

Work Based Learning Calendar & Information

Fall 2014

The orientation video will remain posted and you can view it at any point in the semester.

www.wayneworksnc.com/career-services/csr/

Required Documentation for Work-Based Learning – Due August 26, 2014

- Job Description (Page 1)
- Insurance Requirements (Page 2)
- Measurable Learning Objectives Worksheet/MLO's (Page 3)
- Student Time Report/10% Point of Time and Days Worked (Page 5)

Above documentation must be *approved* and *signed* by the Instructor Coordinator, employer, and student. Make *copies* of the originals or scan into a .pdf and send to WBL Office. Leave originals in booklet.

WBL Office must have copies of the above documentation in order for the student to be officially enrolled in WBL. If this information is late, you will be dropped from WBL.

Work-Based Learning Workbook:

August 15, 2014 - begin recording your WBL hours beginning provided you have completed orientation and verification has been received by the WBL Office.

August 26, 2014 – Completed 10% paperwork is due to WBL office

October 8, 2014 – Midterm evaluations completed. Keep in book, these do not need to be turned into the WBL office until the end.

December 5, 2014 – End of Term Evaluations completed. Keep in book, these do not need to be turned into the WBL office until the end.

December 8, 2014 – Completed workbooks due to Instructor Coordinators.

You will project and record your WBL hours through
Tuesday, December 16, 2014 (Last day of exams).

- All pages are to be completed
- All pages must have appropriate signatures and dates.
- Students submit completed workbook to Instructor Coordinator.

**Completed workbook is due to Instructor Coordinator on or before
Wednesday, December 8, 2014.**

WBL Coordinator: Jessica L. Harrell/DOG 108 Email: JLHarrell@waynecc.edu

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Updated 8/13/2014