

Work-Based Learning Program Planning Worksheet

Program Overview

School/District Name: _____

Program Name: _____

Coordinator Name: _____

Planning Year: _____

Program Launch Date: _____

Section 1: Program Goals & Objectives

Primary Goal:

SMART Objectives (*Specific, Measurable, Achievable, Relevant, Time-bound*)

Objective 1:

Success Metric:

Timeline:

Objective2:

Success Metric:

Timeline:

Section 2: Target Student Population

Grade Level(s): 9th 10th 11th 12th Post-Secondary Other: _____

Subject Area(s)/Career Pathway(s): _____

Number of Students: _____ (Current) _____ (Target)

Student Demographics:

Demographic	% or Count
English Language Learners	
Students with IEPs	
Low-Income Students	
First-Generation College Students	
Underrepresented in STEM/Skilled Trades	
Other: _____	

Accessibility Accommodations Needed:

Section 3: Work-Based Learning Model(s)

Select the primary model(s) for your program.

Model	<input type="checkbox"/> Selected	Duration	# of Students	Industry/Sector
Job Shadowing				
Internship				
Apprenticeship				
Cooperative Education (Co-op)				
Mentorship				
Project-Based Learning with Industry Partners				
Other: _____				

Section 4: Academic & Career Standards Alignment

Academic Subject(s): _____

Career Cluster(s): _____

Key Skills to Develop:

- Technical/Job-Specific Skills: _____
- Soft Skills (Communication, Teamwork, Problem-Solving):

- Digital Literacy: _____
- Financial Literacy: _____
- Citizenship/Civic Engagement: _____
- Other: _____

Section 5: Employer & Partner Recruitment

Target Industries/Sectors:

- 1.
- 2.
- 3.

Recruitment Timeline:

Action	Responsible Person	Target Date	Status
Identify potential employers			
Initial outreach/meetings			
Develop partnership agreements			
Finalize employer commitments			

Employer Partners Recruited:

Business Name	Industry	Contact Person	Phone/Email	Commitment Level
				<input type="checkbox"/> Confirmed <input type="checkbox"/> Pending
				<input type="checkbox"/> Confirmed <input type="checkbox"/> Pending
				<input type="checkbox"/> Confirmed <input type="checkbox"/> Pending
				<input type="checkbox"/> Confirmed <input type="checkbox"/> Pending

Section 6: Student Selection & Placement Process

Student Selection Criteria:

- Academic Performance: GPA _____ or above
- Attendance: _____ % or higher
- Behavioral: _____ disciplinary incidents or fewer
- Interest/Career Goal Alignment: _____
- Teacher Recommendation
- Application/Essay
- Interview
- Other: _____

Student Recruitment Methods:

- Classroom presentations
- Parent/student information nights
- Counselor referrals
- Teacher nominations
- Online announcements/social media
- Other: _____

Placement Timeline:

Milestone	Responsible Person	Target Date
Application opens		
Selection deadline		
Student notifications		
Employer/student matching		
Orientation & training		
Placements begin		

Section 7: Curriculum & Learning Outcomes

Core Competencies Students Will Develop:

- 1.
- 2.
- 3.
- 4.

Assessment Methods:

- Work-based supervisor evaluations
- Student reflection journals/portfolios
- Skills assessments/certifications
- Academic coursework
- Presentations/capstone projects
- Employer feedback surveys
- Other: _____

Learning Outcomes (Post-Program, Students Will...):

- 1.
- 2.
- 3.

Section 8: Schedule & Time Commitment

Program Duration: One semester Full year Multiple years Other: _____

Time Commitment:

- **School-based instruction:** _____ hours/week
- **Work-based experience:** _____ hours/week
- **Total:** _____ hours/week

Schedule Model:

- Block schedule (consecutive days/weeks)
- Alternating weeks (school/work)
- Part-time (afternoons/evenings)
- Flexible/individualized
- Other: _____

Program Calendar:

Phase	Dates	Activities
Preparation		
Launch		
Active Placement		
Reflection/Capstone		
Celebration/Completion		

Section 9: Supervision & Support Structure

School-Based Coordinator Responsibilities:

- Student recruitment and selection
- Employer recruitment and relationship management
- Student orientation and training
- Ongoing student support and monitoring
- Employer communication
- Assessment and evaluation
- Other: _____

Supervisor/Mentor Roles:

Role	Name	Responsibilities	Contact Info
School Coordinator			
Employer Supervisor			
Academic Teacher			
Mentor (if applicable)			

Support Services for Students:

- Academic tutoring
- Career counseling
- Transportation assistance
- Professional development workshops
- Conflict resolution support
- Accommodations for students with disabilities
- Other: _____

Section 10: Budget & Resources

Estimated Costs:

Budget Item	Estimated Cost	Funding Source
Staff/Coordinator salary (% of FTE)	\$	
Substitute teacher coverage	\$	
Student transportation	\$	
Materials/supplies	\$	
Professional development	\$	
Assessment tools/certifications	\$	
Technology/platforms	\$	
Employer incentives/recognition	\$	
Student stipends/wages	\$	
TOTAL	\$	

Funding Sources:

- District budget
- Grant funding: _____
- Employer contributions
- Community partnerships
- Perkins funding
- Other: _____

Section 11: Communication & Stakeholder Engagement

Key Stakeholders:

Stakeholder	Communication Method	Frequency	Key Messages
Students			
Parents/Families			
Employers			
Teachers			
Administrators			
Community			

Communication Plan Timeline:

Action	Responsible Person	Target Date
Develop program materials		
Host parent information night		
Conduct employer briefings		
Launch student recruitment		
Send progress updates		
Celebrate program successes		

Section 12: Evaluation & Continuous Improvement

Success Indicators:

Indicator	Target	Measurement Method
Student participation rate	_____ %	
Student completion rate	_____ %	
Employer satisfaction	_____ %	
Student skill development	_____ %	
Post-program outcomes (employment/college)	_____ %	
Other: _____	_____ %	

Data Collection Methods:

- Student surveys
- Employer feedback forms
- Academic performance data
- Employment/college tracking
- Focus groups
- Skill assessments
- Other: _____

Evaluation Timeline:

Evaluation Activity	Responsible Person	Target Date	Findings
Mid-program check-in			
End-of-program evaluation			
Employer debrief			

Student reflections			
Annual review & planning			

Section 13: Risk Management & Contingencies

Potential Challenges:

Challenge	Likelihood	Impact	Mitigation Strategy
Low employer interest	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		
Student recruitment difficulties	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		
Transportation issues	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		
Safety/liability concerns	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		
Scheduling conflicts	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		
Budget limitations	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		
Other: _____	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low		

Compliance & Legal Requirements:

- Background checks for employers
- Insurance/liability coverage
- Work permits (for student workers)
- Labor law compliance
- OSHA/safety regulations
- ADA accommodations
- Other: _____

Section 14: Action Plan & Next Steps

Immediate Priorities (Next 30 Days):

- 1.
- 2.
- 3.

Short-Term Goals (Next 90 Days):

- 1.
- 2.
- 3.

Key Milestones:

Milestone	Target Date	Responsible Person	Status

Notes & Reflections

Worksheet Completed By: _____

Date: _____

Next Review Date: _____