

**Weaving Together Academic Learning and Work-Based Learning
Connecting Activities Conference, November 29, 2007
Agenda**

Welcome and Introduction

Models from the Berkshire County Internship Programs

Reflection Activity #1

Examples from Work-Based Learning Plans

- *Weaving Together Academics and Work-Based Learning -- Through the Work-Based Learning Plan*

Examples from Connecting Activities Proposals

- *Weaving Together -- Through School, Business and Community Partnerships*

- *Weaving Together -- Through Professional Development, Seminars and Workshops*

Reflection Activity #2

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Reflection
Weaving Together Academic and Work-Based Learning

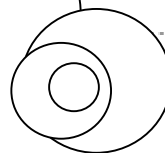


Great ideas

*Specific models * Internship ideas * Workshop topics*

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Conclusions – what are the **key elements** or **broad principles** for building an environment where academic and work-based learning can be woven together effectively?



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Weaving Together Academic Learning and Work-Based Learning Through the Work-Based Learning Plan

Wherever possible, look for opportunities to highlight academic skills in the Work-Based Learning Plan and look for opportunities to enrich the job or internship with research, writing, reading, technology or math-related projects and activities. The following list of examples comes from the online bank of sample Work-Based Learning Plans and highlights the following skills:

- Research and Analysis
- Collecting and Organizing Information
- Writing
- Reading
- Mathematics and Numeric Analysis
- Computer Technology
- Teaching and Instructing
- And more...

Job Title	Skill Task/Description
Research and Analysis	
History Department Admin. Assistant	Research online materials and make recommendations to staff. Research websites and help staff to develop assignments.
Legal Assistant	Researching/writing for cases
Physical Therapy Intern	Present a case study to better understand the process from the diagnosis to the development of a treatment plan.
Police Department Intern	Research crime statistics, and work with crime prevention officer.
Wellness Center Intern	Conduct research on topics such as fitness and wellness of pregnant women, and the use of nautilus and weight machines, using the "PT on the Net" website, and present findings to the center director.
Collecting and Organizing Information	
Chef	This is important in making an inventory check and placing orders for the following weeks.
Classroom Teaching Assistant	Create, organize, update, and maintain bulletin board display pertaining to current lessons every eight weeks.
Construction Coop Student	Assembling, organizing, and binding various documents for submission to contractors.
Curatorial Intern	Take an inventory of the museum collections, in order to gather information such as item description, appearance, quality/condition, date of origin, quantity, etc. in order to create a catalog for all collections.
History Department Administrative Assistant	Maintain J Hall display case, creating and coordinating a series of displays.
Horticulture On-Site Intern	Plan ahead for plant sale. Schedule what to grow and when to order materials. Compose inventory of materials on hand. Order needed materials.
Legal Assistant	Client intake (information for file)
Nursing Assistant / Volunteer	Collect patient information and place them in the correct area (waiting room or emergency department) while awaiting a nursing assignment and advise appropriate staff of situation.
Operations Assistant	Assist with rosters, filing, and soloist itinerary

Physical Therapy Intern	Become familiar with medical terminology related to anatomy. Learn and implement procedure for completing medical charts.
Sign Language Program Intern	Student will plan and prepare at least one group activity per month. Develop an understanding of various speech/language disorders.
Theatre Intern	Collect and organize information relating to auditions, props and cast member schedules.
Wellness Center Intern	Observe director and trainers as they conduct Special Attention Visits in personal training, including eliciting medical history as well as conducting fitness assessment and goal setting. Become familiar with a fitness program for students with special needs. Use corporate database to determine member status and assist with updating, maintaining, and organizing membership files.

Writing

Curatorial Intern	Entering description of artifacts onto an Excel sheet for catalog purposes. Addressing and mailing invitations for upcoming events.
Education Intern	Student helps students edit their writing.
Horticulture On-Site Intern	Recommend improvements for future sales.
Journalism Intern	Occasional interviews and story with direction from editor. Editing calendar selections.
Legal Assistant	Drafting documents and memos
Legal Intern	Review factual patterns and assist in drafting of correspondence to clients, demand letters, complaints and other pleadings. Review factual patterns and assist in drafting of interrogations and document requests.
Operations Assistant	Assist with correspondence.
Sign Language Program Intern	The student will write a brief summary of the observed therapy session including goals presented and student response.

