



**Rochester City School District
2018-2019 Student Learning Plan for Work Based Learning**

Student: _____
 Work Site/Company: _____
 Phone Contact: (____) _____

WBL Experience: _____
 Employer Supervisor: _____
 E-mail Contact: _____

Directions: Employer and student should agree on the employability skills and industry skills the student will learn or has learned on the job. Check off all that apply. If applicable, add specific industry skills in the spaces provided.

Employability Skills (check targeted skills)

Business/Industry Skills (based on program)

<input type="checkbox"/> Dependable in attendance/punctuality	<input type="checkbox"/> Health and safety: understands and complies with health and safety rules for the workplace
<input type="checkbox"/> Dresses appropriately for the workplace/Personal hygiene appropriate for position and duties	<input type="checkbox"/> Technology: use job-related tools, technologies and materials appropriately
<input type="checkbox"/> Takes initiative/works independently as necessary; uses time effectively	<input type="checkbox"/>
<input type="checkbox"/> Quality of work—gives best effort and strives to improve work performance/meet quality standards	<input type="checkbox"/>
<input type="checkbox"/> Knowledge of workplace—understanding of work place policy and ethics; company mission	<input type="checkbox"/>
<input type="checkbox"/> Response to supervision: accepts constructive criticism; demonstrates flexibility when work changes	<input type="checkbox"/>
<input type="checkbox"/> Communication skills: communicates effectively and appropriately (oral, written); asks questions when necessary and listens for understanding	<input type="checkbox"/>
<input type="checkbox"/> Cooperates with others: Effectively works as a member of a team; interacts in a courteous and respectful manner; appreciating diversity in other people	<input type="checkbox"/>
<input type="checkbox"/> Critical thinking: solves problems and makes decisions based on research and information as needed	<input type="checkbox"/>
<input type="checkbox"/> Takes responsibility for personal learning: identifies strengths and weaknesses, identifies and monitors goals	<input type="checkbox"/>
<input type="checkbox"/> Reads with understanding: read variety of print material, applying and managing information within	<input type="checkbox"/>
<input type="checkbox"/> Solves problems using math: works with mathematical information and applies skills to solve problems	<input type="checkbox"/>
<input type="checkbox"/> Grit: Perseveres through challenges, does not give up	<input type="checkbox"/>

Additional experiences to be gained: _____

Student Signature

Date

Employer/Supervisor Signature

Date

Work-Based Learning Coordinator or RCSD Representative Signature

Date