

Work-based learning is a unique learning experience. You will be incharge of making this experience the best you can. A few things will be required of you throughout the semester. **Please read everything carefully and I will answer any questions.**

Day 1 to do:

1. Take home all the legal forms. These are due back by Friday or you can not be in the program.
2. Identify career interests that you have. List below two career interests you have and that you would like to explore.
 - a.
 - b.
3. Identify two businesses in town that you would be interested in using for this work experience. There are a list of a few businesses contacts on [the website](#).
 - a.
 - b.

Day 2:

1. Contact the business you are interested in going to. Explain the program to them, explain they have to sign this paper. You will hopefully start Monday, but whatever works best for them we will work with. Read all instructions for today so you can answer all the questions below. After you finish answer the following questions:
 - a. How did the phone call go?
 - b. What did you and the employer agree on?
 - c. Is there anything Ms.Walmsley should know about your placement (you can only go certain days, etc.)
 - d. What are the businesses expectations for a professional work environment?
 - e. What should you wear to that worksite?
 - f. What is their application process like for employees if you were applying for a full job there?
 - g. What are you most and least looking forward to with this job?

Day 3:

Now that you have identified a work experience, you will need to answer the following and read the procedures for this semester.

1. Read through program [expectations here](#).

- a. Important to note:
 - i. If you are gone you have to tell your employer you will be gone
 - ii. Each week you will need record your hours and have the employer sign off.
 - iii. On or before the first of the month you must submit your [weekly time](#) cards on canvas.
 - iv. On or before the first of the month you will need to submit your [learning outcomes](#) on canvas.
2. Identify 3 goals you have for this experience. Make them good realistic goals!
 - a.
 - b.
 - c.
3. Complete a resume that you can use for this experience and in the future.
4. Email Ms.Walmsley where you will be working and turn in all completed canvas documents.