

Monitoring Workplace Experiences

Close communication between the Work-Based Learning coordinator and the employer ensures that learning is truly tied to the standards and supports the students' learning objectives. While only one monitoring visit is required per grading period, it is strongly recommended that Work-Based Learning coordinators, and endorsed teachers, where appropriate, conduct additional visits to ensure safe and quality learning experiences for students. Local policies may go beyond Illinois requirements for monitoring.

Monitoring ensures safe, quality learning experiences that comply with Child Labor Laws and Work-Based Learning policies. Some key monitoring guidelines include the following:

- The timing of monitoring visits and other check-ins by phone or email depends on the length of the work-based learning experience (semester, trimester or year-long) and the number of credits to be conferred. (See pull-out box.)
 - Conduct a monitoring site visit as least once every grading period. The following schedule is suggested:
 - one early visit with the student at the site
 - one early conversation with the employer (this could be a phone call if the supervisor isn't available when the student visit is made)
 - one on-site visit with the student's workplace mentor or whoever is evaluating the student's performance
 - If possible, make some contact every 7-10 days
 - Make scheduled and unscheduled visits
- Teachers conducting monitoring visits:
 - Endorsed teachers must participate in monitoring visits whenever students are working in industries or occupations deemed "hazardous", as described in the Work-Based Learning Policy Guide chapter entitled Roles and Responsibilities for Work-Based Learning Program Management.
 - Regardless of the hazard status of any experience, Work-Based Learning Coordinators are encouraged to engage endorsed teachers in monitoring visits, as the endorsed teachers may have more in depth knowledge of the industry or occupation that can inform discussions with the employer. It is highly recommended that the LEA require the endorsed teacher to make at least one visit per term.
- Document every contact with the work site, keeping copies of all emails with work site mentor, students and parent

Additional Resources

Below is a list of additional resources that provide information, guidance and tips, best practices, and resources that can be implemented in the classroom on Work-Based Learning topics that were discussed in this module. Feel free to explore these resources in greater detail if you would like. There is a tremendous amount of valuable information and ready to use resources throughout these sites.

Career Awareness Resources

- [Career Exploration and Development Resources for K-8](#)
- [Bureau of Labor Statistics K-12 Career Areas](#) (not all CTE)
- [Quick personality/learning-type quiz for K-12](#)

Guest Speaker Resources

- [Guest Speaker Student Research Activity](#)
- [Guest Speaker Student Reflection Form](#)
- [Guest Speaker Fact Sheet](#)
- [Student Guest Speaker Checklist](#)
- [Teacher Guest Speaker Checklist](#)
- [Coordinator Guest Speaker Checklist](#)
- [Employer Guest Speaker Checklist](#)

Worksite Tour Resources

- [Orange County Department of Education Information and Resource Page](#)
- [Road Map Project](#) (information, resources, and toolkits)
- [Career and College Exploration Experiences: Planning for Success](#)
- [NYC Department of Education Workplace Tour Site](#) (information and resources)

Service-Learning Resources

- [National Youth Leadership Council - K-12 Service Learning Standards](#)
- [Nebraska Board of Education Service Learning Information Site](#)
- [A Guide to Service Learning](#) (included benefits, best practices, case studies, and sample planning documents)

Team-Based Challenges

- [Team-Based Challenge Planning Spreadsheet](#)

Individuals interested in planning a Team Based Challenge can use this sheet to develop one of their own experiences relevant to students. Team-Based Challenges are meant to be part of a Pathway course, so matching the challenge to a specific Pathway is critical to this work. Feel free to make a copy of the Google sheet document and fill in the tabs with the appropriate information. This resource provides all the necessary components that qualify as an ISBE Career Pathway Endorsement approved Team Based Challenge. Use the above step to complete the form. This is just a resource for further use, and does not have to be completed for the purposes of this course. It is simply a secondary resource to use in the future.