

## School District K-12 Work-Based Learning Plan TEMPLATE 2022-2023 awardees

The following outline was collaboratively assembled by nine Iowa school leaders in collaboration with the Governor's STEM Advisory Council and the Department of Education to pioneer District Work-based Learning (WBL) Plans in 2021-22. Three examples are now posted at <https://www.iowastem.org/WBLplans>

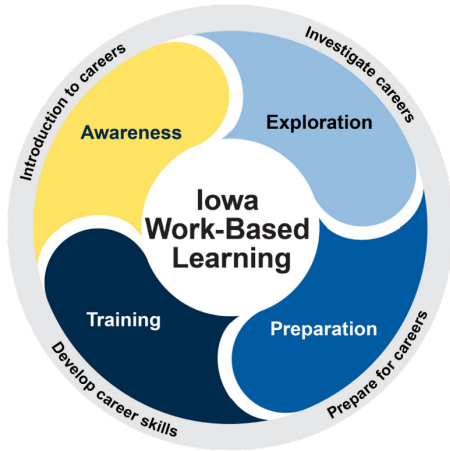
Please note: Slight modifications are now included in this outline to take advantage of content that districts may already produce for a **District Career Awareness Plan (DCAP)**. Those inclusions are noted below in red, to save authors from redundant work. However, be advised that a *DCAP is a career awareness and guidance plan within which WBL may be a career-exploratory component. Conversely, the District WBL Plan invites the school district to envision WBL as a potent instructional mode for contextualizing the learning of content and skills across subjects K through 12.*

**Please adhere to this outline in organizing your District WBL Plan**

Section	Component(s)
<b>1</b>	<b>Executive Summary (for public consumption)</b>
	<p><b>Eastern Allamakee's Vision:</b> Through diverse 21st-century educational experiences, Eastern Allamakee Community School District strives to develop each and every student into lifelong learners who are employable. Student employability is represented by financial literacy, health literacy, technological literacy, and civic literacy.</p> <p><b>Eastern Allamakee's Mission Statement:</b> Eastern Allamakee Community Schools is dedicated to providing a quality educational service to all students by providing a student-centered learning environment, a results-based staff, and a positive community relationship.</p> <p><b>Purpose of Work-based Learning at Eastern Allamakee:</b> Work-based learning is the planned and supervised connection of classroom experiences with the expectations and realities of work. Work-based learning experiences provide students the opportunity to develop and apply knowledge, skills, and employability attitudes and behaviors leading to better-informed career choices and productive employment.</p> <p><b>Goals of Eastern Allamakee's Work based learning:</b></p> <ul style="list-style-type: none"> <li>• To create a pipeline of talented individuals with skill and experience to work in a variety of career fields within Lansing, New Albin, and surrounding communities.</li> <li>• To expose students to career fields and develop basic employability skills including teamwork, communication, and problem solving.</li> <li>• To engage community partners to create real-world experiences for students in partnership with Eastern Allamakee</li> </ul> <p><b>Philosophy of Work-based Learning at Eastern Allamakee:</b> Work-based learning is a critical part of attaining post-secondary placement and employment opportunities. Students participating in work based learning internships build academic, technical, and professional skills through these experiences that help meet the rigor of the 21st century. Before a student at Eastern Allamakee begins a work-based learning experience, they have participated in a K-12 career awareness, exploration, and preparation process to help them identify their passions, skills, and strengths. By doing this, we are better able to match the student with an appropriate work-based learning experience. Work-based learning plays a central role in bridging the classroom and world of work, leading to improved educational and employment outcomes for both student and employer. The direct experience in the workplace engages students more effectively than book-oriented, teacher-driven, abstract instruction. Providing students with work-based learning experiences reinforces the relevance of what is taught in the classroom and allows students to take ownership in their choices and growth.</p> <p><b>What Is Work-Based Learning?:</b> Work-based learning includes a continuum of structured educational activities utilizing the partnership between workplace and education to engage student learning. Through experiences with workplace professionals, students are able to foster first-hand engagement with in-depth application of academic, technical and professional skills to the tasks required of a given career field while meeting specific learning objectives. Work-based learning is a progression through awareness, exploration, preparation, and training to support student learning for future success (<i>Iowa Department of Education Work Based Learning Guide</i>,</p>

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12/2022).



