Work-Based Learning – What to Expect

At Wake Tech, students have several different opportunities for gaining practical work experience while pursuing a degree. Work-Based Learning (Co-op) allows students to apply what they have learned in the classroom in an actual workplace setting. Students work for an employer in a position directly related to their field of study. All forms are found on the Work-Based Learning website and can be turned in to Chef House or Chef Hadley. **https://www.waketech.edu/programs-courses/credit/work-based-learning/students**

Due dates for **WBL application**:

- July 1st for Fall semester
- November 1st for Spring semester
- April 1st for Summer semester

The forms that are due **once you have secured a job** are:

- Agreement/Employer Information form – once reviewed, you will be cleared for registration via email
- Be sure to get signatures from two supervisors – Chef Hadley needs the original form, not a copy!
- Ask your Chefs if you need job suggestions

Measurable Learning Objectives (MLOs) – you work on these with your employer and your Chef advisor.

- Due by 1st week of the semester
- Use sample MLO sheet as a guideline
- Choose 3 that are customized to your worksite
- They need to be clear and measurable!

About midway through the semester, an instructor will contact you regarding your employment and speak to your employer as well. We want this to be a good fit for each student. You will need to fill out this Mid-Term Student Report and give it to your chef. https://go.waketech.edu/student/public/forms/Documents/1568_WBL_Mid-TermStudentReport.pdf

Weekly time sheets must be filled out electronically. You must work **320 hours** to receive full credit for the WBL class. This works out to 20 hours/week over a 16-week semester, or 32 hours/week during the 10-week summer session. An **Employer Final Evaluation** and **Student Final Self Evaluation** forms are due to complete the WBL class.