

Work-Based Learning Instructions

You are being given this packet to get you started in the Work-Based Learning class. This packet includes:

1. The Work-Based Learning Plan Instructions - this sheet.
2. How Work-Based Learning Hours Are Used – This explains how hours are counted for attendance and for academic elective credits.
3. The Training Plan Agreement – **I need to have this form and MEET WITH YOU 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, turn in to Mrs. Rood, or students can take a picture of both sides of this form and email it to mrood@findlaydigitalacademy.com.
4. Student Timesheet - The time sheet needs to be signed by the supervisor. 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.**
These can be submitted on paper (attached) or digitally.
If submitting on paper, 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@findlaydigitalacademy.com .
If submitting digitally, you will get a login upon enrollment to fill out, sign, and submit your timesheet from your phone.
5. All WBL students will complete the Ohio Mean Jobs Readiness form. These are due to Mrs. Rood with 30 days of enrolling in WBL. See further directions in the packet.

ALL STUDENTS WILL BE REQUIRED TO MEET WITH MRS. ROOD EITHER IN PERSON OR VIRTUALLY BEFORE ANY WORK BASED LEARNING HOURS ARE CREDITED.

During the first semester, the employer will also complete an evaluation. The student and I will 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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