



# Northwest Georgia RESA

Work-Based Learning Endorsement Program Advisement Sheet

Candidate Name \_\_\_\_\_ Program Start Date \_\_\_\_\_

## Work-Based Learning Endorsement Program Admission Requirements

Valid T-4 or higher Clear Renewable Certificate in any Teaching field, the Service field of School Counselor, or the Leadership field of Educational Leadership or Director of Vocational Education	Date Submitted _____
Completion of Endorsement Candidate Application Form	Date Submitted _____
Two letters of recommendation, one of which must be from the applicant's school-based administrator	Date Submitted _____
Completed Teacher Candidate Dispositions Record (which includes a written Philosophy of Instruction)	Date Submitted _____
Administration Fee (application/transcript/etc.) \$50 for NWGa RESA districts; \$100 for non-NWGa RESA districts	Date Submitted _____

## Course I: Development of Work-Based Learning Programs

Pre-Test (over Course I and II; administered during first session)	Date Administered _____
	Score _____
WBL Organizational Plan (Unit 1)	Date Submitted _____
	Score _____
3-Minute Elevator Speech Observation (Unit 4)	Date Submitted _____
	Score _____
Syllabus and CRE Manual Scavenger Hunt (Unit 4)	Date Submitted _____
	Score _____
Student Application Packet (Unit 5)	Date Submitted _____
	Score _____
Student Recruitment Plan (Unit 5)	Date Submitted _____
	Score _____
Employability Skill Lesson Plan (Unit 7)	Date Submitted _____
	Score _____
Career Development Website Evaluations (Unit 8)	Date Submitted _____
	Score _____
Coordination with Guidance and Counseling (agenda)	Date Submitted _____
	Score _____
List of Potential Business Partnerships (Unit 6)	Date Submitted _____
	Score _____
Individual Career Plan Development (Unit 7)	Date Submitted _____
	Score _____
Written Plan for Special Education and ELL Students	Date Submitted _____
	Score _____

## Course II: Implementation, Management and Evaluation of Work-Based Learning Programs

Unit 1 PowerPoint Slides (Unit 1)	Date Submitted _____ Score _____
Student Evaluation Plan (Unit 2)	Date Submitted _____ Score _____
Employer-Student Interview Training Plan (Unit 3)	Date Submitted _____ Score _____
CRE Placement Management Plan (Unit 3)	Date Submitted _____ Score _____
Mentor Handbook (Unit 4)	Date Submitted _____ Score _____
Essential Forms Filing System (Unit 5)	Date Submitted _____ Score _____
Annual Report Summary Form Template (Unit 8)	Date Submitted _____ Score _____
Comprehensive Marketing and Public Relations Plan (Unit 10)	Date Submitted _____ Score _____
Post-Test (over Course I and II; administered at final class of Course II)	Date Administered _____ Score _____

## Course III: Integration for Field Supervised WBL Internship

On-site Observation scored with WBL Observation Protocol (Fall) (Minimum composite score: 1.5)	Date Submitted _____ Score _____
On-site Observation scored with WBL Observation Protocol (Spring) (Minimum composite score: 2.0)	Date Submitted _____ Score _____
Reflective Log (Fall)	Date Submitted _____ Score _____
Reflective Log (Spring)	Date Submitted _____ Score _____
Program Evaluation scored with WBL Program Evaluation Rubric (Minimum composite score for each domain: 2.0)	Date Submitted _____ Score _____

## Work-Based Learning Program-Culminating Portfolio

Program-Culminating Portfolio	Date Completed _____ Score _____
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