

HOLMDEL TOWNSHIP SCHOOL DISTRICT

"A COMMITMENT TO EXCELLENCE"



Holmdel High School
36 Crawfords Corner Road
Holmdel, NJ 07733
tel: 732-946-1832
fax: 732-946-0093

Dear Prospective Mentor,

The Work Based Learning (WBL) program was created to provide high school seniors with real world, workplace experience prior to their graduation. Your mentorship through the program gives our students an opportunity to apply their skills and career interests in a hands-on work experience.

Attached you will find documents that will give you an overview of the WBL program and expectations for our students and mentors. Please review the documents and reach out with any questions or concerns so our students can have the best possible experience over the 8-10 week program.

It is critical that our students are supervised at all times while at your facility and are not left alone. Our students will be an extra set of hands and a help to your business, not a hindrance. You will assign them tasks, mentor them, and help them get real world experience that will help them navigate through their career choices.

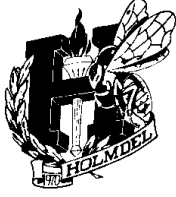
My goal is to visit each location a few times over the 8-10 week WBL experience. At each visit I would like to discuss the student's progress and get a sense of how the mentorship experience is progressing.

Please feel free to contact me anytime if you have a question about our school, the WBL program, your student, or anything else. I can be reached via cell 917-282-3256 and school email ECohen@Holmdelschools.org. I look forward to working with you to provide Holmdel High School's finest students the very best educational experience.

Sincerely,



Elliot Cohen
Holmdel High School
Work Based Learning Coordinator
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Purpose and Description of the Work Based Learning Program

Purpose: Work Based Learning (WBL) is a part of senior year at Holmdel High School. The WBL program was formulated with the intent of providing a collaborative learning experience and research project for the student. Through this program, the seniors of Holmdel High School are given the opportunity to work on projects and activities affiliated with a business in Monmouth County and throughout the state.

Description: The WBL program places a senior in a business setting for an eight to ten week period. Students are responsible to report to their mentorship based on your business needs and are flexible week to week. Each Friday students will attend a regular classroom component where additional work and assignments are added to their week (flexible).

The WBL experience is meant to be a collaborative involvement in which the student and mentor will work toward stated goals. Because the mentor will be providing practical knowledge and experience, it is important that the student be guided carefully, but at the same time be given responsibility and some independence. In some cases, the student may work as a mentor. The collaborative arrangement will be dependent on the needs of the mentor and the student.

Prior to the beginning of the semester when the senior student is scheduled for the WBL program, the student and mentor will meet to discuss potential projects and goals. This meeting, which should be considered an informal interview, will also give both the mentor and student the opportunity to decide whether the proposed collaboration is an appropriate one. Once a commitment is made, the student should be provided with any relevant background information on the business so as to enhance the preparation for the mentorship experience. Finally, the students and mentor should decide on the particular work-based learning experiences and activities that will constitute the program. This information must then be recorded on the "Mentorship Agreement" form. Once on site, the student will maintain a sign in sheet, a daily log and a notebook in which information about the WBL experiences and activities are recorded. This notebook will then serve as the student's resource for the preparation of a capstone project and a formal presentation. The mentor will be provided with a detailed schedule of the due dates for the Holmdel senior to complete the various aspects of the project.



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- A mentor will: sign a weekly time sheet to indicate that the student has completed the required hours once the mentorship begins.
- The student will be supervised by Holmdel Schools WBL Coordinator who will also act as liaison between the mentor and the school. Mentors should contact the Coordinator with any questions or concerns.
- Each student is expected to develop, write, and produce his/her capstone project and self-evaluation.
- The student is expected to accept responsibility for his/her behavior, punctuality, and assignments.
- The student is expected to demonstrate knowledge of and sensitivity to cultural differences in the workplace and in the community.
- Each student in conjunction with the mentor, must complete a contract form. All parties (student, parents, mentorship coordinator, and mentor) will sign the senior mentorship contract agreement.
- Attendance and punctuality are important. The student will work a total of approximately 8 hours per week. A student may not be paid for his/her project work.
- The student will keep a log on site, devoting five to ten minutes at the end of each day to indicate that day's activities.
- The student will also write a final evaluation and produce a multimedia presentation. These materials are not to be worked on during mentorship hours.
- The student is bound by a carefully delineated set of guidelines. Failure of the student to comply with these guidelines can jeopardize successful completion of the project and the student's grade.