

PROGRAM EXPECTATIONS

ROLE OF THE EMPLOYER

The success of the WBL program is primarily based on the quality of the placement and the instruction the students receive on-site. The designated mentor, selected by the company, is a key individual who ensures a successful experience. Many different individuals may be involved in teaching and training the intern but one individual who is specifically identified is typical. An effective mentor must possess both personal



qualities and the technical expertise to be successful. It is important for the business to provide time for the mentor to work with the intern/apprentice on a one-on-one basis.

Employers should also agree to host/employ the student for the entire school calendar year. There is a minimum hours requirement but can vary by student due to multiple schedule configurations. The WBL Coordinator will clarify the minimum hours for your intern/employee.

ROLE OF THE MENTOR

PERSONAL QUALITIES: A mentor must know and perform his/her job well and be willing to share their knowledge. They should be of character the student would want to emulate.

COMMUNICATION: The mentor agrees to communicate regularly with the WBL Coordinator regarding job performance, attendance, motivation and any other pertinent information as needed.

TRAINING: The mentor participates in the development of the student's training plan. This plan will guide the student's participation while interning with the company and will serve as the basis of evaluations conducted throughout the school year. *(see back of booklet)*

EVALUATIONS: The mentor will evaluate the student's progress both formally and informally and keep the WBL Coordinator apprised of the progress. You should expect your intern to bring evaluations bimonthly for you to complete and sign, including:

- The training plan evaluation referenced above; once per semester. *(see back of booklet for example)*
- Employability skills evaluation, bimonthly.
- Hours documentation sheet for unpaid interns. This must be signed regularly. *(see back of booklet for example)*
- Paid students will provide pay stubs that show the

student's name, pay period, number of hours worked and pay.

ROLE OF THE COORDINATOR

- Vet students prior to WBL program acceptance.
- Emphasize employability skill attainment throughout the year.
- Conduct multiple site visits throughout the school year to briefly discuss student progress with the mentor.
- Partner with the mentor as a job coach for the student.
- Maintain records pertinent to the student, employer and school as required by the state.

ROLE OF THE STUDENT

- Arrive at work site on time and prepared to begin work.
- Comply with all company policies regarding dress code, professionalism, and attendance.
- Show initiative by taking on assigned projects, ask questions as necessary and accept feedback and constructive criticism.
- Provide the employer with required paperwork in a timely manner.
- Communicate all absences and schedule changes as soon as possible.



EMPLOYABILITY SKILLS

The most effective mentors model behaviors and traits students can adopt, such as:

- Positive attitude
- Self-confidence
- Open-mindedness
- Creative problem-solving
- Flexibility
- Responsibility
- Accountability
- Effective Communication

Work-Based Learning



Georgia's Future Workforce