



WORK-BASED LEARNING EXPERIENCE DEVELOPMENT (557X) SYLLABUS

Course Title:

Work-Based Learning Experience Development

Duration:

Eight units per participant, totaling four hours, delivered in 30-minute sessions

Instructor:

TBD

Course Overview

The **557X: Work-Based Learning Experience Development** program provides participants with **hands-on career exploration, workplace training, and professional skill-building opportunities**. Through **structured work experiences, mentorship, and guided career development**, participants gain the **confidence, competencies, and industry exposure necessary to transition into the workforce**. This program focuses on **real-world learning, career discovery, and skill application**, ensuring that individuals **engage in meaningful employment experiences that align with their long-term career goals**.

Course Objectives

By the end of this program, participants will be able to:

- Understand **workplace expectations, roles, and responsibilities**
 - Develop **job-specific and transferable professional skills**
 - Apply **effective communication, teamwork, and problem-solving strategies**
 - Gain **real-world exposure to different industries and career pathways**
 - Learn how to **navigate workplace challenges and advocate for support**
 - Transition from **work-based learning to long-term employment opportunities**
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Session Breakdown

Session One: Introduction to Work-Based Learning

Duration: One unit, 30 minutes

Topics Covered:

- Overview of **work-based learning and career exploration**
- Understanding **the purpose and expectations of workplace training**
- Identifying **personal career interests and workplace readiness goals**
- Introduction to **professional etiquette and workplace conduct**

Outcome:

- Completed **Career Interest and Readiness Assessment**

Session Two: Professional Communication & Workplace Etiquette

Duration: Two units, one hour

Topics Covered:

- Understanding **workplace communication norms and expectations**
- Developing **verbal, non-verbal, and written communication skills**
- Practicing **customer service, email etiquette, and workplace interactions**
- Engaging in **role-playing exercises for professional communication**

Outcome:

- Improved **workplace communication and interpersonal skills**

Session Three: Workplace Readiness & Skill Development

Duration: One unit, 30 minutes

Topics Covered:

- Developing **time management and organizational skills**
- Understanding **teamwork, collaboration, and conflict resolution**
- Exploring **workplace adaptability and professional growth strategies**
- Learning **job-specific skills related to assigned work experiences**

Outcome:

- Completed **Workplace Readiness and Skills Action Plan**

Session Four: Career Exploration & Industry Awareness

Duration: One unit, 30 minutes

Topics Covered:

- Researching **different career paths and job opportunities**
- Understanding **job roles, industry requirements, and salary expectations**
- Exploring **apprenticeships, internships, and job shadowing opportunities**
- Identifying **career advancement pathways and long-term job stability**

Outcome:

- Personalized **Career Exploration Plan**

Session Five: Resume Building & Job Search Strategies

Duration: One unit, 30 minutes

Topics Covered:

- Essentials of **resume writing and tailoring applications for specific industries**
- Understanding **job applications, cover letters, and interview techniques**
- Using **job search platforms and networking strategies**
- Practicing **mock interviews and employer engagement**

Outcome:

- Completed **resume draft and job application toolkit**

Session Six: Workplace Challenges & Self-Advocacy

Duration: Two units, one hour

Topics Covered:

- Navigating **workplace challenges and professional expectations**
- Understanding **reasonable accommodations and ADA workplace rights**
- Learning **how to request accommodations and support**
- Engaging in **role-playing exercises for self-advocacy in the workplace**

Outcome:

- Finalized **Workplace Advocacy and Adaptability Plan**
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Materials Needed

- Notebook and pen for notes and career planning
 - Access to **job search platforms and professional networking tools**
 - Resume templates and interview preparation materials
 - Workplace role-playing and communication exercises
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Assessment and Success Metrics

Participants will be evaluated based on:

- Completion of a **Career Interest and Readiness Assessment**
 - Demonstrated **understanding of workplace communication and etiquette**
 - Development of a **resume and personalized job search plan**
 - Engagement in **mock interviews and workplace training exercises**
 - Understanding of **self-advocacy and workplace accommodation strategies**
 - Completion of a **Personalized Work-Based Learning Plan**
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Follow-Up and Ongoing Support

- Continued **mentorship and workplace coaching**
- Access to **job placement services and employer partnerships**
- Career advancement guidance and long-term employment support