

Teacher's Checklist for WBL Projects

Step 1: Get Students to Complete the Profile = 100%

This helps as you communicate with students and evaluate their WBL experiences.

Step 2: Direct Students to "Student Help" in AET – Focus on WBL Tips

Direct them to "Student Help" to help answer their questions.

<https://cte.theaet.com/studenthelp>

Student Help

Step 3: Share with Student's that WBL Focus is 3-Steps

The following are steps to track their WBL experience...and your grading items! "Green Checks" help show if they are done.

- WBL Plan/Agreement
- WBL Records (main focus is time)
- WBL Reflection

Settings / Planning (#1)			Records (#2)			Reflection (#3)		
Settings <small>(Active, Setup, Location)</small>	Name / Type	Planning <small>(Plan, Schedule, Skills)</small>	Money Entries	Time Entries	Files / Photos	Hours	Resources <small>(Annual Review, Inventory, Reporting)</small>	
	Uncle Julio's Job Site Placement & Internship		0	22	0	388.6 hrs		
GRAND TOTAL			0	22	0	389 hrs		

Step 4: Teacher WBL Assessment

Your tool to monitor their progress. Some tips:

1. "Tracker" menu, then "Teacher Evals"
2. You can view each student's WBL:
 - a. Plan/Agreement
 - b. Journal/Time recorded
 - c. Photos or files are uploaded
 - d. EACH student feedback

Project/Experience Name	Focus	Active	Overall Date Range	Project Plan/Agreement			Within Specified Date Range			
				Plan Written	Teacher Sig	Plan Fully Signed	Journal (Hrs / Entry # / Skill #)	Journal Avg Hrs/Entry	Financial (\$/#)	# Photos
Beard Pappas	Job Site Placement & Internship		8/15/2022 1/9/2023				157.5 / 8 / 0	19.69	\$0 / 0	0
bennystlawncare	Job Site Placement & Internship		8/15/2022 1/2/2023				123.6 / 8 / 0	15.45	\$0 / 0	0
Chicken Salad Chick	Job Site Placement & Internship		8/15/2022 1/9/2023				136.6 / 9 / 0	15.18	\$0 / 0	0
Discount Tire	Job Site Placement & Internship		8/9/2022 10/18/2022				0.0 / 0 / 0		\$0 / 0	0
Finns Swim School	Job Site Placement & Internship		8/16/2022 10/31/2022				0.0 / 0 / 0		\$0 / 0	0
Freddy's	Job Site Placement & Internship		8/15/2022 10/17/2022				0.0 / 0 / 0		\$0 / 0	0

Step 5: Connect Employers/Supervisors for WBL Evaluations

Employers/Supervisors evaluating your students helps keep WBL industry aligned!

1. "Tracker" menu, then "Employer/Supervisor WBL Mgmt."
2. "Add" WBL employers/supervisors
3. "Student Assignments" to connect
4. "Request" evaluations email each supervisor
5. You can also use "Paper Eval" to print and share

Project Name	Focus	Project Plan <small>(click for paper)</small>	Journal <small>(Hrs / Entry # / Skill #)</small>	# Photos	# Evals <small>(by this Super)</small>	All Paper Evals <small>(click)</small>
Taco Bell	Job Site Placement & Internship		526.1 / 80 / 0	0	0	Paper Eval
Gringos Tex-Mex Restaurant	Job Site Placement & Internship		311.0 / 24 / 0	0	0	
Chicken Salad Chick	Job Site Placement & Internship		353.9 / 22 / 0	0	0	
Uncle Julio's	Job Site Placement & Internship		388.6 / 22 / 0	0	0	

Steps #4 & #5 are Key!

View more Teacher Resources - <https://cte.theaet.com/teacherhelp>

Review/Monitor Your Students on a Planned Schedule!