

## Coordinator Work Experience Checklist

Quick tips for Coordinators to help ensure a successful work experience.

### Before the Work Experience ...

- ✓ Define the work experience program structure (time-frame, performance expectations and staff support, for example).
- ✓ Identify all interested faculty members and help them plan for referring students to the opportunities.
- ✓ Orient faculty and encourage them to support and leverage the work experience. Share the Faculty Tip Sheet.
- ✓ Work with faculty and college representatives to create a list of interested and qualified students.
- ✓ Select and refer appropriate candidates for interviews, matched to employer/supervisor specifications.
- ✓ Provide supervisors with the Employer Work Experience Tip Sheet.
- ✓ Determine the worksite supervisor's preferred form and frequency of contact.
- ✓ Distribute and collect appropriate forms.
- ✓ Identify learning objectives and complete the WBL Plan.
- ✓ Address any transportation or safety gear needs.

### During the Work Experience ...

- ✓ If possible, meet with students and worksite supervisors at their workplaces and observe workplace activities. Make sure these visits are pre-arranged with the host and don't disrupt workflow.
- ✓ Regularly assess student progress and impact of the experience.

### After the Work Experience ...

- ✓ Have the supervisor complete the supervisor evaluation and review with the student.
- ✓ Document the work experience. Get feedback from employers and faculty and summarize results using the WBL Activity Evaluation.
- ✓ Help students update their resumes and think about any next steps they would like to take to further their career goals.
- ✓ Work with faculty to coordinate "go deeper" activities to connect the work experience to the classroom and their career goals.
- ✓ Publicize the work experience program and the business that participated by placing a story in the local newspaper or posting on the college or agency webpage.
- ✓ Consider other potential public relations benefits and opportunities.

### Sample Work Experience Timeline

**Beginning of the college year:** Identify interested faculty members and students who could participate.

**Two months in advance:** Invite business partners to post opportunities.

**One month in advance:** Screen students to employer specifications and have them arrange for interviews with the employer.

**One week in advance:** Confirm selection and make sure the student has proper documentation.

**During work experience:** Visit worksite, if possible, and observe workplace activities. Provide support and address any issues that may arise.

**After work experience:** Send thank-you notes to employers and supervisors and ensure student reflection activities take place.