**Essential Elements of Work-Based Learning:** Work-based learning must include three common elements that maximize the experience for students. These three elements help the student navigate the education and workplace partnership by including learning to be done before, during and after the work-based learning experience.

1. Academic Preparation before the work-based learning experience, the student will:
  - Learn about the organization related to the work-based learning experience.
  - Learn the expectations associated with the work-based learning activity.
  - Simulate or practice the activity.
2. Partnership Between Education and workplace during the work-based learning experience, the student will:
  - Communicate directly with the workplace partner staff.
  - Develop a professional connection with workplace partner staff member(s).
  - Experience the work environment first-hand.
3. Academic Follow-Up after the work-based learning experience, the student will:
  - Be empowered through reflection or other applicable assessment to summarize the workplace specific experience and to determine next steps in their individual career exploration and make appropriate career decisions (ICAP).
  - Provide verification of the participation and time spent on the work-based learning experience.
  - Demonstrate elevated professional skills learned from the experience.

<b>2</b>	<p><b>Three core essentials</b></p> <p><b>A. Detail the spectrum of innovative WBL options connecting K-12 learning to the world of work showing how the District integrates WBL in a cohesive way across grade levels and content-area disciplines to diverse students; <span style="color: red;">May include Item 4 Table of DCAP page 7</span></b></p> <p><b>B. How are businesses, nonprofits, and other employers identified and on-boarded?</b></p> <p><b>C. What professional development supports are provided to educators and to workplace partners?</b></p> <p> <b>**NEW**CAPDistrictPlanTemplate1-19-23</b></p>
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**Eastern Allamakee’s WBL PK-12 Spectrum of Awareness, Exploration, Preparation, Training**

	<b>Current Activities and Opportunities</b>
<b>Preschool</b>	<ul style="list-style-type: none"> <li>*<span style="background-color: yellow;">Field trip to bank/fire station/farm to learn about the banking industry</span></li> <li>*<span style="background-color: yellow;">March guest readers from different industries</span></li> <li>*<span style="background-color: yellow;">workplace professional guest speakers</span></li> <li>*<span style="background-color: yellow;">Ag Education Day</span></li> </ul>
<b>Kindergarten</b>	<ul style="list-style-type: none"> <li>*<span style="background-color: yellow;">dramatic play centers</span></li> <li>*<span style="background-color: yellow;">Field trip to bank/fire station/farm to learn about the banking workplace</span></li> <li>*<span style="background-color: yellow;">workplace professional guest speakers</span></li> <li>*<span style="background-color: yellow;">Ag Education Day</span></li> </ul>

