

# Massachusetts Work-Based Learning Plan

|                      |       |                          |       |
|----------------------|-------|--------------------------|-------|
| Participant's Name:  | _____ | Participant's ID Number: | _____ |
| Participant's Email: | _____ | Worksite:                | _____ |
| Supervisor Name:     | _____ | Job Title:               | _____ |
| Supervisor Email:    | _____ | School / Program:        | _____ |
| Teacher Name:        | _____ | Start Date:              | _____ |
| Program Staff Name:  | _____ | End Date:                | _____ |

## JOB DESCRIPTION – tasks, responsibilities, projects:

## EMPLOYABILITY SKILLS

These employability skills are essential in every work environment throughout one’s career. Please discuss and review these skills at least twice during this work-based learning experience, in a first, baseline review and in a second review near the end of the work-based learning experience. **(Two reviews to capture growth -- be objective!)**

- Key**  
1=Performance Improvement Needed: Needs to have a strategy to improve this skill  
2=Developing: Developing this skill; learning to address challenges related to this skill; aware of next steps needed to develop this skill  
3=Competent: Demonstrates this skill; aware of the importance of this skill  
4=Proficient: Consistently demonstrates this skill; shows initiative to learn about, enhance or apply this skill  
5=Advanced: Exceeds expectations; works with high level of independence, acts as a role model, or shows initiative to apply and extend this skill

| Skill                                 | Performance Expectations                                                                                                                                                                                                                                                                                                                               | Reviews<br>(1-5 Scale)<br>(See Key) |  | Comments (Notes, goals, reflections / Review 1 and Review 2) |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--|--------------------------------------------------------------|
| Attendance and Punctuality            | • Arrive on time and prepared for work.<br>• Provide sufficient notice if unable to report for work                                                                                                                                                                                                                                                    | Rev #1                              |  |                                                              |
|                                       |                                                                                                                                                                                                                                                                                                                                                        | Rev #2                              |  |                                                              |
| Motivation and Initiative             | • Participate fully in tasks or projects from start to finish<br>• Initiate interaction with supervisor for next task or project upon successful completion of previous one.                                                                                                                                                                           | Rev #1                              |  |                                                              |
|                                       |                                                                                                                                                                                                                                                                                                                                                        | Rev #2                              |  |                                                              |
| Communication                         | • Communicate effectively, orally and in writing, using the language and vocabulary appropriate to a variety of audiences within the workplace including coworkers, supervisors and customers<br>• Demonstrate active listening skills; focuses attentively, make eye contact or other affirming gestures, confirm understanding and follow directions | Rev #1                              |  |                                                              |
|                                       |                                                                                                                                                                                                                                                                                                                                                        | Rev #2                              |  |                                                              |
| Teamwork and Collaboration            | • Work productively with co-workers, individually and in teams; support organization’s mission and goals<br>• Accept direction and constructive feedback with positive attitude                                                                                                                                                                        | Rev #1                              |  |                                                              |
|                                       |                                                                                                                                                                                                                                                                                                                                                        | Rev #2                              |  |                                                              |
| Critical Thinking and Problem Solving | • Notice and identify challenges and problems that arise in the workplace<br>• Bring concerns to attention of supervisors when appropriate<br>• Develop solutions to challenges and problems by analyzing available information and looking at options, guided by expectations for the position and goals of the organization                          | Rev #1                              |  |                                                              |
|                                       |                                                                                                                                                                                                                                                                                                                                                        | Rev #2                              |  |                                                              |
| Workplace Culture, Policy and Safety  | • Exhibit understanding of workplace culture and policy<br>• Dress appropriately for position and duties<br>• Practice personal hygiene appropriate for position and duties<br>• Follow professional standards for use of computers, phones and social media<br>• Respect confidentiality<br>• Comply with health and safety rules for the workplace   | Rev #1                              |  |                                                              |
|                                       |                                                                                                                                                                                                                                                                                                                                                        | Rev #2                              |  |                                                              |

## WORKPLACE AND CAREER SPECIFIC SKILLS

Select three to five skills that will be a focus for this work-based learning experience. Choose from the following lists or identify other skills relevant to the specific workplace or career goals. Skill definitions are available in the resource guide and the online screens. See <http://massconnecting.org/wbldp>

### Career / Engagement Skills

Active Learning  
Collecting and Organizing Information  
Creativity  
Customer Service  
Leadership  
Project Management  
Public Speaking / Presentations  
Teaching/Instructing  
Time Management  
Understanding All Aspects of the Industry

### Digital Literacy Skills

Computer Technology  
Database Use  
Graphic Design  
Media Literacy  
Office Suite Software  
Photo Editing  
Software Development  
Spreadsheet Use  
Web Development  
[Or industry specific technology]

### Applied Academic Skills

Applied Mathematics  
Reading  
Research and Analysis  
Writing  
STEM-Related Skills  
Engineering Concepts  
Environmental Literacy  
Health Literacy  
Research and Analysis  
Science Lab Concepts

### Technical / Career-Specific Skills

Applied Arts and Design  
Blueprint Reading  
Child Development  
Cooking / Culinary Arts  
Early Childhood Math/Reading Literacy  
Equipment Operation  
Landscaping  
Maintenance / Repair / Painting  
Medical Office Skills  
[Or other skills applicable to the work experience]

| <b>Skill</b> | <b>Skill Definition</b> | <b>Reviews<br/>(1-5 Scale)<br/>(See Key)</b> |  | <b>Comments (Notes, goals, reflections / Review 1 and Review 2)</b> |
|--------------|-------------------------|----------------------------------------------|--|---------------------------------------------------------------------|
| Skill #1:    |                         | Rev #1                                       |  |                                                                     |
|              |                         | Rev #2                                       |  |                                                                     |
| Skill #2:    |                         | Rev #1                                       |  |                                                                     |
|              |                         | Rev #2                                       |  |                                                                     |
| Skill #3:    |                         | Rev #1                                       |  |                                                                     |
|              |                         | Rev #2                                       |  |                                                                     |
| Skill #4:    |                         | Rev #1                                       |  |                                                                     |
|              |                         | Rev #2                                       |  |                                                                     |
| Skill #5:    |                         | Rev #1                                       |  |                                                                     |
|              |                         | Rev #2                                       |  |                                                                     |

## COMMENTS AND SIGNATURES

Review #1:

Review #2:

Participant Signature: \_\_\_\_\_

Participant Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_