

Work-Based Learning Instructions

You have been given a packet to get you started in the Work-Based Learning class. This packet includes:

1. The Work-Based Learning Plan Instructions.
2. The Training Plan Agreement – I need to have this form back before I can give credit for any work hours. It must be signed by the student, a parent and a supervisor from the place of employment. Once completed, Students can take a picture of both sides of this form and email it to me.
3. Student Timesheet- The time sheet needs to be signed by the student and a supervisor. Please make sure that you turn in your signed timesheet to me at the end of each work week (Sunday – Saturday). If timesheets are not turned in within a week, your hours may not be able to be counted for attendance. I recommend that you take a picture of your signed timesheet and email it to me on Sunday. This way we know that your hours will be credited to you on time. My email address is mrood@findlaycityschools.org.
We are hoping to move the timesheets to a digital platform soon, be watching for this announcement!
4. How Work-Based Learning Hours Are Used – This explains how hours are counted for attendance and for academic elective credits.

Sometime during the first Semester, students will be asked to complete a self-evaluation based on the outcomes listed on the agreement form. The employer will also complete an evaluation. The student and I will sit down and go over the evaluations and write goals to help the student improve in areas that are determined to be their weaker areas. We will then evaluate how the student is progressing with their goals during the second semester.

Mrs. Rood
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