

# Whitfield County Schools

## Work-Based Learning Program

### Employer Information 2015-2016

Please print your name and sign that you received this information. Thank you for being a mentor!

August 1, 2015

Dear Employer:

Thank you for making the commitment to the Whitfield County Schools Work-Based Learning Program. Your valuable career experience is indispensable to our future work force. Students in Work-Based Learning will gain general and specific knowledge by working in your business. These students are taking advantage of the opportunity to receive hands on learning experience. Your time and effort is greatly appreciated.

Please use this information as a guide for your mentoring experience. The employer information includes mentor traits, strategies for mentoring, and evaluation information that will be used in the student's grade. If you ever have any questions regarding your Work-Based Learning student or the program, please contact me.

Thank you again for your participation in the Work-Based Learning Program for the 2015-2016 school year.

Sincerely,

Lindsay Douglas & Jeff Storey  
Work-Based Learning Coordinator  
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## **Whitfield County Schools Work-Based Learning Program**

Work-Based Learning is a program that was initiated in Georgia to insure a well educated and highly skilled workforce. It is designed to bring together the components necessary for a successful career. Education and experience are brought together by school-based learning, work-based learning, and connecting activities. These components allow students to begin preparing for a career while still in high school. Work-Based Learning provides work experiences, partnerships between business and industry, integrates academic and technical instruction, and provides post-secondary options.

An integral part of the Work-Based Learning Program (WBL) experience is a supportive adult, referred to as a mentor, who is linked with Work-Based Learning student. A mentor provides guidance and encouragement to the Work-Based Learning student as well as being involved in the teaching of work tasks and job responsibilities to the student. Many different individuals may be involved in teaching a WBL student or a single person may take on the entire responsibility depending on the size of the business or organization. In either case, one individual in the organization is assigned as the mentor. A mentor is a friend, a counselor, a tutor, a coach, a supervisor... someone you can trust. This may be the first job for many students and as a result, they may be uncertain of what is required at the worksite. As the mentor, you will be there to answer questions and encourage the student so that he/she can succeed on the job. Communication is very important! Share information with the apprentice so that he/she can achieve their full potential in this experience. Like a coach, you will be training an apprentice for success in the world of work. Congratulations on this honor! As the mentor, you will perform a number of functions including:

### **Traits of an Effective Mentor**

**Academic Support** – Keeping young people in school, helps them graduate from high school, evaluating educational, and directing them to resources for furthering their education.

**Role Modeling** – Pointing out, demonstrating and explaining actions and values that offer the best chances for success and happiness.

**Attention and Concern** – Many young people do not receive enough attention and concern from the adults in their lives. Mentors can fill in these empty spaces with dependable, sincere, and consistent attention and concern.

**Communication** – Importance at work both verbal and non-verbal.

**Company Policy** – Sharing personnel policies, guidelines, procedures, and any other pertinent information.

## **Paperwork Responsibilities**

WBL students will have initial paperwork that their mentor will need to sign. They will also have time sheets that will need to be approved and signed by the mentor at the end of each month. Training plans will be completed in the fall and job skill assessments in the spring. Evaluations will also be completed each grading period (every nine weeks) and will factor into the student's grade.

## **Evaluation of Work-Based Learning Students**

There are critical elements that must be in place before a Work-Based Learning student can truly experience an authentic work-based learning experience. These include:

- Training plan (tasks learned throughout the experience).
- Student evaluations (completed by employer mentor who assesses job performance).

The Work-Based Learning student will spend the majority of his/her time on the job with the employer; therefore, the evaluation piece of the process will speak volumes in regards to the performance and impact of the WBL student's experience.

Employers will be asked to assess the student's skills regularly by using the training plan and an employer evaluation. The training plan is a working document that is collaboratively created by the mentor, student, and coordinator. As items are achieved on the training plan, changes may be made so that the student is constantly learning and growing during the work-based learning experience. Evaluations will be completed once every nine weeks for grading purposes. The WBL coordinator will also contribute to the grade by considering school-based assignments through the program.

