

# WLE Talking Points

While talking to or emailing your contacts, you might need to answer some of their questions.

## **What is the Workplace Learning Experience?**

The Workplace Learning Experience is a part of my high school's education program that gives me the opportunity to get out into the professional workplace and make connections between what I do at school and what I may do in my future career.

## **What are the dates?**

Tues, Oct 4 (Job Shadow Day)

Tues, Oct 11

Tues, Oct 18

Tues, Oct 25

Tues, Nov 1

Tues, Nov 8

Tues, Nov 15

Tues, Nov 22

Tues, Nov 29

Tues, Dec 6

Tues, Dec 13

## **What are the hours?**

Over the course of 11 weeks, I need to work 75 hours. (I can certainly work more than that.) I need to work on Tuesdays a majority of the time, but if Tuesdays don't always work, I can work at times that are convenient to you, as long as I don't miss school.

## **Is it paid or unpaid?**

This is an unpaid internship. The Workplace Learning Experience is an academic research project and a graduation requirement at my high school. Earning money would prevent me from earning academic credit.

## **What is expected of the mentor?**

What is most important is that you are willing to open up your workplace for one day per week to the contributions of a developing young adult. When I come, you can give me work that benefits the goals of your organization. When you are not busy, you can offer me some guidance on whatever project I am working on. As much as possible, my school wants me to be engaged in work that taps my academic and interpersonal skills.

## **What is expected of the student?**

My work will add value to your organization during the time I am there. I will arrive on time, act professionally, work independently and collaboratively, ask questions when it is convenient, and learn as much as I can about myself and the professional world. At the end of my WLE, I will make a formal presentation to you and hopefully some of your colleagues on what I contributed to the organization and what I gained from the experience.

## **What type of support will the mentor have?**

I have a faculty advisor at my high school who will meet or talk with you and me at the beginning of the internship to set goals, create a job description, and begin to design a project for the experience. My teacher will visit the workplace a few times during the course of the period to see how I am doing and keep me on track for my culminating project.

## **Is there more information on this?**

Yes, I can email you a Mentor Handbook that describes the Workplace Learning Experience in greater detail.