

Instructions for use of this rubric: WBL Coordinators should complete this self assessment annually. Refer to the standard table that is the first page of each section in the manual. For each standard, rate the school or teacher according to the evidence and indicators listed. Rate each standard as Exemplary-3, Meets Expectations-2 or Does Not Meet Expectations-1. Next, list factors to support the rating and plans for improvement where appropriate..

	3	2	1
Standard 1: A wide array of Career Related Education activities are integrated into all Career Technical and Agricultural Education classes to support the school-to-career transition and Work-Based Learning placements.			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 2: Age appropriate Career Awareness activities in the Career Technical and Agricultural Education class are designed to make students aware of career choices and promote the school-to-career transition.			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 3: Age appropriate Career Exploration activities in the Career Technical and Agricultural Education class are conducted with individuals or small groups of students to explore career options.			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 4: Instructional Related activities in the Career Technical and Agricultural Education class promote an understanding of the business and work environment and help students to develop employability skills.			
List Factors to Support Rating:			
List Plans for Improvement:			



	3	2	1
Standard 5: Career Technical and Agricultural Education personnel are actively involved in the planning, coordinating, and implementing of connecting activities between the school and the business community.			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 6: Work-Based Learning placements are appropriate and accurately identified as Employability Skill Development (ESD), Cooperative Education (Co-op), Internship, or Youth Apprenticeship (YAP).			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 7: The local school system supports the development and operation of Work-Based Learning opportunities by providing adequate resources, and a manageable workload for the Work-Based Learning Coordinator.			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 8: Teachers/coordinators who supervise students on job placements are trained to provide quality programs at the local level.			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 9: An active advisory committee assists with the design, development, implementation, administration, and evaluation of the program.			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 10: A plan exists and is implemented to teach employability skills and core competencies to students prior to the Work-Based Learning placement.			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 11: Students involved in Work-Based Learning have a comprehensive Individual Career Plan (ICP) on file that integrates academic and occupational instruction within an appropriate workplace setting.			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 12: Community resources are analyzed and Work-Based Learning activities are matched to available options.			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 13: Clearly defined admission policies and procedures for identifying and enrolling students into the Work-Based Learning program are established and implemented. A comprehensive orientation is provided to the Work-Based Learning students and parents/guardians prior to enrollment.			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 14: Work-Based Learning sites that provide occupational growth opportunities consistent with students' occupational interests and learning objectives are selected and mentors at the site are trained by the Work-Based Learning Coordinator. Integrated instruction is provided to the Work-Based Learning student at the worksite.			
List Factors to Support Rating:			
List Plans for Improvement:			



	3	2	1
Standard 15: Work-Based Learning sites for students are in compliance with federal/state labor laws and local policies.			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 16: Each Work-Based Learning student has on file an individual Educational Training Agreement.			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 17: Each student has an Educational Training Plan that specifies a planned sequence of learning experiences and work tasks correlated with the student's Individual Career Plan.			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 18: Each Work-Based Learning student is evaluated on a regular basis by the work site supervisor/mentor to assess progress toward goals established in the student's Educational Training Plan.			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 19: Complete and accurate program records and documentation for student assessment and awarding of credit are kept on file for each Work-Based Learning student in the specified on-line database.			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 20: Work-Based Learning personnel make regular supervisory visits to the Work-Based Learning sites.			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 21: Work-Based Learning Coordinators participate in the Educational and Career Partnership (ECP) and assist students with post-secondary opportunities.			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 22: A public relations and marketing plan is integrated into the goals and objectives of the Work-Based Learning program and is reactive to the changing needs of the students and the business/industry community.			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 23: A plan has been established and implemented to meet the needs of students with disabilities who enter or want to enter into the Work-Based Learning program.			
List Factors to Support Rating:			
List Plans for Improvement:			

	3	2	1
Standard 24: A comprehensive evaluation of the program is conducted annually including follow-up of students to determine the success of student placement and YAP completers.			
List Factors to Support Rating:			
List Plans for Improvement:			