrations, informational sessions, or one-on-one discussions, we are confident that your engagement will make a meaningful impact on our students.

Please let us know if you are interested in participating in our career day and if you have any specific requirements or preferences. We would be happy to provide any additional information you may need and discuss further details of your involvement.

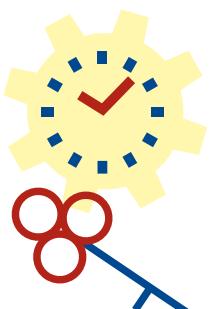
Thank you for considering our invitation. We look forward to the possibility of having [Company Name] join us for our career day and inspire our students with the exciting opportunities available in your industry.

Sincerely,

[Principal's Name]



# Internships



# Internships

A student internship provides hands-on experience in a professional setting, offering invaluable opportunities to apply academic knowledge, develop practical skills, and build industry connections crucial for future career advancement.

For student interns to excel in their roles, it's essential to follow these directions and best practices:

## Understand Expectations

- Clarify internship objectives, tasks, and responsibilities with your supervisor or mentor.

## Professionalism

- Dress appropriately and adhere to company policies regarding behavior, attendance, and communication.

## Time Management

- Prioritize tasks, manage deadlines effectively, and seek guidance when needed to ensure productivity.

## Communication

- Maintain open and clear communication with supervisors and team members, updating them on progress and seeking feedback.

## Learning and Development

- Actively seek opportunities to learn from experiences, ask questions, and take initiative in tackling new challenges.

## Networking

- Build relationships with colleagues and professionals in your field, attending company events and seeking mentorship.

## Reflection and Feedback

- Reflect on your experiences regularly, evaluate your strengths and areas for improvement, and implement feedback to grow professionally.

## Documentation

- Keep detailed records of your projects, accomplishments, and skills acquired during the internship for future reference and resume-building.

## Professional Growth

- Attend training sessions, workshops, or industry events to expand your knowledge and skills relevant to your internship.

## Closure and Follow-Up

- Complete any required evaluations or assessments, express gratitude to your supervisors, and maintain connections with colleagues post-internship for potential references or future opportunities.

## Internship Partnership Agreement Template

This Partnership Agreement ("Agreement") is entered into on [Date] by and between:

[School Name], located at [School Address], represented by [Name and Title of School Representative], hereinafter referred to as the "School", and

[Employer Name], located at [Employer Address], represented by [Name and Title of Employer Representative], hereinafter referred to as the "Employer".

WHEREAS, the School is committed to providing its students with valuable learning opportunities, including internships, to enhance their academic and professional development; and

WHEREAS, the Employer recognizes the importance of nurturing talent and investing in the next generation of professionals by offering internship opportunities to students;

NOW, THEREFORE, the parties agree as follows:

### **Purpose**

The purpose of this Agreement is to establish a partnership between the School and the Employer to offer internship opportunities to students enrolled in programs related to [specify relevant fields or departments].

### **Internship Program**

The Employer agrees to provide internship opportunities to students of the School in [specify fields or departments where internships will be offered]. The internships will be offered for a duration of [specify duration, e.g., 10 weeks, summer semester].

### **Responsibilities of the School**

- The School will identify and refer qualified students to the Employer for internship opportunities.
- The School will provide orientation and support to students participating in the internship program.
- The School will monitor the progress of interns during the internship period and provide any necessary assistance or guidance.

### **Responsibilities of the Employer**

- The Employer will provide interns with meaningful learning experiences and opportunities to develop relevant skills and knowledge.
- The Employer will assign a mentor or supervisor to oversee the work of interns and provide guidance and feedback.
- The Employer will adhere to all applicable laws and regulations governing internships, including but not limited to labor and employment laws.

## Internship Partnership Agreement Template cont.

### Evaluation and Feedback

- The School and the Employer will conduct periodic evaluations of the internship program to assess its effectiveness and identify areas for improvement.
- The School and the Employer will solicit feedback from interns regarding their internship experience and use this feedback to make necessary adjustments to the program.

### Confidentiality

The parties agree to maintain the confidentiality of any proprietary or sensitive information shared during the course of the internship program.

### Term and Termination

This Agreement shall commence on [Effective Date] and shall continue until terminated by either party upon thirty (30) days' written notice.

### Governing Law

This Agreement shall be governed by and construed in accordance with the laws of [State/Country]. IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

\_\_\_\_\_  
[Signature of School Representative] \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
[Name and Title of School Representative]

\_\_\_\_\_  
[School Name]

\_\_\_\_\_  
[Signature of Employer Representative] \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
[Name and Title of Employer Representative]

\_\_\_\_\_  
[Employer Name]

## Template Internship Request

[Your School Letterhead]

[Date]

[Employer Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Employer Name],

I hope this letter finds you well. I am writing on behalf of [School Name], a [description of the school, e.g., local high school, university, vocational school] committed to providing our students with valuable opportunities for professional growth and development.

We are reaching out to you because we believe that your organization could offer valuable internships to our students. Internships provide students with hands-on experience in their field of study, allowing them to apply classroom knowledge to real-world projects and gain practical skills that will benefit them in their future careers.

By offering internships at your company, you not only provide our students with valuable learning opportunities but also contribute to the development of the next generation of professionals. Your organization can play a crucial role in shaping the future workforce by providing students with mentorship, guidance, and exposure to the industry.

