New York State Education Department
Office of Special Education
Educational Partnership

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Navigating Virtual Work-Based Learning Experiences (WBLEs)

Produced by the Technical Assistance Partnership for Transition at Cornell University.

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Disclaimer

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Introductions

Discussion

- Name

- Educational Organization (EO)

- Position

Blueprint for Improved Results for Students with Disabilities

Self-Advocacy

Students engage in self-advocacy and are involved in determining their own educational goals and plan.

Family Partnership

Parents, and other family members, are engaged as meaningful partners in the special education process and the education of their child.

Specially-Designed Instruction

Teachers design, provide, and assess the effectiveness of specially-designed instruction to provide students with disabilities with access to participate and progress in the general education curriculum.

Research-Based Instruction

Teachers provide research-based instructional teaching and learning strategies and supports for students with disabilities.

Multi-tiered Support

Schools provide multi-tiered systems of behavioral and academic support.

Inclusive Activities

Schools provide high-quality inclusive programs and activities.

Transition Support

Schools provide appropriate instruction for students with disabilities in career development and opportunities to participate in work-based learning.

Learning Objectives

Participants will:

- Identify outcomes and barriers to work-based learning (WBL)
- Discover the difference between virtual and remote work-based learning experiences (WBLEs)
- Explore WBL delivery formats including, online, mobile, hybrid, and low/no-tech
- Discover new resources to assist in developing and enhancing WBLEs
- Apply strategies, including family engagement, to ensure virtual and remote WBLEs are successful

K-W-L Activity

Take a moment to complete the first section of the "K-W" Activity and "L" Planning Tool.

- **K**—What do you **know** about **remote and virtual WBLEs**?

- **W**—What do you **want** to know about **remote and virtual WBLEs**?

- **L**—How can you **apply what you learn** here today to your EO?

What is WBL?

WBL

An array of learning opportunities including:	Career awareness, exploration, and preparation
Through experiences such as:	Career exploration, job shadowing, job sampling, service learning, internships, apprenticeships, and paid employment
Experiences can take place:	In school, in the community, online, or a combination of settings during or after school
Students will:	Learn about work, gain employability skills, and connect their school experiences to real work settings
Experiences can be provided by:	The School and/or a Vocational Rehabilitation (VR) program

Student Outcomes from Participating in Remote and Virtual WBLEs

- Gain insight into work experience opportunities
- Receive information regarding employer and industry expectations
- Learn job skills related to the expectations set for a position
- Receive guidance from people practicing in an industry
- Develop networking relationships

Barriers to Remote and Virtual WBLEs

- Student engagement

- Educator ability to craft meaningful opportunities

- Adapting in-person to virtual such as tactical experiences (e.g., culinary arts or health care)

- Access to technology

- Assuming oversight of online interactions

- Online safety, supervision, and support of students with disabilities

- Competing priorities of student and employer

- Lack of infrastructure to support the move to online learning

Benefits to Remote and Virtual WBLEs

- Removes geographic and transportation barriers
- Students can reach a wider range of employers
- Students gain knowledge of career paths, obtain access to industry mentors, participate in virtual field trips, and demonstrate skill-specific proficiency
- Students receive immediate and individualized feedback
- Educators are able to reduce their time spent preparing paper materials and can spend more time adjusting teaching strategies to meet the students' needs
- Educators can ensure the WBLE is personalized
- Encourages collaboration with outside agencies

Remote vs. Virtual WBLEs

Do you know the difference between remote and virtual WBLEs?

- What do you think each option entails?

- Is your EO participating in either?

Types of WBLEs

Remote WBLEs

A remote WBLE (including, but not necessarily limited to, an internship or a job shadow) is where students complete an experience similar to what they would have completed on-site; **however, the student does not go to the site**.

Virtual WBLEs

A virtual WBLE is where students learn work-related and (where appropriate) technical skills related to a job or career field. This would be done **via a simulation**, preferably created by and in conjunction with business and industry.

Considerations in Developing Remote and Virtual WBLEs

Home Level

- Identify a process
- Develop a plan
- Identify ways to enhance student and family engagement

School Level

- Determine data tracking methods
- Enhance communication
- Develop a plan for employer engagement

Equity Considerations in Developing Virtual WBLEs

EQUALITY	OPPORTUNITY	ACCESS	EQUITY
Equal inputs regardless of need or outputs	*Altering practices and resources to respond to student needs*	*The right to benefit from resources; admittance*	*Equitable inputs with equitable outputs; a chance*

Ideas for Developing Equitable WBLEs

Activity

- List three ways educators can create equitable WBLEs.

- After reviewing how equity applies to remote and virtual WBLEs, will you need to modify your delivery?
  - How so?
  - Who can assist with this?

Equality

Equity

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WBL Delivery Formats

Online

Mobile Apps

Low/ No-Tech

Hybrid

18

WBL Resources: Online

Delivery Formats and Considerations: Online

Formats

- Synchronous or asynchronous
- Whiteboards, chat rooms, quizzes, and assessments
- Self-paced modules, tools, videos, and worksheets
- Interactive presentations such as job shadowing or a workplace tour

Considerations

- Has a strong internet connection
- Can participate in a virtual meeting (e.g., Zoom, Google Hangout, Microsoft Teams)
- Can participate in breakout rooms
- Can download and use apps on phone

CareerPrepped

- Use Skill Builders to build in-demand employability skills needed for career success

- Build a Career Portfolio to show employability skills

- Use the Career Toolbox to create targeted resumes and prepare for interviews

- Use the Job Center to connect with relevant opportunities

Hats and Ladders

- Complete fun visual self-assessments
- Explore hundreds of in-demand careers, or "Hats," select favorites, and unlock new career pathways
- Engage with "Ladders," or real-world, hands-on activities that build workplace experience and career skills
- Measure and share progress toward career milestones

Road Trip Nation

- This free site allows students to create a career exploration roadmap

- Students can complete a brief interest profile and/or find leaders that share similar interests

- Once a leader is discovered, students can follow their road map to discover education, milestones, hurdles, and related leaders

ROADTRIP NATION

Stories and tools to help you find your path
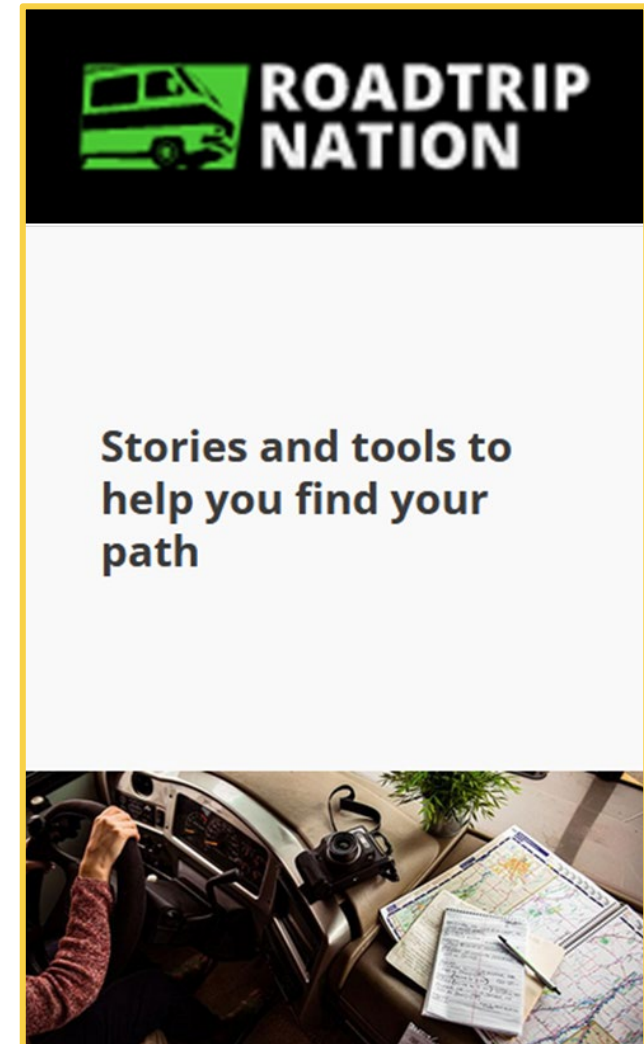
Shmoop

- Offers students and schools free tools to explore careers by salary level or fields of interest

- Provides information on college majors that link to each career

- Students can complete a career quiz if undecided on a career path

CAREER
Salaries
A look at the expected earnings for each career.

CAREER
Exploration
A complete list of career types that may make you dizzy.

CAREER
Quiz
Not sure what to do? Take the quiz!

CAREER
Fields
Get the skinny on each career type.