Reading

Auto Body On-Site Intern	Ability to read vehicle manuals, equipment manuals, manufacturer's specifications, and safety manuals as needed to repair vehicle safely and correctly.
Basketball Ref / Scorer / Timer	Learn all relevant rules of basketball in order to perform job as referee.
Day care assistant	To participate in storytime with the children, engaging them in reading-related activities.
Field Intern	Review relevant literature on fish biology and fishery science.
Office Assistant	Proofread program book.
Pediatric Unit Intern	Read to and play with pediatric patients.
Physical Therapy Intern	Read material suggested by the therapist on subjects such as diagnosing and treating students.
Production / News Assistant	Rundowns are very important during the news. This piece of paper tells us what stories are in the show and what order they are running. It also shows which anchor is reading the story and from what videotape machine the story is rolling. This rundown is distributed to each member involved with the news. Intern is learning how to read and interpret this paperwork.
Teacher Assistant, Kindergarten	Read stories to children using proper storytelling techniques.

Mathematics and Numeric Analysis

Accounting Intern	Receive the monthly phone bill, allocate costs to the appropriate departments, and distribute an accurate bill to each department
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Auto Body On-Site Intern	Successful use of steel rulers, tape measure, ruler, combination square. Identify and use inside/outside caliper; feeler gauge; hole gauge; telescoping snap gauge; vernier caliper; outside/inside micrometer; depth indicator gauge; and dial indicator.
Bank Teller Intern	Analyze debits and credits to prove cash drawer. Use addition and subtraction for transactions. Prove cash daily. Prepare balancing sheets.
Cashier / Customer Service Associate	Use calculators to efficiently count the end of the night's revenue. Make sure that the numbers balance.
Chef	Pricing and item totaling.
Construction Tech On-Site Intern	Apply basic carpentry math principles; determine true measurements from a print using an Architect's scale; Demonstrate measuring and layout procedures and applications.
Counselor	Keeps score for pool tournaments, board games.
Electrical Wiring Senior On-Site Intern	Use mathematical skills and processes to solve problems in the electrical wiring field.
Entrepreneurship Program	Students will apply mathematical skills to a real life business venture, working to maintain financial stability within their created company, as well as to understand the analysis of these finances in order to create the most profit.
Horticulture On-Site Intern	Counting change back to customers; analyze sales; analyze sales outcome vs. expenditures.
Legal Assistant	Review settlement statements for accuracy.
Membership Desk Staff	To accurately perform all tasks concerning costs of membership.
Operations Assistant	Assist with travel expenses and payrolls

Weighing and Pricing

Produce Clerk	Student will set tare weight amount for container and deduct from actual produce weight to ensure accurate pricing of produce.
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Measuring and Recording

Allied Health On-Site Intern	Measuring an oral temperature and electronic temperature; measuring axillary temperature; measuring a tympanic temperature; counting the radial pulse; counting the respirations; taking the blood pressure; measuring height and weight. Use standard precautions while providing care.
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Computer Technology

Administrative Assistant	Enter and maintain statistical information on computer databases. Maintain work order records and distribution records. Assist in materials inventory.
Advertising / Marketing Intern	Use Microsoft applications: Excel for appointment requests; Word for letters, transcribe minutes and mailings; Publisher for redesign of profile sheets that include adding pictures, update events and new copy.
Communication Intern	Using Adobe program, edit television programs, including timing of clip sequence with titles, as well as cutting, pasting and propping with information. Demonstrate proficiency in editing and message design.
Construction Coop Student	Use of various computer programs to print drawings, generate and label CDs, print labels, etc.
Graphics On-Site Intern	Apply computer technology to demonstrate effective pre-press practices. Use advanced features in writing/publishing applications such as QuarkXPress, Adobe Illustrator, MS Word, Adobe Photoshop; use advanced features in Microsoft Excel. Demonstrate responsible use of technology and an understanding of ethics and safety issues in using electronic media.
History Department Admin.Assistant	Assist in project development including Power Point presentations. Create databases to catalog social studies materials.