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1st Grade	<ul style="list-style-type: none"> <li>*workplace professional guest speakers</li> <li>*Ag Education Day</li> </ul>
2nd Grade	<ul style="list-style-type: none"> <li>*workplace professional guest speakers</li> <li>*Ag Education Day</li> </ul>
3rd Grade	<ul style="list-style-type: none"> <li>*workplace professional guest speakers</li> <li>*Ag Education Day</li> </ul>
4th Grade	<ul style="list-style-type: none"> <li>*workplace professional guest speakers</li> <li>*Ag Education Day</li> </ul>
5th Grade	<ul style="list-style-type: none"> <li>*workplace professional guest speakers</li> <li>*Informational Interviews (meteorology, aerospace, elderly)</li> </ul>
6th Grade	<ul style="list-style-type: none"> <li>*workplace professional guest speakers</li> </ul>
7th Grade	<ul style="list-style-type: none"> <li>*workplace professional guest speakers</li> </ul>
8th Grade	<ul style="list-style-type: none"> <li>*workplace professional guest speakers</li> <li>*Upper Iowa Career Fair</li> <li>*Middle School Exploratory Experiences: During a student's six trimesters of middle school, they take courses specifically tied to careers in each of the 6 Service Areas, defined by Iowa Bureau of Career and Technical Education. These 6 areas include: a. Agriculture b. Business c. Health d. Human Services e. Information Technology f. Manufacturing and the Trades</li> </ul>
9th Grade	<ul style="list-style-type: none"> <li>*Career research projects tied with a budgeting for life unit</li> <li>*workplace professional guest speakers</li> <li>*NICC Calmar 9th Grade Experience Day</li> <li>*STEM Innovation Lab is a collaborative, project based, innovative environment where students are brought together to create projects and services that enhance their community.</li> <li>*Supervised Agricultural Experience</li> </ul>
10th Grade	<ul style="list-style-type: none"> <li>*Career research projects tied with a budgeting for life unit</li> <li>*workplace professional guest speakers</li> <li>*STEM Innovation Lab is a collaborative, project based, innovative environment where students are brought together to create projects and services that enhance their community.</li> <li>*College and Career Connections WBL Activities (workplace tours, career panels, guest speakers)</li> <li>*Resume/Cover Letter/Mock Interviews in Employability Skills Class</li> <li>*Supervised Agricultural Experience</li> <li>*Kee Ingredients Student Enterprise</li> <li>*Kee Kreations Student Enterprise</li> </ul>
11th Grade	<ul style="list-style-type: none"> <li>*Career research projects tied with a budgeting for life unit</li> <li>*workplace professional guest speakers</li> <li>*workplace experts as co-teachers</li> <li>*STEM Innovation Lab is a collaborative, project based, innovative environment where students are brought together to create projects and services that enhance their community.</li> <li>*College and Career Connections WBL Activities (workplace tours, career panels, guest speakers)</li> <li>*Resume/Cover Letter/Mock Interviews in Employability Skills Class</li> <li>*Supervised Agricultural Experience</li> <li>*Kee Ingredients Student Enterprise</li> <li>*Kee Kreations Student Enterprise</li> </ul>
12th Grade	<ul style="list-style-type: none"> <li>*Career research projects tied to a budgeting for life unit</li> <li>*workplace professional guest speakers</li> <li>*workplace experts as co-teachers</li> <li>*STEM Innovation Lab is a collaborative, project based, innovative environment where students are brought together to create projects and services that enhance their community.</li> <li>*College and Career Connections WBL Activities (workplace tours, career panels, guest speakers)</li> <li>*Resume/Cover Letter/Mock Interviews in Employability Skills Class</li> <li>*Supervised Agricultural Experience</li> </ul>

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- \*Keep Ingredients Student Enterprise
- \*Keep Kreaions Student Enterprise
- \*Work-based Learning Internship offered to seniors who have fulfilled their graduation requirement and taken the prerequisite Employability Skills course

**The Future of WBL at Eastern Allamakee**

Providing work based learning experience is not new to education, or to Eastern Allamakee, but framing those experiences into structured, scaffolded opportunity is. This simply means the possibility for growth within our WBL program at Eastern Allamakee is limitless. The chart above clearly shows that we already excel in providing awareness opportunities but need to build out the other areas of the spectrum so that we are offering our students a robust work based learning program.

**OnBoarding**

At all levels, educators identify the businesses, nonprofits, and other employers they want to partner with and work to on-board them. As each WBL experience is very unique and tailored to the specific subject, grade, and course, a universal on-boarding procedure has not been developed.

Eastern Allamakee employs a MOC certified WBL coordinator to oversee the high school work-based learning internship placements. After a student has committed to the internship program and a career area has been identified, the WBL Coordinator locates local employers that fit the student’s chosen career path and makes contact. When an employer confirms their participation in the program and agrees to host an intern, the WBL coordinator meets with the employer to complete the on-boarding process.