Be Internet Awesome

Students and families can utilize this free resource to learn how to:

- Safely share information online

- Encourage thoughtful online communication

- Be aware of internet scams

- Keep personal information private

Be Internet Awesome.   Google

Smart
Alert
Strong
Kind
Brave

Skills to Succeed Academy

Choose a Career

What do you want to do with your career? This course will teach you the basics of what makes a career and the key decisions you need to make.

YOU WILL LEARN

- What a career is and what it can mean for you
- How to think about career decisions
- How to set and reach your career goals

Getting a Job

This course will guide you through the whole process from deciding which jobs to apply for and writing your CV/resume to succeeding in an interview.

YOU WILL LEARN

- How to identify your top skills and apply for the right jobs
- How to write a CV/resume and fill out an application form
- Successful interview techniques

Success in Work

Congratulations! You got the job! This course will now teach you how to succeed in work and think about the next stage of your career.

YOU WILL LEARN

- How to prepare for work
- How to work alongside your colleagues
- How to stay motivated

Career Day Inc.

A day of connecting students with high school alumni and other professionals in small conference-style settings that may inspire them to be confident, motivated, and successful in their future careers.

Coursera

- Explore hundreds of free courses to build personal and professional skills

- Learn from experts at 200+ leading universities and companies

- Master essential career skills such as interview prep, resume, and cover letter writing

Learn the latest skills

like business analytics, graphic design, Python, and more

Get ready for a career

in high-demand fields like IT, AI and cloud engineering

Grow your career with Google

Free training and resources to help students:

- Improve their resume with practical strategies

- Power their job searches with Google tools

- Tap into networks to find a job

- Write a cover letter

- Prepare for their professional future with career development

100 Mentors

- Educators set topics
  - Create discussion topics based on what you're teaching
- Students ask questions
  - Learners record 20-second video questions or type them out, in class or at home
- Role models respond
  - Multiple mentors respond in 100-second personalized answer videos
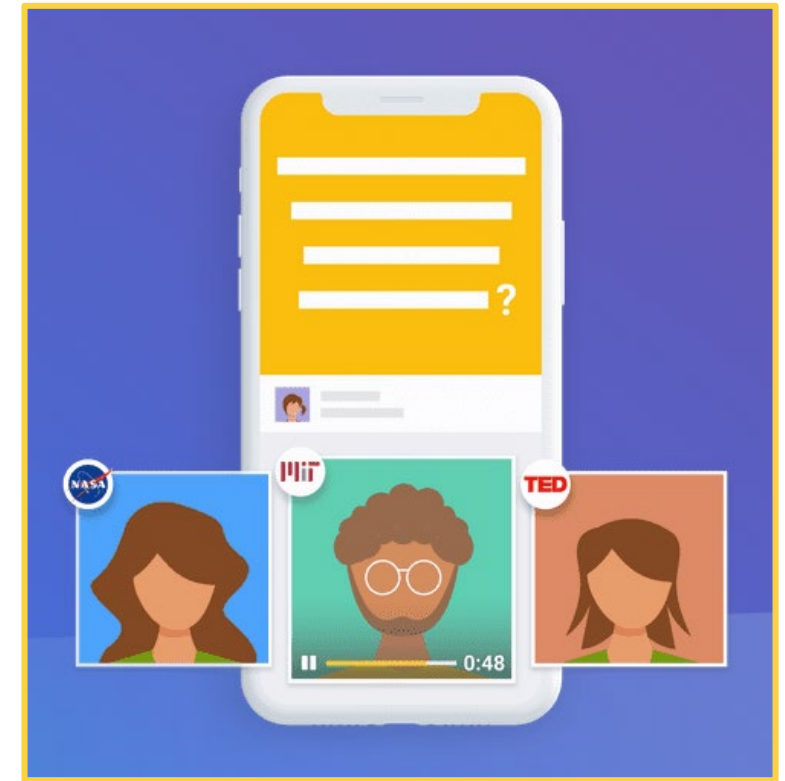
Forage

- Forage allows students to explore virtual work experiences all at no cost to the student.

- Students learn the tools and skills necessary to complete tasks during their workday.

- Students can complete multiple experiences.

Career Connections

JOB SHADOW
Shadow real peoples jobs online
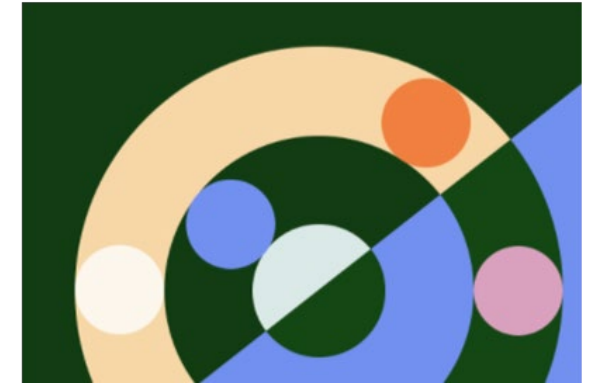
- Students can read real interviews from people as they talk about their careers

- Students can select from a list of interviews or a list of categories such as "9 to 5" or "Career with Animals"

CareerVillage.org

- Students can connect with real-world professionals so they can get their profession-specific questions answered

- Educators can track the career advice for each student, assign activities, and receive reports about students' progress

Virtual Job Tour

CareerOneStop:

- This resource provides the ability to explore career videos, that are organized into 16 clusters

- Videos include career details such as tasks, work settings, education needed, and more
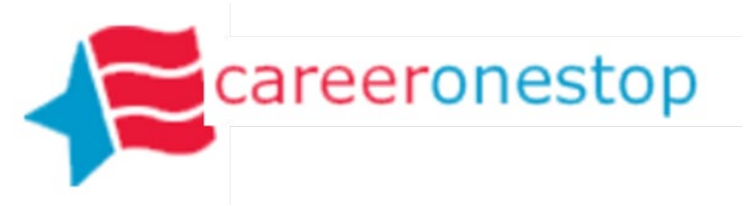
Additional Online Activities

Job Tour

- Tour jobs in one workplace
- Tour "essential" jobs
- Tour businesses that expose students to job, apprenticeship, and intern opportunities

Guest Speaker

- An employer visits a remote classroom as a guest speaker
- Students ask questions to help them consider whether they might like to pursue a career in the industry

Career Day Research and Share

- Students conduct online research on a range of careers in an industry of interest, gather information, and share their findings in the remote classroom

Job Shadowing in a Group Setting

- Students complete a virtual career scavenger hunt activity
- Provides an opportunity for students to develop teamwork skills

Online Activities

- What online resources have you used?
  - What type of work did the students complete?

- Supporting work
  - What does the student do with the information they just completed/learned?

- Supplemental information for families
  - What is the family's role in this activity?
  - Do they have follow-up work to complete?

Discussion

WBL Resources: Mobile Apps

Job Scout Career Discovery

Features:

- A mascot to coach you through the app

- Stickers to earn while you are exploring careers

- A database of more than 1,000 careers

- An on-the-job video for each career in the app

- A list of all the jobs that you have saved

Job Scout Career Discovery—Sample
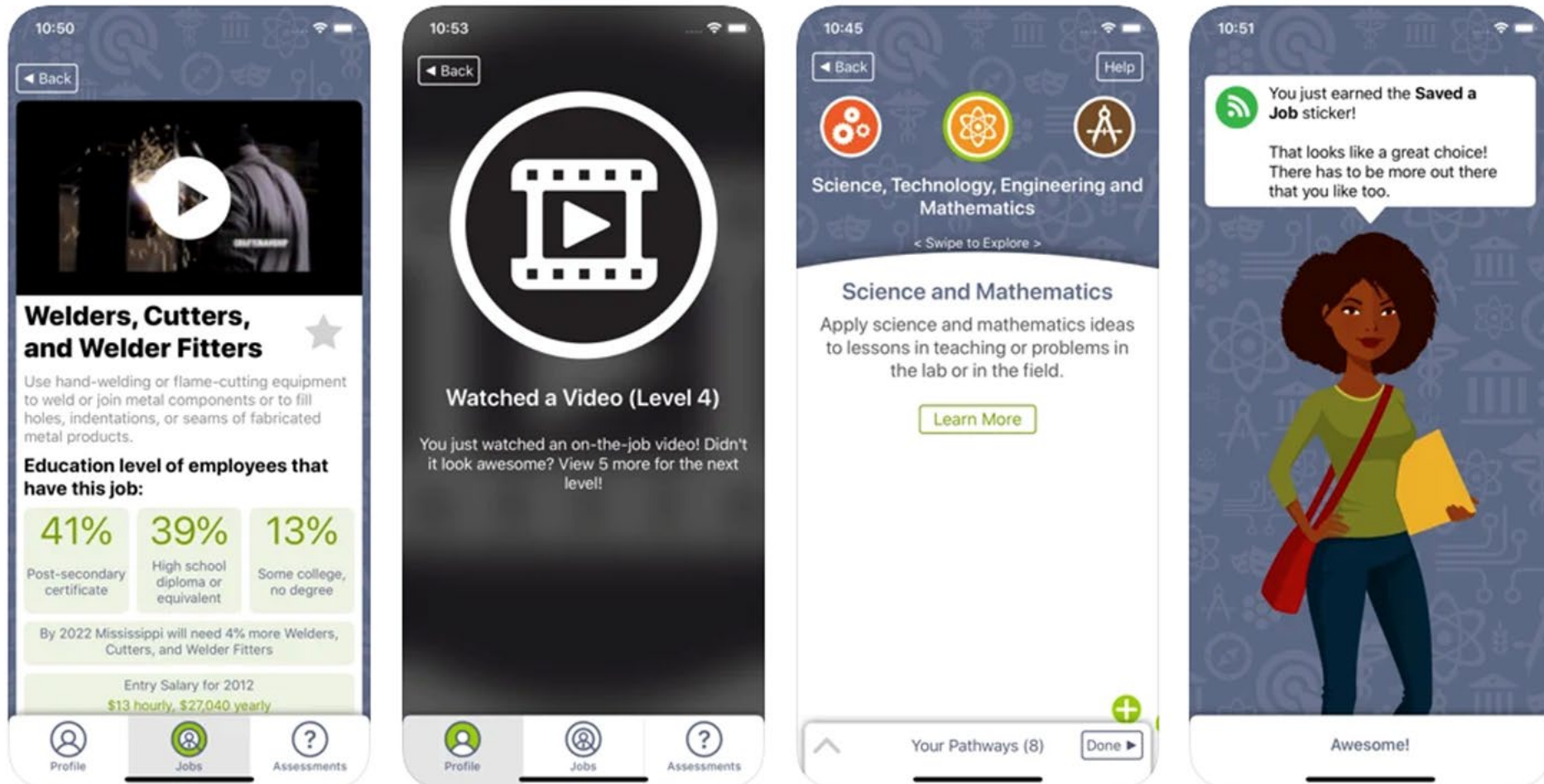
PathSource Career, Job, School, and College Search

Features:

- Take personalized career assessments

- Build a resume in under ten minutes

- Access thousands of job postings

- View graphs with deep, localized information about industries, careers and salaries

- Choose a college major

PathSource Career, Job, School, and College Search—Sample

Great Career Recommendations

Personalized Salary Calculation

Learn Everything About Every Career

Comprehensive Education Programs
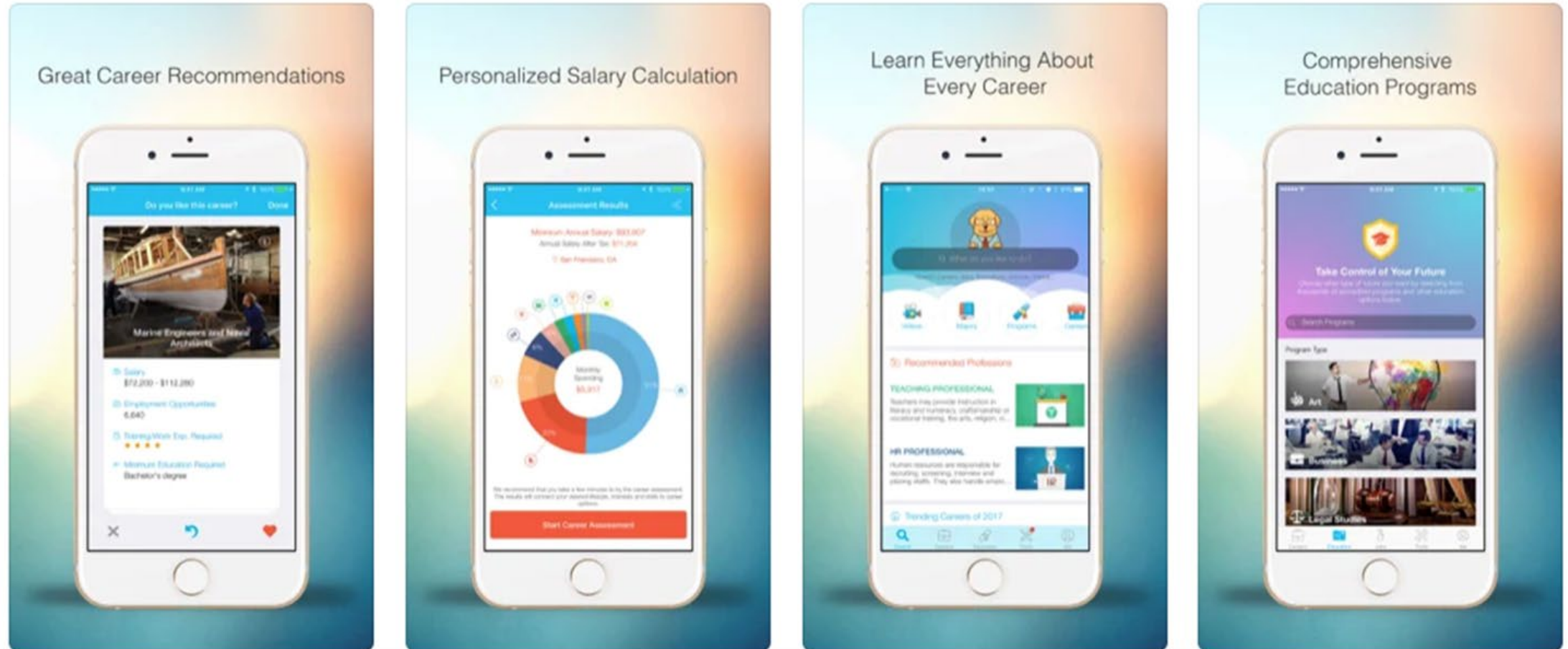
CareerOneStop Mobile

Features:

- Locate the closest American Job Center
- Provides assistance with career planning, training options, and job search
- View local job postings for any city, state, or ZIP code
- View average wages or salaries by occupation and location
- Locate local education and training programs

CareerOneStop Mobile—Sample
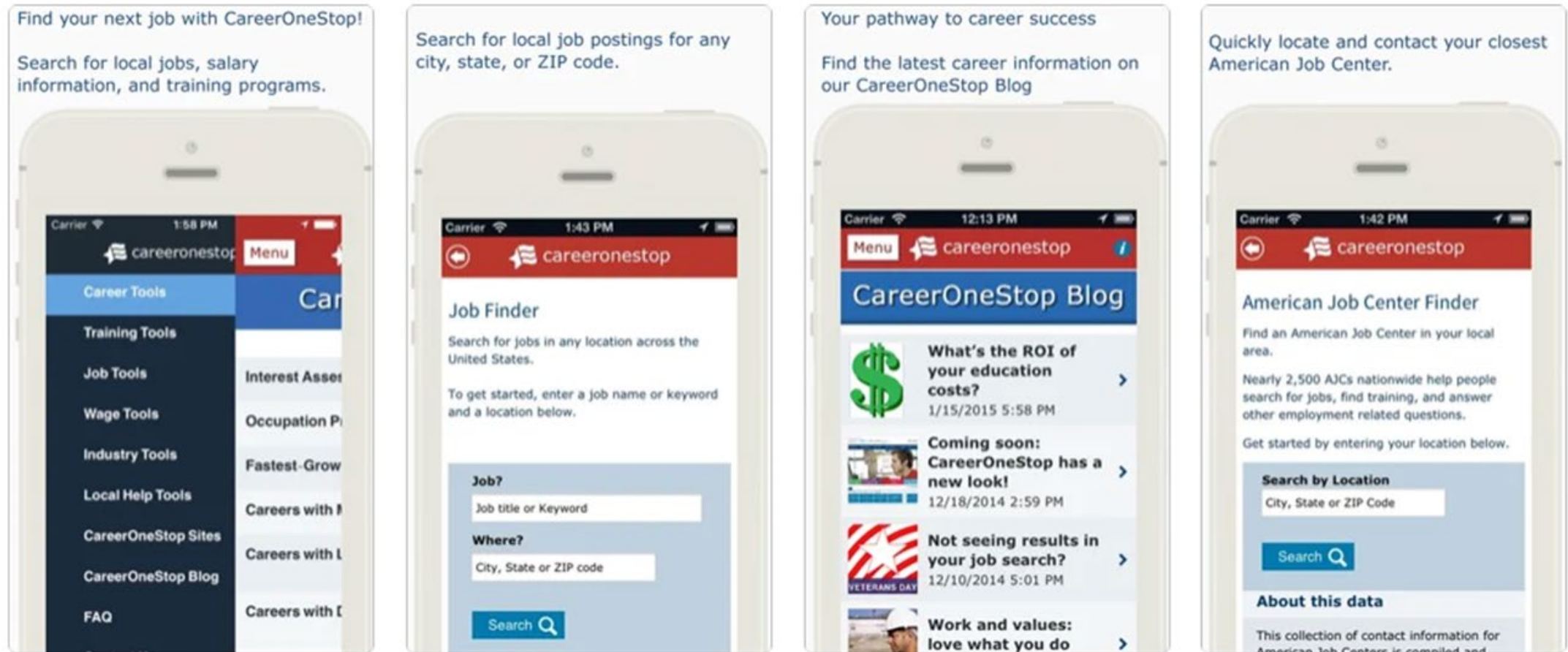
Resume Star

Features:

