

Santa Rosa City Schools 2017 - 2018
SAY Work-based Learning (WBL): Menu of Services

Please fill out WBL Interest Form for services: <http://bit.ly/2bOuoZk>

| WBL OPPORTUNITIES AVAILABLE TO ALL GRADES | | | |
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| Guest Speaker Students benefit from an industry professional coming to the classroom to discuss a given topic (career-related or associated with a class project). | Industry Panel Students benefit from a group of 3-5 professionals coming to the classroom to discuss a given topic (career-related or associated with a class project). | Industry Connection to the Classroom Industry experts visit the classroom to provide guidance and feedback on a project or student work to support connection between class curriculum and application in the workplace. | Additional WBL Workshops Dress for Success, LinkedIn, Cover Letter, Financial Literacy <i>**Please note, WBL Coordinators can provide additional customized career workshops on request.**</i> |
| OFF-SITE WBL OPPORTUNITIES | | | |
| Worksite Tour (10th-12th GRADES) Students visit a relevant workplace to learn about the business, network with employees, and gain a deeper understanding of the given field as well as career paths within that industry sector. | | Job Shadow (11th-12th GRADES) Students will have the opportunity to engage directly with professionals in the workplace on-on-one or in a small group setting to gain an understanding of the work done by the company as a whole as well as the roles of individual employees. | |
| WBL FOCUS PER GRADE LEVEL | | | |
| 9th Grade Focus: Awareness | 10th Grade Focus: Exploration | 11th Grade Focus: Preparation | 12th Grade Focus: Preparation 2 |
| Volunteer Unit Students will participate in the Introduction to Volunteering Workshop where they learn the benefits of volunteering, how to find a placement that matches their interests, and how to secure a placement. Students are then tasked with seeking out volunteer opportunities, completing a given amount of hours, and turning in a reflective assignment. | Job Readiness Certificate Students earn this certificate upon completion of the <i>Job Readiness</i> , <i>Interview Basics</i> , and <i>Job Application</i> workshops. | Business Etiquette Workshop Students will have increased proficiency in written and oral communication in a professional setting as well as increased digital literacy. Students will understand the importance of networking and will also be prepared to utilize these skills through the creation of their own elevator pitch. | Career Preparation Certificate Students earn this certificate upon completion of the <i>Resume Writing</i> and <i>Interview-Beyond the Basics</i> workshops and participation in a <i>mock interview</i> . |
| | Job Readiness Workshop Students will gain an understanding of technical and soft skills and how to make a great first impression with future employers. Students will make connections between their skills/strengths and the careers they are interested in exploring. | | Resume Writing Workshop Students will receive an overview of the essential information needed to develop a great resume. Students will also gain an understanding of how to begin writing a resume, secure references and additional resources available to them to continue developing their resume. |
| Email Etiquette Workshop Students will learn the importance of writing emails in a professional manor. Students will learn how to construct a professional email with proper formatting, grammar, and content. | Interview Basics Workshop Students will learn interview etiquette (arriving on time, active listening, asking questions, etc.), common interview questions asked by employers, and effective strategies to respond to questions. | Business Networking Event Upon completion of the Business Etiquette Workshop, students will interact with industry partners to practice their networking skills and deliver their elevator pitch. This is an opportunity for students to ask questions and engage professionals in career-related discussion. | Interview-Beyond the Basics Workshop Students will review interview etiquette, practice effective strategies to respond to complex interview questions and learn appropriate follow up methods. |
| Social Media Workshop Students will develop a deeper understanding of the importance of digital literacy and how their use of social media can impact their future. This workshop goes over the inherent risk (personal and organizational) of technology applications, and actions to prevent or mitigate these risks. | Job Application Workshop Students will learn the do's and don'ts of filling out a job application and will go through guided practice of completing a master application that can be used as a reference for future employment. | | Mock Interviews Students have an individual session with an industry professional to practice, prepare, and strategize for future interviews. Traditional and behavioral interview questions will be presented and students will be asked to respond, as in a real interview. Interviewers will provide feedback. |

Work-based learning links learning in the workplace to learning in the classroom, engaging students and promoting exposure and access to future educational and career opportunities.

**Created by SAY CCR team in collaboration with SRCS and revised June 2017