



## Directions for the Work-Based Learning Plan

The purpose of the learning plan is to set goals and expectations, to identify skills that can be learned on the job or through virtual work and learning programs, and to assess growth at the end of the summer.

1

### ORIENT INTERN TO THE JOB

- During the first few days meet with your intern(s) to identify tasks, responsibilities, and projects and list them in the job description box in the learning plan. Please include a minimum of 3-4 items.
- If a student is working on department specific projects, identify 2-3 job specific skills (back page)

2

### ESTABLISH BASELINE FOR STUDENT SKILL DEVELOPMENT

- Rate student's initial skill level in each area using the 1-5 scale for Review #1
- Discuss your ratings with the student

**Suggested completion window: First week of the program**  
Email a Word document (.doc or .docx) to [WBLP@bostonpic.org](mailto:WBLP@bostonpic.org)

3

### CONDUCT A MID-SUMMER CHECK-IN

- Meet with the student to discuss the experience to date  
Examples:
  - Does the student have enough work to do, or too much work?
  - Is the student's job sufficiently challenging?
- Discuss the student's progress on employability skills and job-specific skills
- Support the student's reflection on their internship experience, what they've learned, and their progress on employability skills and job-specific skills

**Suggested completion window: Third or fourth week of the program**

4

### REVIEW SUMMER EXPERIENCE

- Rate the student's skill level in each area using the 1-5 scale for Review #2
- Meet with the student to discuss your ratings and reflect on the job experience
- Suggest how the student might capture job responsibilities and new skills on a resume

**Suggested completion window: Final week of the program**  
Email a Word document (.doc. or docx) to [WBLP@bostonpic.org](mailto:WBLP@bostonpic.org) with both review 1 and 2

If you encounter any student performance issues, please contact the Lead Career Specialist assigned to your worksite. The Lead Career Specialist will also be available to assist you with completing the WBLP. If you need additional assistance, please reach out to Jimmy Wyman ([jimmy.wyman@bostonpic.org](mailto:jimmy.wyman@bostonpic.org)) or Kim Van Dyke ([kim.vandyke@bostonpic.org](mailto:kim.vandyke@bostonpic.org)).