- Create a resume

- Print in-App right from iPad or iPhone/iPod Touch

- View 10 professionally drafted examples for inspiration

- Use pre-defined sections or create custom ones

- Create a specific cover letter for each company

- Integrated spell check to help avoid typos

- Optional fine adjustments to text and margin sizes to fit the page

Resume Star—Sample
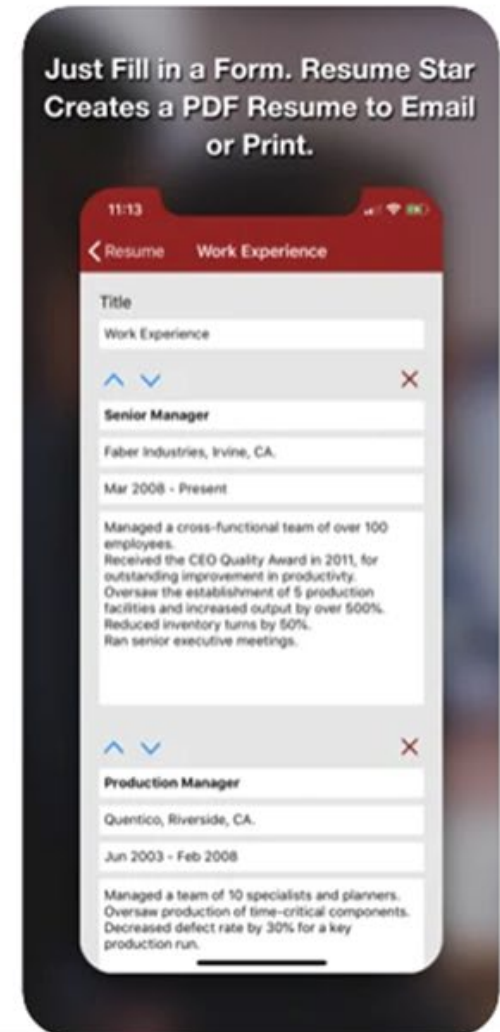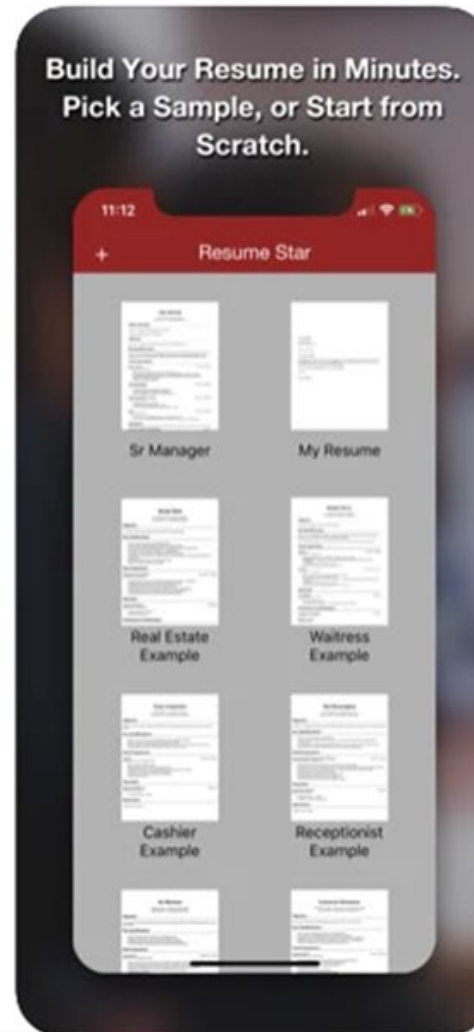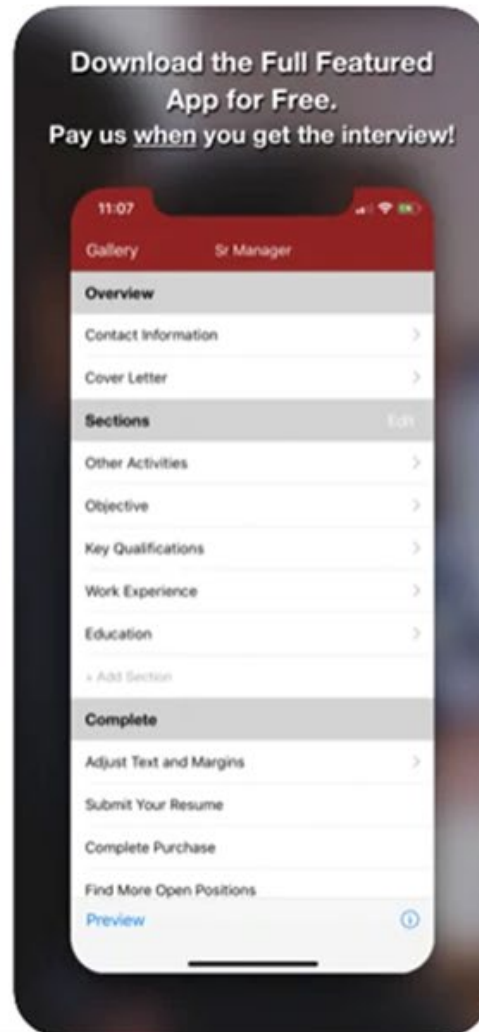
Resume Builder: Resume Creator

Features:

- Get advice on developing a cover letter

- Choose from a variety of resume templates

- Create variations of resume for different jobs

- Print resume with AirPrint-enabled printers

- Send resume by email, upload it to Dropbox, or print it out

- Create a resume offline

Resume Builder: Resume Creator—Sample
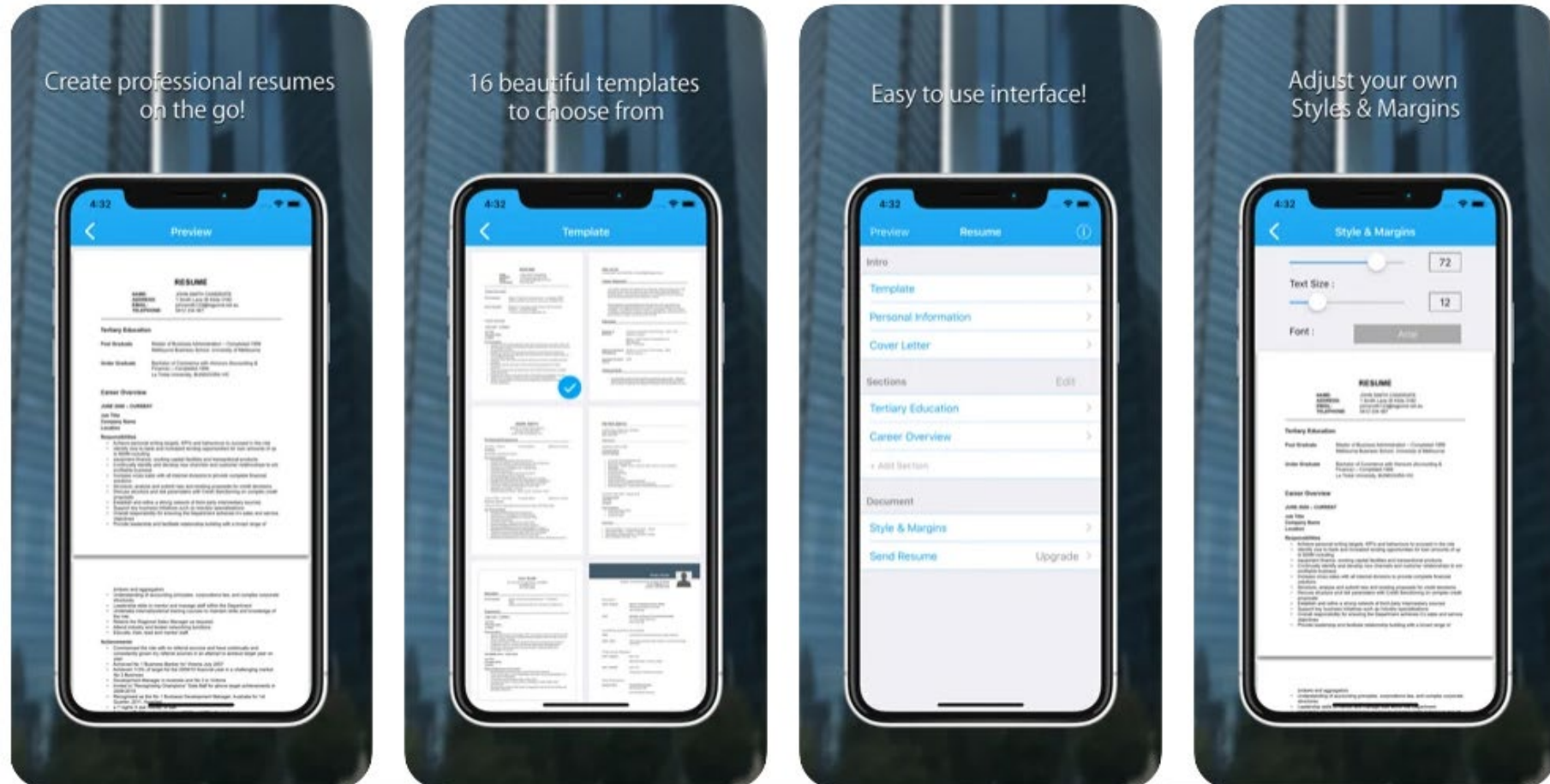
Job Interview Prep Questions

