

WORKBOOK COMPLETION GUIDELINES

Keep this workbook in a secure location for the duration of the semester/term. In order to receive credit for this course, the workbook must be completed and submitted to your instructor by all established deadlines.

Getting Started:

1. Attend your instructor's work based learning (WBL) **orientation** and complete the **Worksite Information/Semester Deadlines** and the **Orientation Checklist**.
2. **Read, Sign, and Date** all required **WBL Agreements**. Make sure your supervisor has a chance to read, sign, and date the agreements as well. **These agreements must be signed before you begin counting work hours for this course.**

During Your Work Experience:

3. The employer, the college, and the student, will develop Measurable Learning Objectives (MLOs) or may utilize a Job Description. Complete the **Measurable Learning Objectives (MLOs) Worksheet** during the first few weeks of your work experience. Your supervisor and instructor should approve these MLOs before you begin working on them.

The **minimum** number of MLOs that must be completed and evaluated are:

- a. 160 contact hours (1 SHC) - 1 MLO
- b. 320 contact hours (2 SHC) - 2 MLOs
- c. 480 contact hours (3 SHC) - 3 MLOs

The **job description** is a list of general tasks, or functions, and responsibilities of a position, available through resources such as those provided by the Department of Labor or created by the employer and/or by college staff in collaboration with the employer. The job description may be utilized as a substitution for MLOs.

4. Record your work hours on the **Work Hours/Time Report**. At the end of each month, you and your supervisor should verify/ sign your work hours.
5. Arrange a day and time for your instructor to meet with you and your supervisor at your worksite. Alternative methods of consultation with the employer and student may be utilized if a physical visit is not feasible. Your instructor will tell you which week to schedule the meeting during orientation. (This visitation normally takes place during midterm and is combined with your midterm evaluation.)

During Your Final Week(s):

6. Have your supervisor complete and sign the **employer evaluation**.
7. Complete and sign your **self-evaluation**.
8. Submit your **completed workbook** before or on the due date set by your Instructor. This must be no later than the last date of classes for the semester. The workbook must contain all required signatures and documentation. Failure to submit completed workbooks will result in the grade of an F or an I (incomplete) for the course.

Your instructor may require additional assignments, such as a daily journal or work log, short papers, or additional worksheets.