

January 2018 Work-Based Learning Advisory

December 20, 2017

Dear Students and Parents:

For the first two weeks in January 2018, all students will participate in Work-Based Learning Advisory. Work Based Learning (WBL) provides students a range of experiences that are designed to create meaningful linkages between work and school and provide students with meaningful exposure to successful professionals in the Engineering and Architectural fields. WBL Advisory is aligned to the Career Development Occupational Studies (CDOS) Learning Standards. All students, including students with disabilities, who participate in standard State assessments and complete career preparation experiences aligned to the CDOS commencement-level learning standards can earn the CDOS in any of the following ways:

- **As an endorsement** to any diploma (local, Regents, or advanced Regents)
- **As a +1 option** in lieu of a fifth Regents exam when working towards a HS diploma

Students will receive 0.5 elective course credit and up to 18.75 hours out of 54 school supervised WBL experiences.

Learning Objectives – Students will be able to demonstrate growing awareness and ability to:

- Identify careers within each of the three pathways - Architectural Technology, Civil Engineering, and Construction Management.
- Identify the knowledge/skills/abilities/personality/technology/education needed and/or associated with each career.
- Reflect on personal passions, and identify current and prospective skill sets and values.
- Determine strengths, areas of development, and next steps in order to be better prepared for a choice career.
- Make connections between passions, skills, etc. and City Poly's pathways.
- Make connections between those careers and other related pathways.
- Identify a "best fit" postsecondary pathway and defend their choice.

The WBL Advisory Calendar-of-Dates and Bell Schedule is below:

All students will meet on **Tuesday, January 2nd**, in the gym at 8:30am for a school-wide assembly. Advisory and room assignments will be distributed at that time.

Monday	Tuesday	Wednesday	Thursday	Friday
January 1	January 2	January 3	January 4	January 5
New Year's Day School Closed	Intro to WBL Advisory Assembly Pt I Career Development Lessons	Career Development Lessons	Career Development Lessons	Career Development Lessons
January 8	January 9	January 10	January 11	January 12
Intro to WBL Advisory Assembly Pt II Career Development Lessons	Community Overnight Trip (Principal Invitation-Only) Career Development Lessons	Community Overnight Trip (Principal Invitation-Only) Career Development Lessons	Career Development Lessons	Career Project Presentation
January 15	January 16	January 17	January 18	January 19
MLK, Day School Closed	REGENTS PREP WEEK; Students resume Fall 2018 schedule			
January 22	January 23	January 24	January 25	January 26
REGENTS EXAMINATIONS; No Classes				

Student Bell Schedule			
PD	Start	End	Schedule
1	8:30	9:15	Block 1
2	9:17	10:02	
3	10:04	10:49	Café
4	10:51	11:36	Block 2
5	11:38	12:22	
6	12:24	1:08	
7	1:10	1:54	Café
8	1:56	2:40	Early Dismissal

WBL Continuum of Experiences

Experiences	CAREER AWARENESS	CAREER EXPLORATION	CAREER PREPARATION	GRAND TOTAL
	HS Years 1 & 2	HS Years 3 & 4	College Years 5 & 6	
Classroom Learning	Career Awareness Lessons Career Research Guest Speakers Professional Skills Development	Career Exploration Lessons Career Guidance Career-Related Projects Industry Research	Career Coaching Occupational Training Technical Skills Training Work Readiness Activities	Minimum 324 hours
CTE Coursework	Intro to Engineering & Design Civil Engineering & Design	*Declare Major* Engineering Design & Development CTE Elective	Civil Engineering A.A.S. Architectural Tech, A.A.A. Construction Management, A.A.S.	216 hours (NYS CDOS)
Community Activities	Career Fairs College Visits Community Resource Awareness	Community Service Mock Interview College Visits Out-of-School Activities Industry Certification	Volunteering Competitions Industry Certification	100 hours (DOE Seal of Recognition for Service)
Workplace Learning	Workplace Challenge Career Mentor Workplace Tour	Workplace Challenge Informational Interview Job Shadow Internship	Workplace Challenge Internship Work Experience/Co-Op Apprenticeship	54 hours (NYS CDOS)
Subtotal Hours	231 hours	231 hours	232 hours	> 694 hours

Attendance and Behavior Policy

WBL is an essential and integrated element of the P-TECH 9-14 model school. Because this is a credit-earning course that leading to a diploma endorsement and/or alternative diploma pathway, **perfect attendance** during this time is crucial. Attendance and timeliness are highly valued professional skills in our CTE community and industry. Students are expected to conduct themselves in accordance with **the NYCDOE Discipline Code and City Poly Core Values**, in addition to the accepted norms of the workplace. **Trips will periodically take place at the discretion of the Advisory.** Good behavior standing is required for all school-sponsored experiences and trips.

Documentation Needed to Verify Student Participation

- Emergency Blue Contact Form
- Google Student Portfolio
- Career Plan
- Employability Plan
- Resume
- WBL Timesheet (2)
- WBL Travel and Media Consent Form

Please reach out with any questions or concerns.

Respectfully,

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