Horticulture Assistant	Engrave plant labels with botanical names, common names and family names from computer database.
Illustrator Assistant	Assistant will draw and illustrate using Macintosh computers and related software (Adobe Photoshop and Adobe Illustrator) as well as other related equipment such as scanners and printers.
Law Intern	Assist attorney with daily legal research using the internet, telephone and legal publications. Create forms, documents and templates for use in multiple practice areas, also assist with file management and organization such as office mailings, copying and related tasks.
Parish Administrator Aide	Responsible for updating the church website.
Production Assistant	Update classified ads on the web. Proofread ads.
Real Estate Office Intern	Searches MLS listings. Performs mail merges in Excel for agency clients.
Retail Clerk	Data entry, reviewing inventory, pricing, ordering, and invoicing.
Student Assistant	Develop design and coordinate "Image Materials" including business cards, letterhead, envelopes, marketing materials and forms. Design and edit "It Works" electronic newsletter. Increase distribution. Online research.
Teacher Assistant	Identify appropriate websites for elementary students on specific subjects requested by the teacher. Assist students on the computers as needed. Design student worksheets and materials.
Teaching Intern, Second Grade	Children use computers to supplement classroom subjects (social studies, science). Intern researches sites and assists children.
Theatre Intern	Enter and maintain files in a database to be used for letter mailings, labels, press releases, audition applicants and membership tracking information.

Teaching and Instructing

Fire Department Intern	Assist with educating daycare, preschool, and elementary level students about fire safety through the SAFE program.
Human Services Assistant	Play trivia and other mind stimulating games with clients, participate in or formulate a group chair exercise, perform individual and group activities with clients.
Physical Therapy Intern	Assist patients in aquatic therapy by explaining and demonstrating procedures and providing physical assistance. Demonstrate and supervise exercises. Participate in activities as a "patient" to gain an understanding of the patient's experience.
Sign Language Program Intern	Assist student in completing various speech and language sessions. Assist in preparing activities for select individuals and groups.
Teacher Aide	Assist students in group settings and one to one. Scribe for students. Assist with decoding and comprehension. Assist with organizational and study skills. Assist with free time activities.
Teaching Assistant, First Grade	Intern will provide daily support to children with learning activities one-to-one, small group and whole group settings. Aid children in development of appropriate work habit skills. Work one-to-one or in small groups on tasks that require reading, math.
Wellness Center Intern	Using members exercise charts, work with member on exercise routine. Gain an understanding of the customer's experience by participating in a Special Attention Visit as a customer and by using the fitness equipment.

Weaving Together Academic Learning and Work-Based Learning Through Professional Development, Seminars and Workshops

The following list summarizes professional development activities by and for Connecting Activities programs across the sixteen regions. The list was compiled from the FY2008 Connecting Activities Proposals, and represents proposed training for the upcoming year. Actual topics may vary during the year. These topics show strong interest in: * infusing career education into classrooms * developing curriculum based on key career areas – especially Science, Technology, Engineering and Math (STEM) careers * teacher externships * teaching financial literacy * teaching entrepreneurship skills *teaching workplace safety * effectively using the Work-Based Learning Plan across many different youth programs * collaboration among youth programs * dropout prevention * developing workplace readiness skills