- The best way to get ready for an interview is to take the time to review the most common interview questions you will most likely be asked

- Knowing what you're going to say can eliminate a lot of interview stress

- You don't need to memorize an answer, but do take the time to consider how you'll respond. The more you prepare, the more confident you'll feel during a job interview

- When you're not sure what to expect during an interview, also review this refresher on how job interviews work

Job Interview Prep Questions—Sample
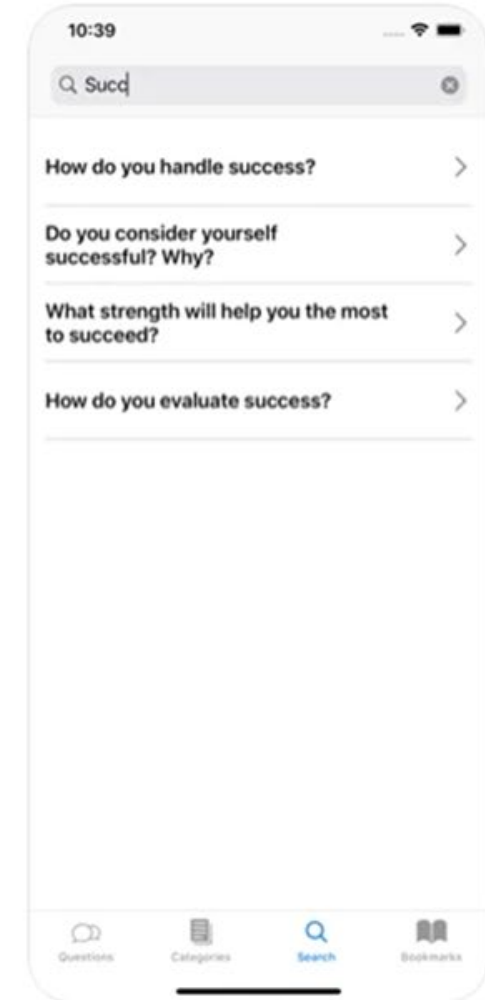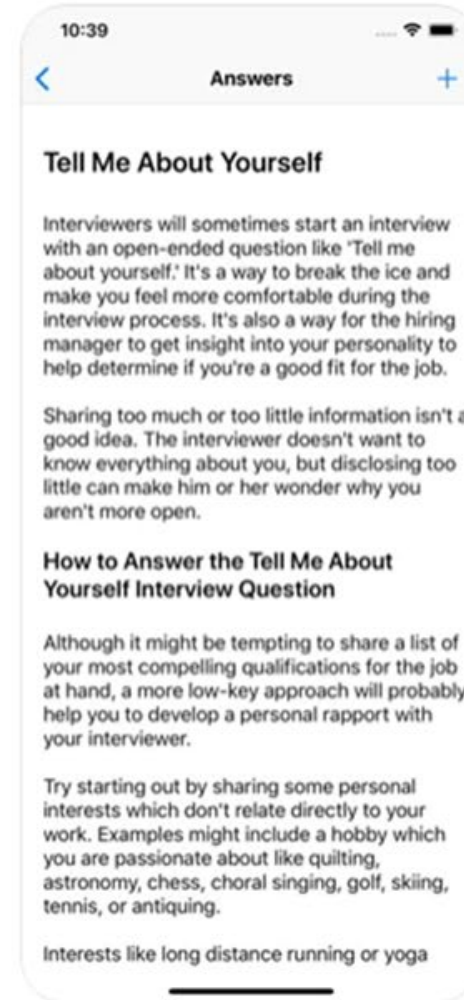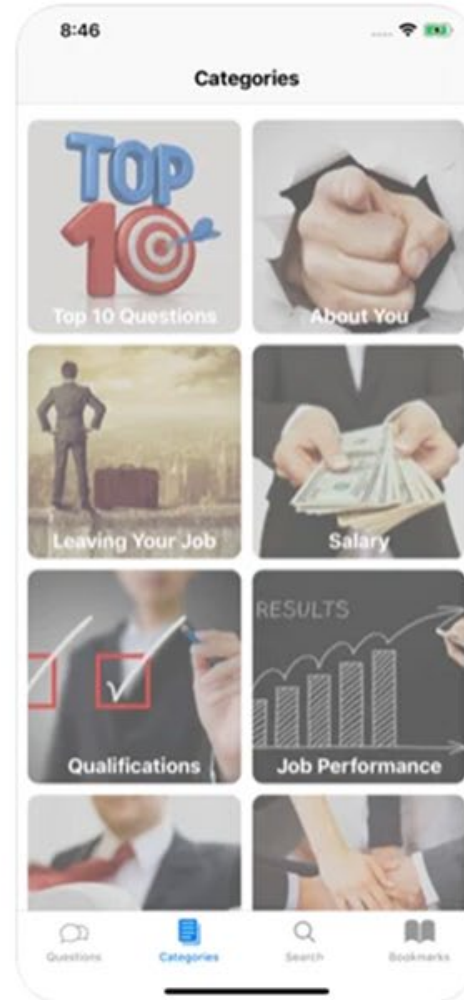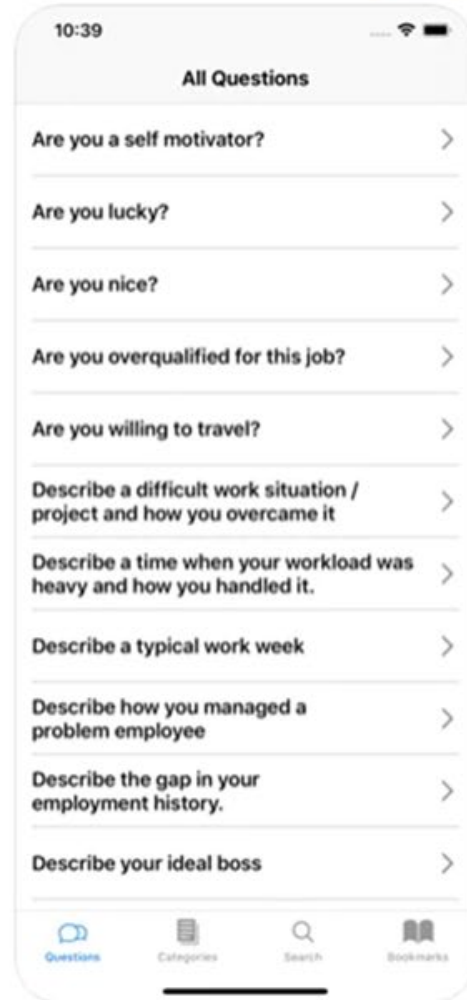
101 HR Interview Questions

Features questions in the following categories:

- Common
- General
- Personal Feedback
- Teamwork
- Flexibility
- Initiative
- Time Management

- Problem-Solving Skills
- Communication
- Decision-Making
- Leadership
- Motivation
- Questions You Can Ask HR

