



Fall 2025 Assignments & Meeting List

August 2025

August 13, 2025 - **MANDATORY** Orientation Meeting

(Attend during your first WBL block of the day. **Plan to stay the entire block**)

August 15, 2025 - **All Paperwork** must be turned in. *WBL will be removed from schedule if no job is obtained by this date and the paperwork has not been turned in.*

August 29, 2025

1st Sem Student: Job Application (document & completed brochure)

2nd Sem Student: Headshot (professional picture)

3rd & 4th - Online Portfolio/Booth Creation

September 2025

September 5, 2025 - August Timesheet Due (MUST BE SIGNED BY EMPLOYER)

September 10, 2025 - **Mandatory** WBL Meeting

September 26, 2025

1st Sem Students - Cover Letter (document & completed brochure)

2nd Sem Students - Business Card

3rd & 4th - Online Portfolio/Booth Check

October 2025

October 3, 2025 - September Timesheet Due (MUST BE SIGNED BY EMPLOYER)

October 22, 2025 - **Mandatory** WBL Meeting

October 31, 2025

1st Sem Students: Resume (document & completed brochure)

2nd Sem Students: Create Online Portfolio

3rd & 4th - Online Portfolio/Booth Check

November 2025

November 7, 2025 - October Timesheet (MUST BE SIGNED BY EMPLOYER)

November 12, 2025 - **Mandatory** WBL Meeting & You Science Analysis Due

November 13, 2025 - CareerReady Expo (Attendance Mandatory)

** Anyone planning on continuing in WBL for the Spring 2025 must make a commitment by the end of NOVEMBER.*

December 2025

December 3, 2025 - **Mandatory** WBL Meeting

December 5, 2025 - November & December Timesheets Due

(MUST BE SIGNED BY EMPLOYER. December/May should be the estimated time you will be at work since school is out before the end of the month. Discuss and agree on this with your supervisor before they sign the timesheet)

FINAL EXAM MAY BE GIVEN IF ALL OF THE ABOVE ARE NOT COMPLETED

ALL DATES AND ASSIGNMENTS ARE SUBJECT TO CHANGE AT WBL COORDINATORS DISCRETION.

CHECK YOUR EMAIL DAILY FOR COMMUNICATION FROM WBL. THIS IS VERY IMPORTANT FOR YOUR SUCCESS IN WBL
REMEMBER LATE WORK WILL ONLY BE ACCEPTED FOR A REDUCED GRADE TWO DAYS AFTER THE DUE DATE. LATE WORK WILL NOT BE ACCEPTED PAST THE TWO DAY.