



TENNESSEE DEPARTMENT OF EDUCATION

SAMPLE WBL Calendar with Key Milestones for Capstone Experiences

The information below assumes an Advisory Board is in place. This calendar assumes school begins in mid-August and ends in early June thus this calendar will need to be adapted depending school's calendar.

PHASE 1: Preparing Students for WBL and Gearing Up	
August	<ul style="list-style-type: none"> WBL Coordinator provides orientation materials to students, parents and employers (many materials to support orientation are found in the WBL TOOLBOX) Students complete a "Workplace Learning Audit" and "Student Readiness and Profile Information" Matching of students to appropriate WBL sites/activities
September	<ul style="list-style-type: none"> WBL Coordinator and student complete "Personalized Learning Plan (PLP), Safety Training Log and Learning Agreement" (known together as the "PLP Packet") Host 1st Advisory Board meeting – ask for input on a small number of representative PLPs, Safety Logs and Learning Agreements Students begins WBL activities at employer worksite Students provided safety training
PHASE 2: During WBL	
October	<ul style="list-style-type: none"> Students complete "Worksheet for Identifying Evidence of Skills to be demonstrated in WBL" with assistance of WBL Coordinator in the classroom WBL Coordinator completes a monitoring visit to the worksites where students are placed
November	<ul style="list-style-type: none"> Students, with classroom support, prepare evidence such as "Work Samples"/artifacts/reflections/writing samples to show skill development for formative assessment by WBL Coordinator WBL Coordinator continues on-going recruitment of new employer partners – complete "Workplace Learning Audit" and invite to next Advisory Board meeting if worksite meets minimum requirements Students are provided on-going safety training
December	<ul style="list-style-type: none"> 2nd Advisory Board meeting (possibly held at employer location) - Employers provide updates and info on changes in the field both near- and long-term re: skills, technology, education needed, competition, etc. Students complete peer review of evidence/materials to be included in projects and Portfolio Students complete "Self-Assessment of Skills" Employer provides formative feedback to student on attainment of goals outlined in the PLP packet

January	<ul style="list-style-type: none"> • Students update career and educational development plans • Students, with classroom support, continue to prepare evidence such as “Work Samples”/artifacts/reflections for inclusion in the project or Portfolio • WBL Coordinator completes a monitoring visit to the worksites where students are placed • Students are provided on-going safety training
February	<ul style="list-style-type: none"> • WBL Coordinator attends industry-based meeting (Rotary, Professional Association) to increase understanding of the field and recruit new employers and updates “Employer Profile”
March	<ul style="list-style-type: none"> • WBL Coordinator completes a monitoring visit to the worksites where students are placed • Students are provided on-going safety training • Students, with classroom support, continue to prepare artifacts/work products/evidence for inclusion in the Portfolio
PHASE 3: Assessing Learning and Celebration	
April	<ul style="list-style-type: none"> • 3rd Advisory Board meeting - Celebrate accomplishments, review data and make plans for improvement • Students are provided on-going safety training • Students complete peer review of evidence/materials to be included in projects and Portfolio
May	<ul style="list-style-type: none"> • Students present projects and Portfolios to WBL Coordinator and, where feasible employer host, using the “Portfolio Rubric” • Students write thank you notes to host employers • Students request Letter of Recommendation from employer host • Employer completes “Students Skills Assessment Rubric” for evaluation of student and an “Employer Satisfaction Survey” to evaluate the WBL program • Students complete “Self-Assessment of Skills” • Educators complete the “LEA Satisfaction Survey” and “WBL Program Evaluation Rubric” and use these to make plans for program improvement
June	<ul style="list-style-type: none"> • 4th Advisory Board meeting - Employers provide input on industry-driven projects, school-based enterprises, technical mentoring, etc.
July	<ul style="list-style-type: none"> • WBL Coordinator completes an Externship with employer partner