Eastern Allamakee also has a CTE Advisory Boards made up of workplace, economic, post-secondary, and community members that is aware of the work-based learning program and is utilized by the school when applicable to provide an workplace partnership.

**Professional Development Supports**

Our mission to strive to develop each and every student into lifelong learners who are employable means it is essential for teachers, school counselors, and administrators to have adequate time to engage in professional development specific to their content area but with underlying employability themes. Currently, professional development supports in place for educators include the resources made available through the Iowa Department of Education Work Based Learning consultants, the Iowa Work-Based Learning conference, the resources provided by the governor’s STEM Advisory Council, and membership to professional organizations. District level professional development has not yet been address but possible ideas include:

- Iowa Meaning Career Conversations training
- staff wide WBL assessment
- implementation of the career focused toolkits provided by the Iowa Department of Education.

Educating our workplace partners is also critical to a successful work based learning experience. Possible professional development for our partners might include seminars on topics such as:

- working with today’s youth
- employer’s guide to a successful internship

**3 Whom – Staffing** May simply include Item 1 Table of DCAP page 2 (no contact info. needed)  
**\*\*NEW\*\*CAPDistrictPlanTemplate1-19-23**

Role	Names of Stakeholders	School/Organization/Company
Secondary principal/administrator(s):	Dr. Sarah Murray	Eastern Allamakee CSD
Secondary career and academic school counselor(s):	Jeannine Hisel	Eastern Allamakee CSD
Secondary CTE teachers*:	Hannah Steiber Ray Rankin Julie Welsh	Eastern Allamakee CSD Eastern Allamakee CSD Eastern Allamakee CSD
Secondary teachers*:	Chad Winters Ian Zahren Allison Fitzwater	Eastern Allamakee CSD

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	Melissa Cota	
Work-based Learning Coordinator/Intermediary*:	Hannah Steiber Gena Gesing	Eastern Allamakee CSD NICC
Secondary instructional support staff/paraprofessional:	Josh Shimak Danny Love Kee Connect Staff	Eastern Allamakee CSD Eastern Allamakee CSD Eastern Allamakee CSD
Postsecondary CTE faculty:	Hannah Steiber Ray Rankin Julie Welsh	Eastern Allamakee CSD Eastern Allamakee CSD Eastern Allamakee CSD
Postsecondary administrators:	Katie Gilbert	NICC
Members of local workforce development boards:	Andy Kelleher	Main Street Lansing
Member of regional economic development organization:	Val Reinke	Allamakee Economic Development
Local business and industry representatives:	CTE Advisory Council	

**4****Costs and Funding sources**

Most costs incurred by work based learning have been associated with staffing the position, events, and equipment necessary to provide coursework. We have combined three sources to meet these needs.

1. Grant funding - We have relied heavily on Carl D. Perkins, Region Planning Partnership, & STEM BEST grants for MOC certification and to equip our preparatory programs.
2. District Funds - The school has provided funds to cover the WBL coordinator's time to establish partnerships with businesses and oversee the internships as well as transportation and sub costs for out-of-building events.
3. Company support - We occasionally ask for contributions from local businesses who benefit from our work based learning programs.

**5****Community Assets to be tapped (e.g., STEM Regional Manager, Community College Intermediary, AEA Consultant, iJAG, Workforce Developer, Other[s])**

We have accessed resources and support from:

- the Iowa Department of Education Work based Learning consultant
- Iowa Intermediary Network
- Keystone AEA
- STEM
- Allamakee County economic development
- Main Street Lansing organization.

**6****Individual Career and Academic Plan (ICAP) utilization**

The Individual Career and Academic Plan (ICAP), as outlined in HF2392, beginning in 2016 and updated in 2022, requires each school district to ensure each student reviews and revises an individualized career and academic plan each year beginning in 8th grade and continuing until graduation. ICAP is a series of high quality career-related activities and experiences that provide a platform for students to engage in the development of self-reflection, career research and exploration of postsecondary opportunities and apply and align their learning with their personal path and goals.