We are confident that our students would greatly benefit from internships at your organization, and we are eager to explore how we can collaborate to make this opportunity a reality. Whether it's in the fields of [mention specific fields or departments where internships could be offered], we believe that your organization has much to offer our students.

If you are interested in partnering with us to offer internships to our students, please let us know. We would be happy to discuss further details, including the duration of the internships, specific responsibilities, and any requirements or qualifications.

Thank you for considering this opportunity to collaborate with [School Name]. We look forward to the possibility of working together to provide our students with enriching internship experiences that will prepare them for successful careers.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]

# Internship Training Plan Template

**Internship Title:**

[Insert internship title here]

**Intern Name:**

[Insert intern's name here]

**Start Date:**

[Insert start date here]

**End Date:**

[Insert end date here]

**Internship Overview:**

[Provide a brief overview of the internship objectives and goals.]

**Internship Wage (if applicable):****Number of Hours:****Internship Objectives:**

[Insert specific objective or skill to be achieved]

[Insert specific objective or skill to be achieved]

[Insert specific objective or skill to be achieved]

**Training Schedule:****Week 1: Orientation and Introduction**

Overview of the company's mission, values, and organizational structure  
Introduction to the internship program, including goals and expectations  
Orientation to company policies, procedures, and safety protocols  
Introduction to team members and key stakeholders

**Week 2-4: Skill Development**

Training sessions on relevant tools, software, and technologies used in the role  
Shadowing experienced team members to observe workflows and best practices  
Hands-on projects and assignments to develop specific skills and competencies  
Regular check-ins with supervisor or mentor to assess progress and provide feedback

**Week 5-8: Project Work and Application**

Assignment of specific projects or tasks to apply learned skills in real-world scenarios  
Opportunities to collaborate with cross-functional teams and contribute to ongoing initiatives  
Regular meetings with supervisor or mentor to review project progress and address any challenges  
Encouragement to take initiative and propose ideas for process improvements or innovations

## Internship Training Plan Template cont.

## Week 9-10: Reflection and Wrap-Up

## Reflection on internship experience, achievements, and areas for growth

Exit interview with supervisor or mentor to discuss overall performance and provide feedback Preparation of final presentation or report summarizing internship experience and outcomes Evaluation of internship program and suggestions for improvements

## **Internship Completion:**

[Insert any requirements for internship completion, such as submission of a final report or presentation.]

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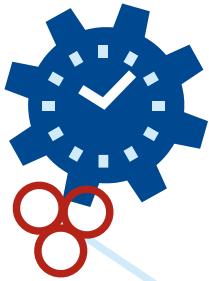
----- Date: -----  
[Supervisor/Mentor Signature]

[Intern Signature] \_\_\_\_\_ Date: \_\_\_\_\_



# Apprenticeships

WORKFORCE SOLUTIONS  
Rural Capital Area  
*WHERE BUSINESS & CAREERS MEET!*



# Apprenticeships

Pre-apprenticeships and apprenticeships offer high school students invaluable opportunities to explore career paths, gain practical skills, and prepare for future success. These programs provide hands-on learning experiences in real-world settings, allowing students to apply classroom knowledge in a practical context.

By working alongside industry professionals as apprentices, students develop essential skills such as problem-solving, teamwork, and communication, which are critical for both academic and career advancement. Apprenticeships also enable students to earn industry-recognized certifications or credentials, enhancing their employability and competitiveness in the job market upon graduation.

Moreover, apprenticeships often include financial benefits, such as earning wages while learning, which can help offset educational costs or provide financial independence. Overall, pre-apprenticeships and apprenticeships empower high school students to make informed career decisions, acquire valuable skills, and pave the way for a successful transition from education to the workforce.

If you're interested in Pre-Apprenticeships and Apprenticeships for your students, please reach out to our Apprenticeship Navigator, Stephanie Mora [stephanie.mora@ruralcapital.net](mailto:stephanie.mora@ruralcapital.net)

# Conclusion

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In conclusion, this Work-Based Learning (WBL) Toolkit is designed to empower educators with the resources, strategies, and support necessary to effectively integrate work-based learning opportunities into their educational programs. By fostering strong partnerships with local businesses, creating meaningful internships and apprenticeships, and aligning curricula with industry needs, educators can provide students with invaluable real-world experience that enhances their academic learning and prepares them for successful careers.

As you implement the tools and techniques outlined in this toolkit, remember the key components of effective WBL programs: collaboration, communication, and continuous improvement. Engage regularly with industry partners to keep the curriculum relevant and responsive to labor market demands. Encourage students to take full advantage of the experiential learning opportunities, and solicit their feedback to refine and enhance the programs continually.

By committing to these practices, educators can play a pivotal role in bridging the gap between education and employment, helping students develop the skills and confidence needed to thrive in the workforce. The success stories and best practices shared in this toolkit serve as a testament to the transformative power of work-based learning. Together, we can create a dynamic and responsive educational environment that not only meets the needs of today's learners but also anticipates and adapts to the demands of tomorrow's job market.

Thank you for your dedication to student success and for embracing the potential of work-based learning. Let's continue to work together to prepare our students for a bright and prosperous future.



Heather Thomas  
[heather.thomas@ruralcapital.net](mailto:heather.thomas@ruralcapital.net)