# 101 HR Interview Questions—Sample
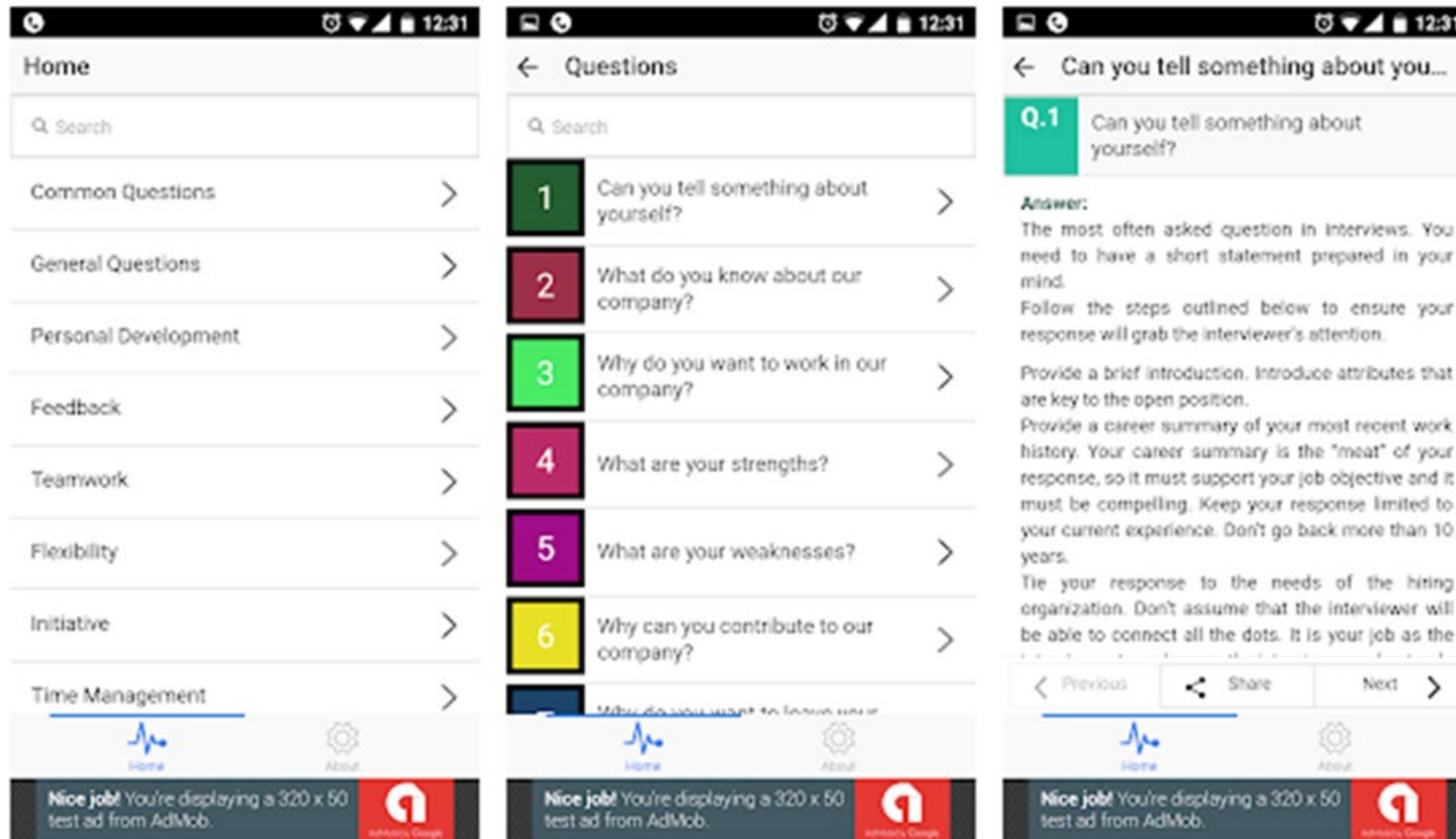
TaskAnalysisLIFE

Features:

- Supports individuals with intellectual disabilities to independently and efficiently complete tasks

- Tasks can be broken down into manageable steps

- Users can access picture, text, and audio support, along with video prompting and video modeling

- Works on GPS location

- Tasks can be created for users to support them at work, home, school, or any other location
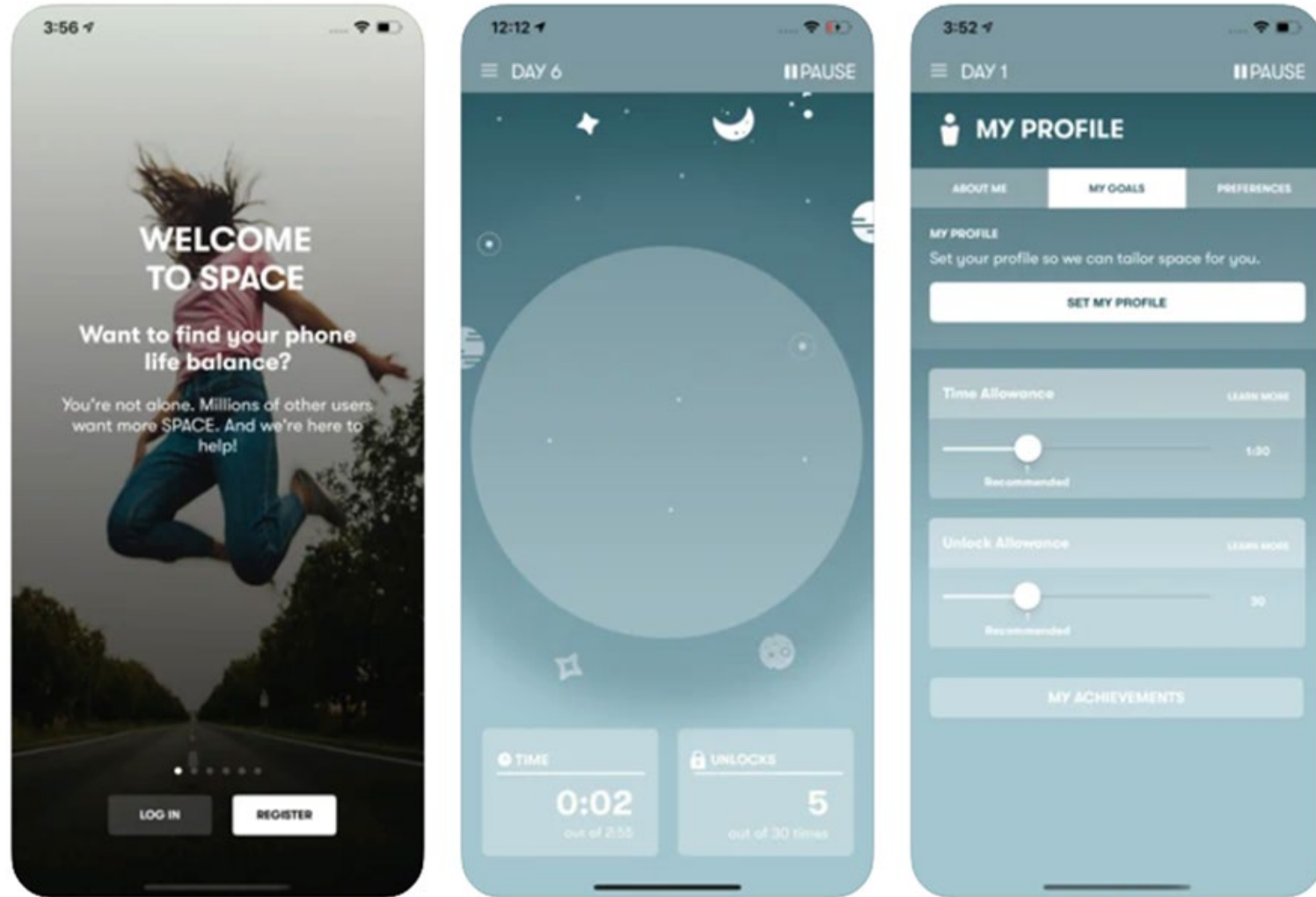
TaskAnalysisLIFE—Sample
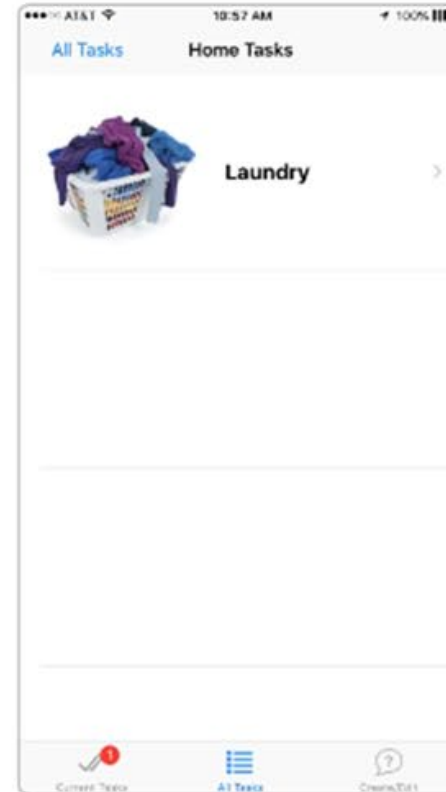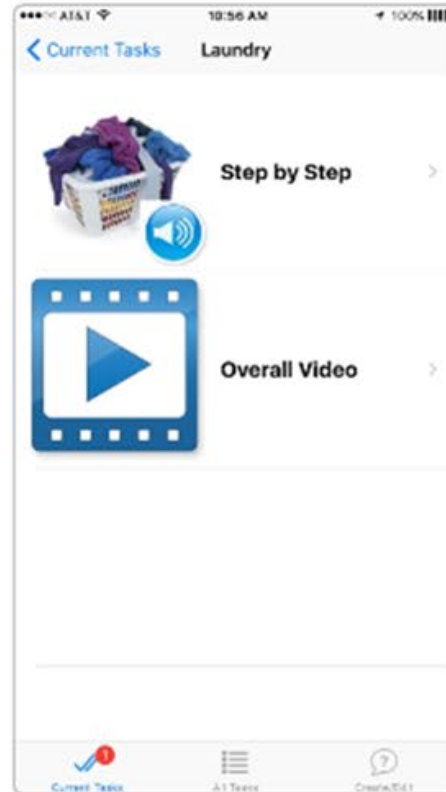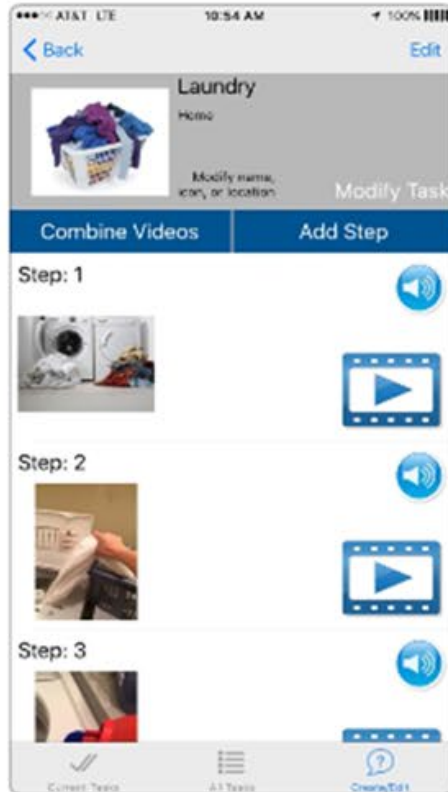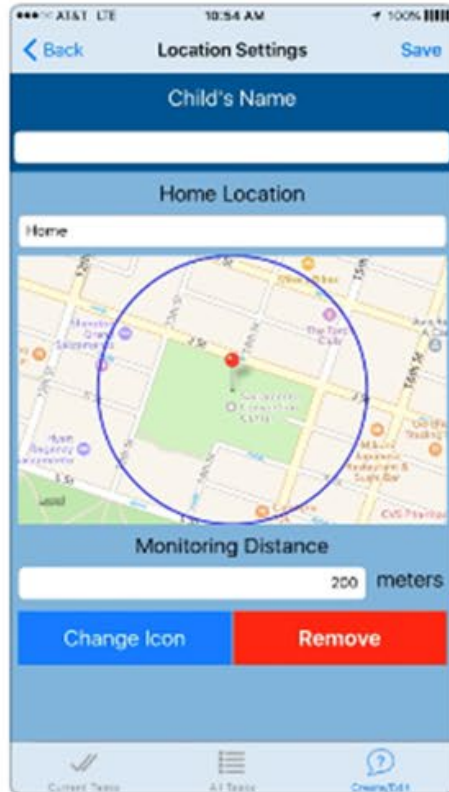
SPACE Break Phone Addiction

