

Remote and Virtual WBL Suggested Standards¹

Remote Internships should include:

- Orientation and onboarding training for learners and employers to discuss standards and alignment for work in a remote learning environment.
- Clear expectations and protocol around communication between the employer, the learner, and the work-based learning connector.
- Outlined check ins including a regularly scheduled one-on-one with a supervisor, teacher, and learner; one-on-one with the teacher; and specific learning objectives that yield a culminating internship presentation.
- Secure online structure of employer and teacher support.
- Combination of employer-defined projects and selected upskilling opportunities as part of the learner's WBL plan.
- Adherence to district policy guidelines with respect to remote learning and work-based learning.

Communications Standards for Remote Internships:

- A reliable and secure virtual platform should be used for all remote communications (meeting, calls, etc.) with learners including Face Time, Microsoft Teams, Google Meet, and/or Zoom platforms.
- Online conferences and/or meetings are intended for instructional purposes only and should only occur in non-school hours during the learners scheduled work time.
- All parties are encouraged to adopt a virtual background or blur their background for all video calls.
- When appropriate, include the learner's teacher and/or Work Based Learning connector on all calendar invites and meeting requests so that they may be allowed to join to support learners and/or view learners in their "working environment".

Remote Workplace Challenges should include:

- Orientation and onboarding training for learners and employers to discuss standards and schedule for workplace challenge that lead to a culminating presentation.
- Clear expectations and protocol around communication between the employer, the learners and the work-based learning connector.
- Outlined check ins to discuss specific deliverables and learning objectives for employer and learners.
- Secure online structure of employer and teacher support.
- Adherence to policy guidelines with respect to work-based learning.
- A clearly defined real-world problem or a workplace challenge issued by an employer.

¹ Adopted from material created by Grant Associates.

- Defined employer supervised learner teams that will work together to identify possible solutions to the real work problem.

Communication Standards for Workplace Challenges:

- A reliable and secure virtual platform should be used for all remote communications (meeting, calls, etc.) with learners including Face Time, Microsoft Teams, Google Meet, and/or Zoom platforms.
- All parties are encouraged to adopt a virtual background or blur their background for all video calls,
- When appropriate, include the learner's teacher and/or Work Based Learning connector on all calendar invites and meeting requests so that they may be allowed to join to support learners and/or view learners in their "working environment".
- An environment conducive to networking with industry professionals, exposure to potentials careers in a specific industry, development of problem solving and presentation skills, and the opportunity for career planning.