

Work-Based Learning Course Checklist

Student Name _____ Student ID _____ Student Email _____
 Semester _____ Academic Program _____

WBL Checklist			
REQUIRED for WBL Administrator		Optional Course Instructor Materials	Optional Student Records
	1. Original signed MOU	3. Work agreement	8. Pre-WBL resume
	2. Student name/Final grade/Course #	4. Learning objectives	9. Post-WBL Resume
		5. Student work review	10. Student Paper of Reflection
		6. Final Employer Evaluation	
		7. Progress Checks	

Explanation of Documents and Materials

- REQUIRED - Memorandum of Understanding (Original paper copy).** (Signed by WBL Partner Organization Authorized Individual and returned to Administrator or Work Based Learning prior to student engagement).
- REQUIRED - Student name/Final grade/Course #**

Optional Course Instructor Materials

- Work Agreement.** (Signed by student and Employer/Supervisor prior to beginning of the internship and return to Course Instructor).
- Learning Objectives.** (Signed by student and Employer/Supervisor and returned to Course Instructor prior to beginning of internship).
- Student Work Review.** (Completed and submitted by Employer/Supervisor to Course Instructor by the first day of the last week of class).
- Student Performance Evaluation.** (Completed and submitted by Employer/Supervisor to Course Instructor by the first day of the last week of class).
- Progress Check(s).** Communication with Course Instructor (Optional number and method of via phone, face to face meeting or email).

Optional Student Records

- Pre-WBL Student Resume.** (Provided Course Instructor prior to beginning of internship.)
- Final Paper of Reflection** and (Return to Course Instructor by the first day of the last week of class--optional course requirement).
- Post-WBL Student Resume.** (Submitted to Course Instructor by the first day of the last week of class).