Features:

- Set goals for phone usage and unlocks, track progress

- 8-Day Phone/Life Balance course

- Share progress with friends, families and colleagues, building new habits together

- Understand what type of phone user you are

- Unlock top tips to achieve digital balance

# SPACE Break Phone Addiction—Sample

NaturalReader—Text-to-Speech

Features:

- Text-to-speech app that reads text, PDFs, webpages, and eBooks aloud

- More than 50 voices in over 20 languages

- Upload e-textbooks, eBooks, or class notes

- Listen on the go while commuting to class or multitasking at home

- Bookmark important pages for easy access later

- Open email attachments

- Connect to Dropbox, OneDrive, or Google Drive

# NaturalReader—Text-to-Speech Sample
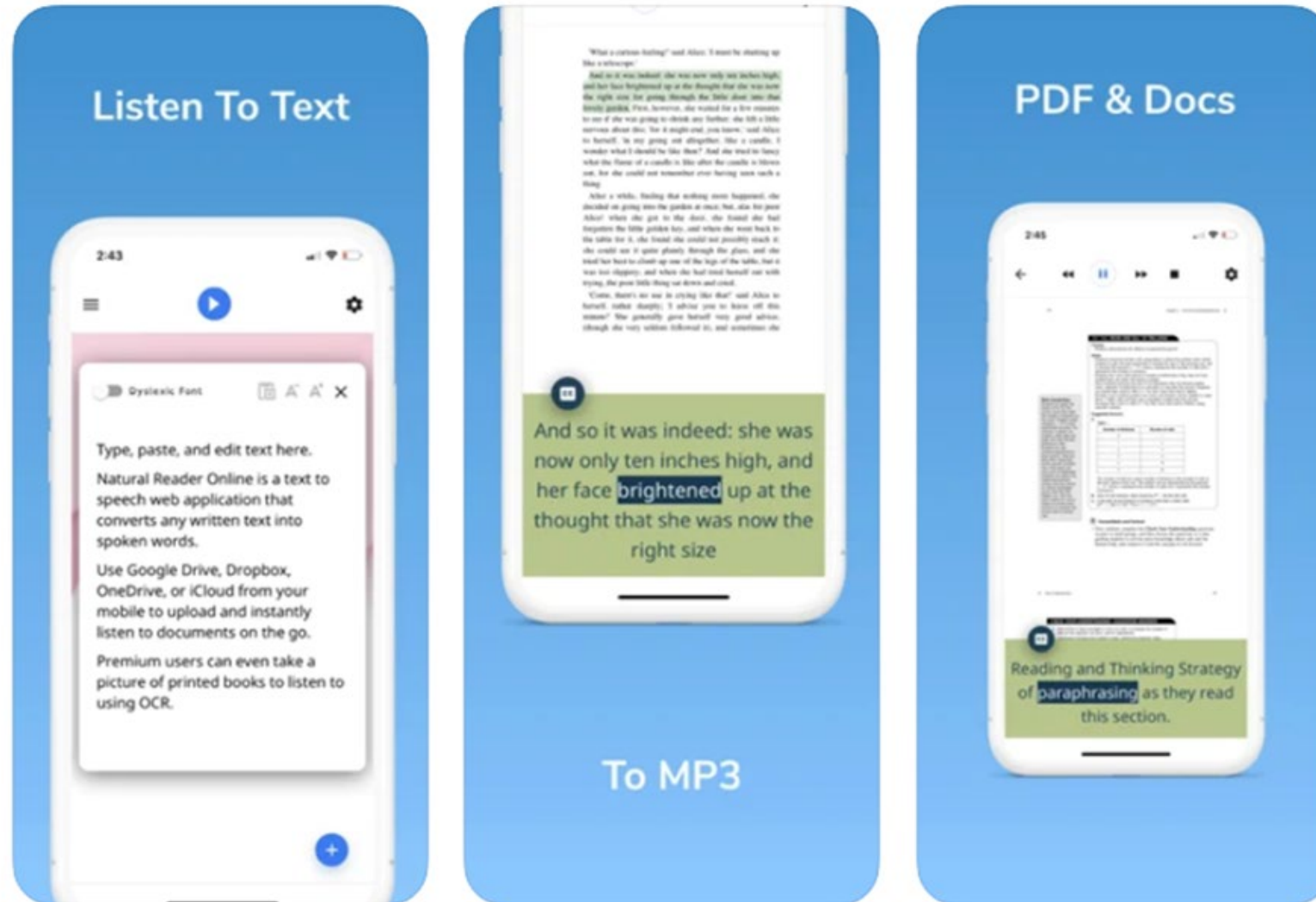
Evernote

Features:

- Write, collect, and capture ideas as searchable notes, notebooks, checklists, and to-do lists

- Keep journals capturing events and milestones

- Clip interesting articles and web pages

- Add different types of content to notes, such as text, sketches, photos, audio, web clippings

- Use the camera to scan, digitize, and organize paper documents, business cards, whiteboards, handwritten notes, and drawings