Topic	#	Description
Aligning Work and Learning with Career Development Education (CDE) Benchmarks		Career specialists will be trained in key elements of the local school district's CDE benchmarks such as journal writing and evaluation via the WBLP.
Appreciative Inquiry Trainings		A series of P21 events using “Appreciative Inquiry”
Art Teacher Professional Development		Professional development, in conjunction with the Arts Internship Program. Art teachers will tour artisan studios and enroll in skill development workshops. Coordinated by a new career specialist staff position at the Cape Cod Museum of Art.
Berkshire Academy Foundation Professional Development		The Berkshire Academy Board will continue to establish Academy career pathway models in high schools throughout Berkshire County.
Beyond School Transitional Info Night		A venue for educators to network with organizations who provide programs and services to youth with disabilities.
Career Awareness		Career Awareness workshops and speakers for parent workshops, guidance workshops, conference presentations, and Rotary presentations.
Career Development: Middle School Portfolio Development		Middle school teachers will be trained how to use portfolios and other Career Development strategies
Career Passports		JBSG, Talent Search and designated staff at each high school site will be trained in the process and completion of the school district’s Career Passport
Careers in a Flat World Workshop (as requested)		Training for faculty who advise students that covers: <ul style="list-style-type: none"> ✓ Emerging global competition for global jobs ✓ Industries and careers safe from outsourcing ✓ Career paths of the critical and emerging careers of the 21st century ✓ Job-smithing to create new career pathway options ✓ Six basic skill sets all students will need to possess to succeed in employment in the 21st century
Construction Trades / Training Workshop (by request)		Teachers have requested a panel discussion / workshop for staff and students prior to Construction Career Day.
Coordination of Youth Services		The Youth Council will sponsor a unified professional development event with P21 implementation resources focused on Partnerships for Student Success
Credit for Life Fair Training	2	Training to prepare for implementation of a "Credit for Life Fair"
Critical / Emerging Industries Workshop (as requested)		Specialized Training Team members are available to provide workshops and industry information to faculty and students on career paths, job outlooks and industry training options. Focus will be on the role of technology in an evolving workplace.
Dropout Prevention		Workshop on how school to career activities can help students

Electronic Portfolio Introduction	2	
"Employing Youth" Workshop		Regional brainstorming sessions lead by Connecting Activities to include other youth service providers and area employers about providing a variety of experiences for youth, including job shadowing, internships, teacher externships, part-time and full-time employment, career ladders, etc.
Entrepreneurship Workshop (by request)		Teachers have requested a workshop for staff and students to provide basic entrepreneurial trainings and resources
Financial Literacy Train-the-Trainer Seminars	3	Training for faculty in the NEFE Financial Planning Program, integration into STC programming, crosswalk of the curriculum to the MA Frameworks, and partnering with local financial institutions for successful financial literacy programming.
HEC Professional Development Institute		Ten teachers will participate in preliminary training combining Project-Based Learning and use of the Work-Based Learning Plan, with business externships and a classroom unit that can be implemented with their students the following fall. Teachers may also be linked with a summer Work and Learning project.
Individual Career Portfolio		Training to guidance counselors to implement the Individual Career Portfolio developed by MyTurn staff as a Best Practice product from the former National School to Work office.
Internship / Worksite Development		Recruitment strategies, workplace safety issues
Labor Market Information / Career Path Development		Workshop based on CLMS presentation and article "An Assessment of the Labor Market."
MassCIS		Use of the Massachusetts Career Information System (Mass CIS) for new members of the partnership, with emphasis on including 8th grade teachers.
MassMEP Lean Manufacturing		In FY07, teachers from five different academic and vocational areas worked side-by-side to apply lean manufacturing principles in a real world manufacturing simulation. This workshop teaches principles vital to business success in a 21st century global environment. This training is crosswalked to the Vocational Strands and Academic Frameworks and provides hands-on simulation training.
P21 Forums		Regional forums on youth employment issues
Promising Practices for Providing Work and Learning Opportunities for Special Needs Populations		Practical ideas for improving access to Work and Learning experiences for Special Needs students (e.g., applying the principles of Universal Design for Learning) and individualizing the WBLP for each circumstance.
Resume Writing and Interviewing		
School / Business Partnership Networking Events		Networking events bringing together local business leaders and school to career personnel.
School to Career Database	3	
STEM Professional Development		Teacher field trips, programs for students, and an exploratory environmental science program for science teachers.
Summer of Work and Learning Curriculum Delivery	3	
Teacher Externships	16	Teacher Externship programs, offered in most or all regions statewide. Externship programs are focused on developing replicable curriculum and resources for the classroom.
Teacher Externships – Classroom at the Workplace		Externships for teachers participating in the summer Classroom at the Workplace model.

