



TENNESSEE DEPARTMENT OF

**EDUCATION**

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## Work-Based Learning Personalized Learning Plan

**Student Name:**

**Placement Date:**

**Placement Site:**

**WBL Coordinator:**

Up-to-date copies of the Safety Training Log and the Work-Based Learning Agreement must be kept on file both at the work site and at the school for all WBL placements as required by Tennessee Child Labor Law and consistent with the Department of Education's WBL Policy Guide.

This packet is required for students earning credit through the *Work-Based Learning: Career Practicum* course or other practicum courses for credit. It is recommended that students use this packet for all credit-bearing WBL experiences to ensure compliance with the State Board of Education's WBL Framework, with federal and state child labor laws, and with the Department of Education's WBL Policy Guide:

## Personalized Learning Plan Part A: Long-term Goals and Learning Objectives

### PLANNING FOR WORK-BASED LEARNING

*Consider your past experiences, interests, and future career and education goals to answer the questions below.*

What is your area of elective focus in high school?

What are your plans for after high school?

Describe your future career goals:

What kind(s) of education or training might you need after you graduate from high school?

What placement or capstone work-based learning experience do you hope to get?

### ONCE YOU HAVE IDENTIFIED A POSSIBLE PLACEMENT

How is this work-based learning experience aligned with your career goals?

What do you want to learn through this experience that will help you progress toward your long-term goal?

What special projects or activities will help you practice important skills?

## Personalized Learning Plan Part B: Tennessee Work-Based Learning Skills

Below is a list of skills that employers seek from their employees. Complete this section during the WBL experience. Work with your teacher and/or employer to document the ways you practice these skills through your experience. Also write down what evidence you can add to your portfolio after the experience to show your skills!

(You can learn more about what kinds of activities and learning opportunities are available at the workplace by doing an internet search and interviewing the employer if that is possible. See the *Pre-Experience Research Checklist and Informational Interview Guide*.)

APPLICATION OF ACADEMIC AND TECHNICAL KNOWLEDGE AND SKILLS
<b>LITERACY: Read and comprehend relevant academic and technical texts</b> <i>Example: Read and understand a procedure manual on handling hazardous materials in a laboratory; explain instructions to supervisor and document understanding.</i>
<b>My Experience:</b>
<b>My Evidence:</b>
<b>MATH: Select and apply relevant mathematical concepts to solve problems and perform expected tasks</b> <i>Example: Close out cash register by hand and compare to electronic results.</i>
<b>My Experience:</b>
<b>My Evidence:</b>

## Personalized Learning Plan Part B: Tennessee Work-Based Learning Skills

### APPLICATION OF ACADEMIC AND TECHNICAL KNOWLEDGE AND SKILLS (cont'd)

#### INDUSTRY-SPECIFIC TECHNICAL SKILLS: Demonstrate industry-specific technical skills

*Example: Correctly weld metal parts, in accordance with quality requirements.*

**My Experience:**

**My Evidence:**

#### INDUSTRY-SPECIFIC SAFETY SKILLS: Demonstrate adherence to industry-specific safety regulations

*Example: Use safety goggles when required and document when they were used and why.*

**My Experience:**

**My Evidence:**

## Personalized Learning Plan Part B: Tennessee Work-Based Learning Skills

### CAREER KNOWLEDGE AND NAVIGATION SKILLS

**UNDERSTANDING PATHS AND OPTIONS:** Plan and navigate education and career paths aligned with personal goals

*Example: Interview franchise supervisor about education needed; document what is heard and analyze to student's own plans.*

**My Experience:**

**My Evidence:**

**REFLECTION:** Reflect on experiences through creation of a personal portfolio

*Example: Document and gather information (using text, photos) about skills and accomplishments, such as a business plan written to improve non-profit organization's services; complete an assessment of the quality of the products included.*

**My Experience:**

**My Evidence:**

## Personalized Learning Plan Part B: Tennessee Work-Based Learning Skills

### 21<sup>ST</sup> CENTURY LEARNING AND INNOVATION SKILLS

**CREATIVITY AND INNOVATION:** Use imagination and insight to develop original ideas for products, including physical products, services, and solutions to problems, among others

*Example: Document participation in a brain-storming session and the ideas generated related to a new marketing brochure.*

**My Experience:**

**My Evidence:**

**COMMUNICATION:** Articulate ideas effectively in both oral and written communications; listen effectively

*Example: Orally present the results of a survey of students about their interest in a new app.*

**My Experience:**

**My Evidence:**

**INFORMATION LITERACY:** Access and evaluate Information, manage information accurately and ethically

*Example: Conduct an internet search about competitors in the youth clothing industry in the community, documenting sources and rating each for credibility.*

**My Experience:**

**My Evidence:**

## Personalized Learning Plan Part B: Tennessee Work-Based Learning Skills

PERSONAL AND SOCIAL SKILLS
<b>INITIATIVE AND SELF-DIRECTION: Work independently; demonstrate agency, curiosity, and the ability to learn</b> <i>Example: Take the initiative to find out more about the science behind a process at the manufacturing plant and write up what was learned.</i>
<b>My Experience:</b>
<b>My Evidence:</b>
<b>CUTURAL AND GLOBAL COMPETENCE: Exhibit interpersonal and social skills that are respectful of cultural differences</b> <i>Example: Identify staff of differing cultural origins and document conversations about cultural differences in expected workplace behavior.</i>
<b>My Experience:</b>
<b>My Evidence:</b>
<b>PRODUCTIVITY AND ACCOUNTABILITY: Set goals and priorities and manage time and projects; exhibit punctuality, persistence, and precision and accuracy; complete projects to agreed-upon standards</b> <i>Example: Verify (and document verification of) the sums on a spreadsheet of donations before turning it in on time.</i>
<b>My Experience:</b>
<b>My Evidence:</b>





