Work-Based Learning

Resources

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Get Started with Work-Based Learning

Work-based learning is an instructional strategy that helps students connect what they are learning in class with what is expected in the working world by giving them an opportunity to work and learn from industry professionals.

Resources

• Work-Based Learning Plan Template
• Work-Based Learning Tracking Spreadsheet
• Business Partner Interest Survey
• Professional Dress Guidelines

Career Fair

Career fairs bring together business partners from a variety of careers to share information about their company, their job, and what education, skills, and knowledge are required for success in their careers.

Teacher Resources

• Career Fair Planning Timeline
• Career Fair Request Email
• Career Fair Confirmation Email 4-Weeks Before
• Career Fair Confirmation Email 1-Week Before
• Career Fair Thank You Email

Student Resources

• Career Fair Research Activity
• Career Fair Notes
• Career Student Reflection
• Career Fair Student Thank You Note

Guest Speaker

Guest speakers are industry professionals who share information about their industry, company, career path, and the knowledge and skills required to pursue and be successful in their career.

Teacher Resources

• Guest Speaker Planning Timeline
• Guest Speaker Request Email
• Guest Speaker Confirmation Email 4-Weeks Before
• Guest Speaker Confirmation Email 1-Week Before
• Guest Speaker Thank You Email

Business Partner Resources

• Guest Speaker Training and PowerPoint Template

Student Resources

• Guest Speaker Research Activity
• Guest Speaker Student Reflection
• Guest Speaker Student Thank You Note

Informational Interview

Informational interviews offer students an opportunity to practice their communication skills by initiating contact with a business professional and interview them to learn more about their industry, company, and career path.

Teacher Resources

• Informational Interview Planning Timeline
• Informational Interview Request Email
• Informational Interview Confirmation Email 4-Weeks Before
• Informational Interview Confirmation Email 1-Week Before

Student Resources

• Informational Interview Student Timeline
• Informational Interview Finding Business Partners
• Informational Interview Phone Etiquette and Scripts
• Informational Interview Student Reflection
• Informational Interview Student Thank You Note
Worksite Tour

Worksite tours allow students to visit a company's workspace and see the environment, expectations, and requirements of the workplace, professions, and industries up-close.

Teacher Resources
- Worksite Tour Planning Timeline
- Worksite Tour Request Email
- Worksite Tour Confirmation Email 4-Weeks Before
- Worksite Tour Student Registration and Permission Form
- Worksite Tour Confirmation Email 1-Week Before
- Worksite Tour Student Guidelines
- Worksite Tour Thank You Email

Business Partners Resources
- Worksite Tour Host Profile
- Worksite Tour Host Checklist and Tips

Student Resources
- Worksite Tour Research Activity
- Worksite Tour Student Reflection
- Worksite Tour Student Thank You Note

Job Shadow

Job shadows allow students to spend time one-on-one with an employee observing and participating in their daily activities to learn more about their job and a typical workday.

Teacher Resources
- Job Shadow Planning Timeline
- Job Shadow Request Email
- Job Shadow Reservation Form
- Job Shadow Student Interest Form
- Job Shadow Confirmation Email 4-Weeks Before
- Job Shadow Participation Consent Form
- Job Shadow Confirmation 1-Week Before
- Job Shadow Student Guidelines
- Job Shadow Thank You Email

Business Partner Resources
- Job Shadow Host Profile
- Job Shadow Training

Student Resources
- Job Shadow Student Agreement
- Job Shadow Research Activity
- Job Shadow Student Reflection
- Job Shadow Student Thank You Note

Resume Review

Resume review activities allow students to get feedback from business professionals as they prepare their resumes for mock interviews and internships.

Resources
- Student Resume and Cover Letter
Mock Interview

Mock interviews allow students to practice their interviewing skills and get feedback from business partners.

Teacher Resources

- Mock Interview Planning Timeline
- Mock Interview Request Email
- Mock Interview Confirmation Email 4-Weeks Before
- Mock Interview Confirmation Email 1-Week Before
- Mock Interview Rating Sheet
- Mock Interview Sample Questions
- Mock Interview Thank You Email
- Mock Interview Resume Writing Presentation

Business Partner Resources

- Mock Interview Training

Student Resources

- Mock Interview Sample Job Description
- Mock Interview Student Application
- Mock Interview Research Activity
- Mock Interview Student Reflection
- Mock Interview Student Thank You Note

Internships

Internships allow students to apply and further develop the skills they need to be successful in college and career as well as provide value to their internship host.

Internship Resources

- Designing a Great Virtual Internship
- NAF Virtual Internship Planning Considerations
- NAF Virtual Internship Planning Resources
- Work and Learning Plan
- Converting Jobs to Internships Checklist
- The Value of High School Internships
- NAF Internship Assessment
- Virtual Internships Video
- Jobs to Internships Video

Internship Alternatives Resources

- Internship Alternative Work and Skill Plan
- Project of Value Planning
- NAF Internship Assessment
- CTSO Project Video
- Service-Learning Video