The ICAP plan shall be developed to achieve, at minimum, the following:

1. Prepare the student for successful completion of the core curriculum developed by the state board of education pursuant to section 256.7, subsection 26, by the time the student graduates from high school.
2. Identify the coursework and work-based learning needed in grades nine through twelve to support the student's postsecondary education and career options.
3. Prepare the student to successfully complete, prior to graduation and following a timeline included in the plan, the essential components of a career information and decision-making system that meets standards adopted by the state board of education

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- in accordance with subsection 4.
4. Prior to graduation, advise the student how to successfully complete the Free Application for Federal Student Aid (FAFSA). b. The student's parent or guardian shall sign the student's career and academic plan, and the signed plan shall be included in the student's cumulative records.

The Department of Education feels work-based learning experiences are an important component of the student's individual career and academic plan (ICAP). IDOE says work-based learning experiences should be utilized to scaffold learning that complements the student's career goals, respond to student interests and strengths, align with courses and experiences and enhance the activities utilized in the career information system (CIS). Eastern Allamakee is in the infancy stages of helping students connect and incorporate the work based learning opportunities to their ICAP.

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### Perkins alignment

The Perkins legislation emphasizes equal and equitable access to all of our programs of career development. With the reauthorization of Perkins V came the addition of a new performance indicator of participation in work based learning. This new indicator pushes us to examine and grow how we engage all students in career awareness, exploration, preparation, and training.

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### Challenges and Barriers ahead

This is rewarding work but it does not come without some unique challenges. Barriers we are facing that make embedding work based learning challenging include.

- Student Awareness - Students don't know what they don't know and if we aren't making them aware of the opportunities many times they are missed or overlooked. It is imperative that we continue to work with our students to show them how work based learning opportunities give them a competitive advantage.
- Scheduling challenges - we need the counselor, the careers coordinator, and the work based learning coordinator to work together to create student schedules that ensure prereqs are met and allows students enough time for work based learning while still meeting graduation requirements.
- Educating our Counselors about the importance of Work-based Learning - This is a big one for our students. The counselor is the gatekeeper for our students, scheduling them into the courses that they want or need, but they also influence students in regards to courses that they can or can't take, and opportunities that are out there for growth. Some counselors will still schedule a student in an academic class over a work-based learning opportunity, thinking that there is more growth in the classroom than in an actual, real-life learning opportunity.
- The WBL coordinator is also a teacher who has two CTE strands of classes to teach so designated time is not given for coordination of the work based learning program and often a planning period has to double as the WBL designated time
- Staff Training - Educating staff about the different work based learning experience, how to turn a career experience into a true work based learning experience by including preparation, an workplace partner, and follow-up, and giving time for them to develop deeper, richer, collaborative opportunities
- Business on-boarding - while generally businesses are very supportive of this work once they understand it, it is very challenging to educate entire communities about work based learning and the benefits it has for their business and larger community growth.
- Child Labor Laws, Insurance, Safety - For the small businesses in our area, taking on an intern (paid specifically) can pose a financial burden with insurance, workman's compensation policies, payroll, etc that they cannot justify for an unskilled employee
- The economy has cycles - This work is always important for our students but can be more cyclical for our businesses. Everyone needs to see this as connected to the economy but yet important regardless of conditions. This message is best sent when business is strong.
- Funding Funding Funding - While much of this can be integrated into curriculum, if all educators are onboard and have an understanding of the importance of work based learning, there are always extras that are needed.

#### A few resources:

SAMPLE PLANS  <https://www.iowastem.org/WBLplans>

Guidelines for School+Business Partnerships  [https://bit.ly/School\\_Biz\\_Partnerships\\_in-STEM](https://bit.ly/School_Biz_Partnerships_in-STEM)

IA. Dept. of Ed WBL resource

<https://bit.ly/3uv70cY>

2017 WBL Guide from Ia. Dept. of Ed.--> <https://bit.ly/2017WBL-Guide-IDE>

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