



# Work-Based Learning Experience Wage Reimbursement Curriculum

**Total Units: 20 (10 Hours Total)**

This curriculum focuses on providing students with the skills and knowledge needed to succeed in a work-based learning environment. The curriculum ensures that students are prepared for their work placements by providing pre-placement training, support during their experience, and follow-up sessions to assess progress and learning outcomes.

## **Session 1: Introduction to Work-Based Learning & Wage Reimbursement - 1 Unit (30 Minutes)**

**Goal:** Provide an overview of the Work-Based Learning Experience and Wage Reimbursement program.

### **Topics Covered:**

- Overview of work-based learning (WBL) and its importance.
- Understanding the role of wage reimbursement for students.
- Benefits of work experience in skill development and career readiness.

### **Activities:**

- Group discussion: What are work-based learning experiences?
- Introduction to the wage reimbursement process: How it works and what students can expect.

**Outcome:** Students will understand the purpose of the Work-Based Learning Experience and the role of wage reimbursement in supporting their work placements.

## **Session 2: Job Search and Career Exploration - 2 Units (1 Hour)**

**Goal:** Help students explore career interests and begin their job search process.

### **Topics Covered:**

- Identifying career interests and aligning them with job opportunities.
- Searching for job placements that match career goals.
- Resume writing and interview preparation.

### **Activities:**

- Career assessment tools to help students identify interests and strengths.
- Resume-building workshop and mock interview practice.
- Job search strategy session, including online resources and local opportunities.

**Outcome:** Students will be equipped with the tools to search for relevant work-based learning opportunities and prepare for interviews.

### **Session 3: Workplace Expectations & Professionalism - 2 Units (1 Hour)**

**Goal:** Prepare students to meet workplace expectations and develop professionalism.

#### **Topics Covered:**

- Professional behavior in the workplace (punctuality, dress code, communication).
- Understanding workplace culture and etiquette.
- Building positive relationships with coworkers and supervisors.

#### **Activities:**

- Role-playing scenarios to practice workplace behaviors (e.g., arriving on time, communicating professionally).
- Group discussion on what constitutes professionalism in different fields.
- Case studies on handling workplace challenges (e.g., conflict resolution, giving and receiving feedback).

**Outcome:** Students will understand workplace expectations and be prepared to demonstrate professionalism in their work placements.

### **Session 4: Developing Soft Skills for Success - 3 Units (1.5 Hours)**

**Goal:** Enhance students' soft skills to ensure success in the workplace.

#### **Topics Covered:**

- Communication skills: Active listening and effective speaking.
- Time management: Organizing tasks and meeting deadlines.
- Problem-solving and teamwork: Collaborating with others and solving workplace challenges.

#### **Activities:**

- Group exercises on effective communication and active listening.
- Time management workshop: Prioritizing tasks and managing time effectively.
- Problem-solving activity: Working in teams to solve real-world workplace challenges.

**Outcome:** Students will develop essential soft skills that contribute to success in their work-based learning experience and future careers.

### **Session 5: Job Shadowing and Hands-On Experience - 4 Units (2 Hours)**

**Goal:** Provide students with an opportunity to experience real workplace settings and apply their skills.

#### **Topics Covered:**

- Shadowing professionals to observe their work and responsibilities.
- Hands-on experience in a supervised work environment.
- Learning how to integrate into a team and contribute to daily tasks.

**Activities:**

- Job shadowing in a workplace setting.
- Participation in supervised tasks and projects.
- Group reflection on what was learned during job shadowing.

**Outcome:** Students will gain direct exposure to the workplace, understand job roles, and practice applying their skills in a real-world environment.

**Session 6: Work-Based Learning Assessment & Feedback - 3 Units (1.5 Hours)**

**Goal:** Assess students' progress in their work-based learning experience and provide feedback for improvement.

**Topics Covered:**

- Self-assessment of skills learned during the work-based learning experience.
- Feedback from supervisors and peers on performance.
- Identifying areas for improvement and setting goals for continued development.

**Activities:**

- Student self-assessment: Reflect on the work-based learning experience and progress made.
- Supervisor feedback session: Discuss strengths and areas for improvement.
- Goal-setting workshop: Establish personal and professional goals for the future.

**Outcome:** Students will reflect on their learning progress, receive constructive feedback, and develop a plan for continued growth and improvement.

**Session 7: Post-Placement Career Development & Networking - 3 Units (1.5 Hours)**

**Goal:** Prepare students for the next steps in their career development after completing their work-based learning experience.

**Topics Covered:**

- Creating a professional portfolio and updating resumes with work experience.
- How to leverage work-based learning experiences in future job searches.
- Networking strategies and using professional connections for career advancement.

**Activities:**

- Resume-building workshop: Incorporating work-based learning experience into resumes.
- Networking exercises: Practicing how to network and connect with professionals.
- Group discussion on next steps: Exploring career paths and job opportunities after the placement.

**Outcome:** Students will have a polished resume and be ready to apply their work-based learning experience to future career opportunities.

## **Session 8: Wage Reimbursement Review and Program Wrap-Up - 2 Units (1 Hour)**

**Goal:** Review the wage reimbursement process and close out the program with a reflection on student achievements.

### **Topics Covered:**

- Review of the wage reimbursement process and the timeline for payments.
- Discussing how students can use the program's resources to continue their career development.
- Final reflections on the program experience and accomplishments.

### **Activities:**

- Review the payment process for employers and students.
- Program evaluation: Students share feedback on their experience.
- Closing discussion: Reflecting on growth and next steps for career and personal development.

**Outcome:** Students will understand the wage reimbursement process, reflect on their work-based learning experiences, and be prepared for continued career development.