Teacher Externships - Critical and Emerging Industries		Externships in critical and emerging industries. Teacher externs will create a replicable lesson, resource or workshop that will then be shared with other teachers in the region via the MVWIB website
Teacher Externships - SPED		Focusing on: * Curriculum development focusing on job readiness and academic enrichment * Transitional assistance, resources, events and information to provide to students and parents * Job readiness and job search skills for youth with IEPs * Job carving and other job development best practices
Teacher Externships - STEM	2	Focused on STEM careers
Technical and Work and Learning		In collaboration with Tech Prep, JBSG, Talent Search and guidance counselors will be offered a series of workshops on technical postsecondary opportunities and career avenues. Includes information on Bridges.com, Ready Set Go, WBL Plan, WPS Work Plus program, and the Career Passport.
Training Tutors as Mentors		For tutors in the Diploma Plus program, this training focuses on WBL Plan competencies and academic skills.
Using the Bristol Career Center Job Bank		Training for school based and STC staff on how to enter jobs, help students apply for jobs and track placements.
Using the Work-Based Learning Plan	16	Using the Work-Based Learning Plan – Workshops offered by every region, for multiple audiences.
Work and Learning Classroom Implementation Strategies		To be presented by Taunton Area School to Career (TASC) at one of Taunton High School's Professional Development Days, coordinated in conjunction with the assistant superintendent of curriculum.
Work and Learning Program Strategies and Best Practices		Short, keenly focused professional development opportunities where staff can share best practices and learn new implementation strategies for Work and Learning experiences.
Work and Learning Models		The BCREB helps to coordinate an annual countywide professional development day for area school districts. One of the presentations focuses on work and learning models and how to utilize the WBL Plan.
Work Readiness Curriculum Development		A working group will develop several strategies and innovative tools to enhance the impact of work readiness activities region wide.
Worker Safety		Training for 8th grade teachers on Safe Work/Safe Worker program so they may teach the program to their students in the exploratory program.
Workforce Partners Strategic Planning		Technical Assistance for administrators on effective work and learning programming to assist them in strategic planning around STC
Workplace Readiness Certificate Program (WRCP)		The WRCP is used across programs in Hampden County, and all staff from STC, WIA, YouthWorks, P21 and community and faith-based partner organizations will be trained as new modules are added to the curriculum or other existing modules are improved.
Workplace Safety and Child Labor Laws		Workplace safety and child labor law training for regional employers and educators.
Youth Employability Skills (YES) Certificate Train the Trainer		Train the trainer sessions for the Cape and Islands Region's new Youth Employability Skills Certificate program.

Weaving Together Academic Learning and Work-Based Learning Through School – Business – Community Partnerships

The Connecting Activities proposals developed by each region include information about support that Connecting Activities receives from school, business and community partners. School – business- community partnerships provide valuable resources, knowledge and energy to support the integration of academic and work-based learning. The following excerpts are only a few examples of activities found around the state. Not all of these examples are directly focused on integrating academic and work-based learning, but all form a foundation that makes this integration possible and feasible.

Key Partners	Comments / Description
School Districts Businesses Career Centers Youth Councils WIA Programs Community Colleges Chambers of Commerce Other Youth Programs	<p>Connecting Activities forms partnerships among schools, businesses, Career Centers, Youth Councils, WIA programs, Community Colleges, Chambers of Commerce and other youth service organizations and partners. A positive synergy is created among partners: the more each set of partners contributes, the more others will come forward with new contributions and ways of participating. Contributions include:</p> <ul style="list-style-type: none"> • Job and internship opportunities for students • Staffing to support Connecting Activities programming • Office space • Office expenses and office supplies • Classroom space • Meeting space • Financial contributions to support Connecting Activities programming • Fundraising • Partnership membership dues from schools • Workshop and seminar presentations • Classroom speakers • Field trips • Career Fairs • Tutoring • Mentoring • E-Mentoring • Interviewing practice / Mock interviews • Participation in planning and strategy groups for Connecting Activities and other youth programming
Examples	Comments / Descriptions
<p><i>Example</i> CCC Program Central Massachusetts</p>	<p>During the summer, local college sites provide classroom accommodations, computer labs, student internships and a staff member who coordinates a college orientation workshop providing tours of the campus, course information and financial information. Under the CCC program, students participate in 3.5 hours of academics and 2.5 hours of internships per day on site. College sites also provide presenters for Career Fairs.</p> <p>Community sites – such as WCCA-TV13, the City of Worcester, UMass Memorial Hospital, and six other community sites -- provide classroom accommodations, computer labs and student internships under the CCC program. Also provided is a tour of the facility including a discussion of employment opportunities and youth programs. School year internships are also offered, as well as presenters for Career Fairs.</p>

Example

Classroom in the Workplace
Boston

In Classroom in the Workplace, major Boston employers provide student interns with paid internships. Student interns have paid release time for 90 minutes per day to improve literacy or mathematics skills. Classes are held during the workday at the worksite.

Spotlight

Blue Cross Blue Shield
Boston

Blue Cross Blue Shield is one of the employers in Boston PIC’s Classroom in the Workplace program. Blue Cross Blue Shield also provides another summer internship program, including a summer-long career exploration exercise. Summer interns also received paid release time to participate in a community service day at Greater Boston Food Bank. Also, Blue Cross Blue Shield employees volunteer weekly to provide classroom seminars on career preparation at Madison Park VTHS.

Spotlight

Cape Cod Art Museum
Cape and Islands

A career specialist is housed at Cape Cod Art Museum, and sponsors an art internship program. They also sponsor professional development for art teachers, focusing on the work of local artisans.

Spotlight

Athol Public Library
Franklin/Hampshire

The Athol Public Library is the only rural library to receive a grant from Simmons College to establish a library internship program. The program provides stipends for internships in library science. The Athol Public Library also established a One Stop Career Center to mitigate the problem of distance and lack of transportation to Franklin / Hampshire Career Centers. The library provides computer stations, space and reference librarian time.

Spotlight

Brockton Credit Union
(HarborOne Credit Union)
Brockton

The Brockton Credit Union offers a school banking program at Brockton High School. The program includes a banking curriculum and full service banking branch. In addition, the Credit Union sponsors "Credit for Life," a financial education seminar for students.

What do the proposals describe?

Comments / Description

Models for integrating academic and work-based learning

Work and Learning Models – MCAS Remediation plus Work-Based Learning
Internships for academic credit / Internship seminars
Internships connected to a 11th or 12th grade English class
Career pathway classes connected with internships
Career pathway classes connected with rotations
Career exploration activities in classrooms or youth programs
Employability skills activities in classrooms or youth programs
Job shadow day – writing reflections or essays
Career Fairs and Career Days
Teacher externship programs / teacher-developed curriculum units

Career pathways and “Critical and emerging industry” focused programs are providing opportunities in classrooms for linking academic and work-based learning

BioTeach – Life Sciences
STEM Pipeline – Science, Technology, Engineering and Math
Career Pathways
• Finance
• Health Care
• Construction/Trades
• Arts and Media
• STEM
• Other pathways
Entrepreneurship programs

Workshops for students
Provided by employers or
business groups

Business plan development
Business writing
Career exploration
Career preparation
College preparation
Customer service
Financial literacy / Personal finance
Getting the most from your summer job
Keeping a journal and writing weekly reports
Interviewing
Mini-Biographies
Mock Trial preparation
Presentation skills
Stocks, bonds and portfolio management
Using a career interest inventory
Workplace diversity
Workplace safety
Writing skills

EXAMPLES of organizations mentioned in proposals as providing technical assistance, classroom materials, workshop materials, and/or classroom supplies

BioTeach – A program of the MassBioEd / Massachusetts Biotechnology Council
Junior Achievement (Entrepreneurship, Job Shadowing)
Massachusetts Department of Public Health (Safe Work / Safe Workers)
Massachusetts Restaurant Association (ProStart program)
National Foundation for Teaching Entrepreneurship - NFTE
National Endowment for Financial Education - NEFE
Occupational Safety and Health Administration -OSHA
STEM Pipeline (Science, Technology, Engineering and Math careers)