- Attach docs, PDFs, photos, and audio

Evernote—Sample
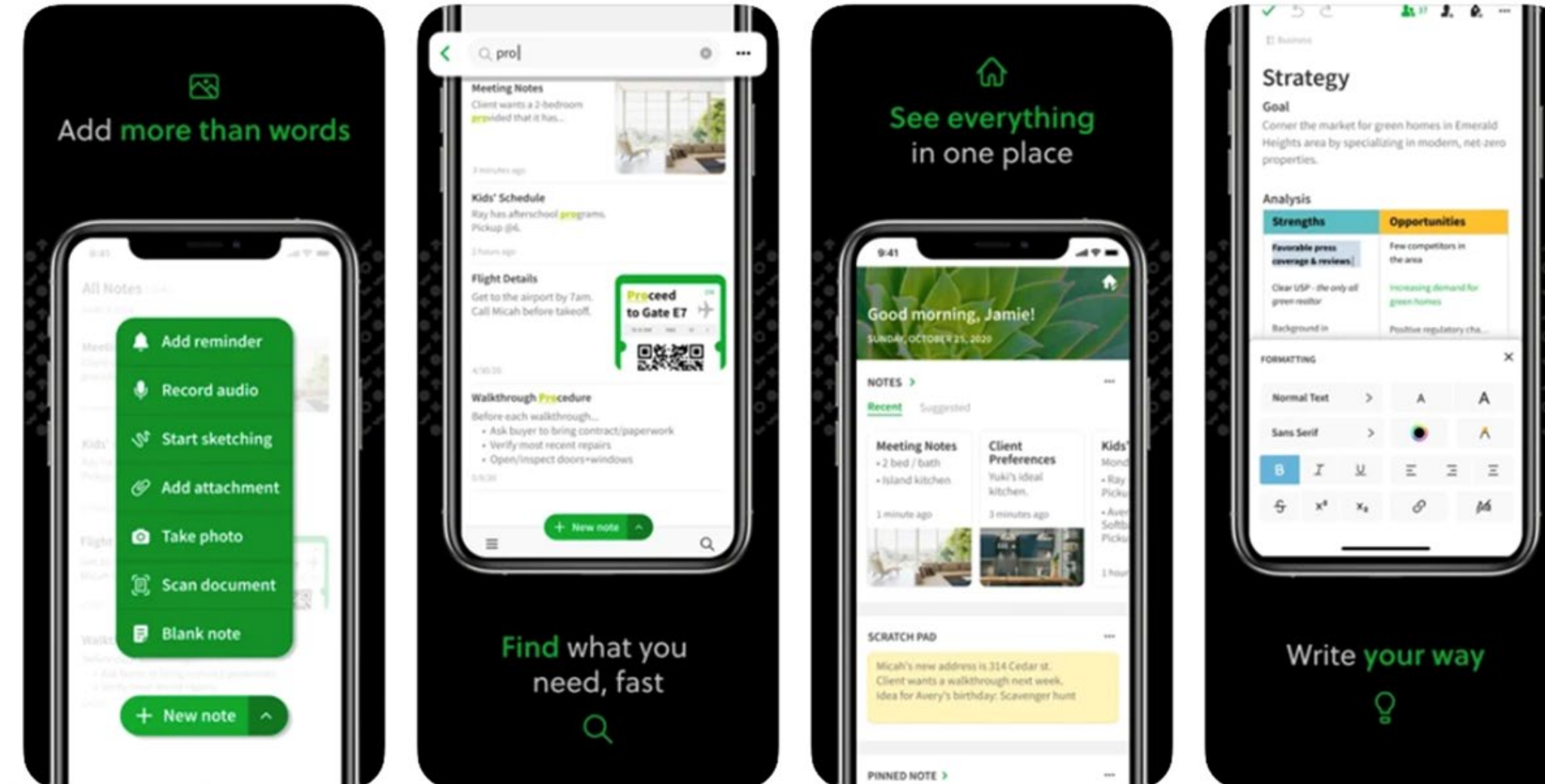
Google Primer

Features:

- Learn new business and digital marketing skills
- Works offline
- Offers lessons in business planning, management, sales, digital advertising, social media, content marketing, analytics, branding, and more
- Lessons are five minutes
- Offers personalized next steps after each lesson
- Keeps track of progress

Google Primer—Sample
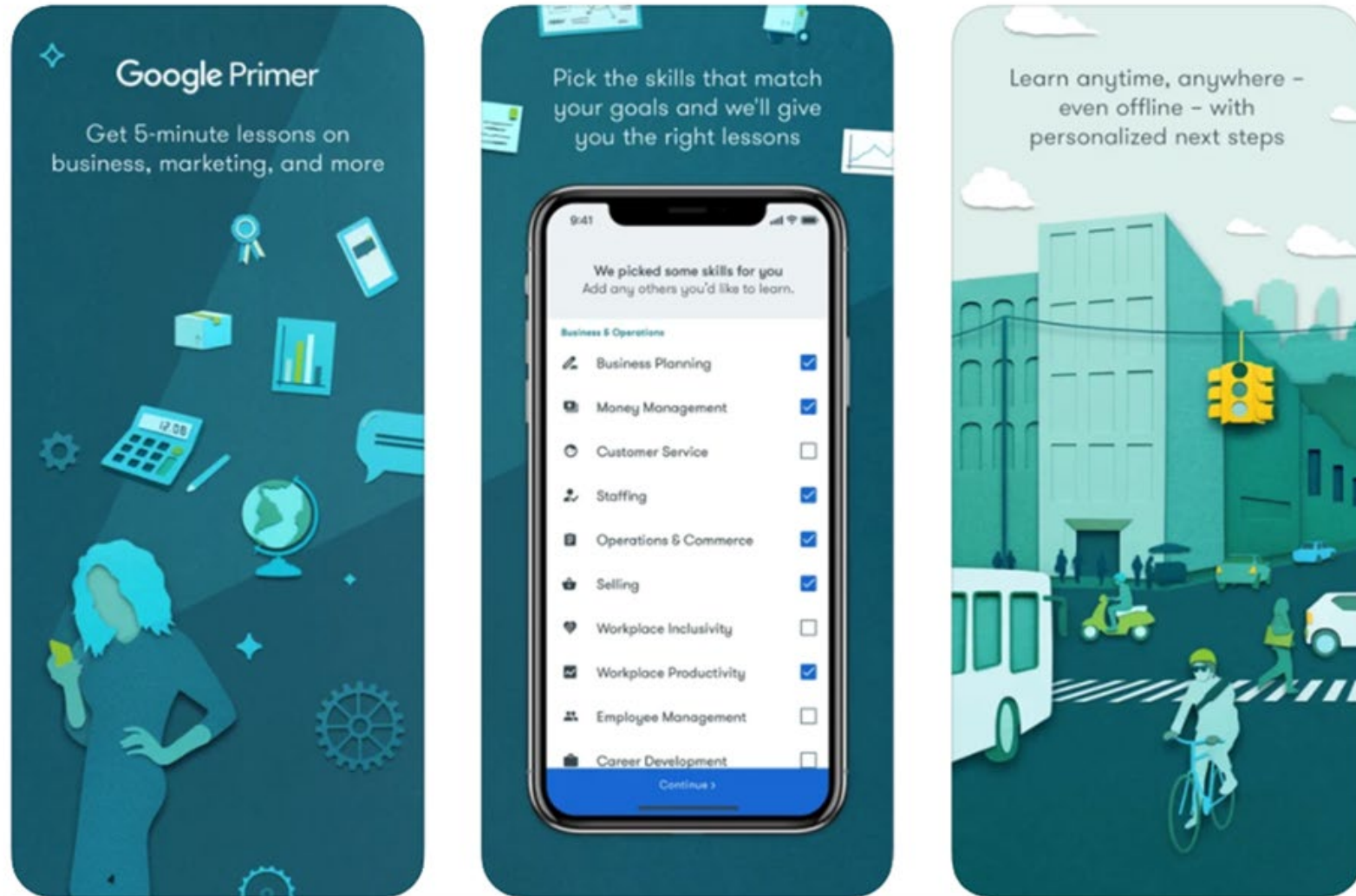
Life Skills—Salvation Army

Features:

- Meal planner

- Shopping list

- Budget calculator

- Cooking and cleaning tutorials

- Meal catalogue with recipes and YouTube tutorials

- Key information about shared living

- Key emergency contacts

- Shared living quiz

Life Skills—Salvation Army—Sample

MagnusCards

Features:

- 12 categories of life skills learning, including social, travel, personal care, and shopping.

- English and French languages

- No Wi-Fi required: Downloaded card decks are available for offline use.

MagnusCards Sample

Mango Health

Features:

- Visual medical manager

- Keeps track of measurements and syncs them to HealthKit app: blood glucose, blood pressure, weight, pulse, and temperature

- A progress report which can be sent to the doctor as a visual informative PDF

- Medication reminders

- Prescription refill reminders

Mango Health Sample
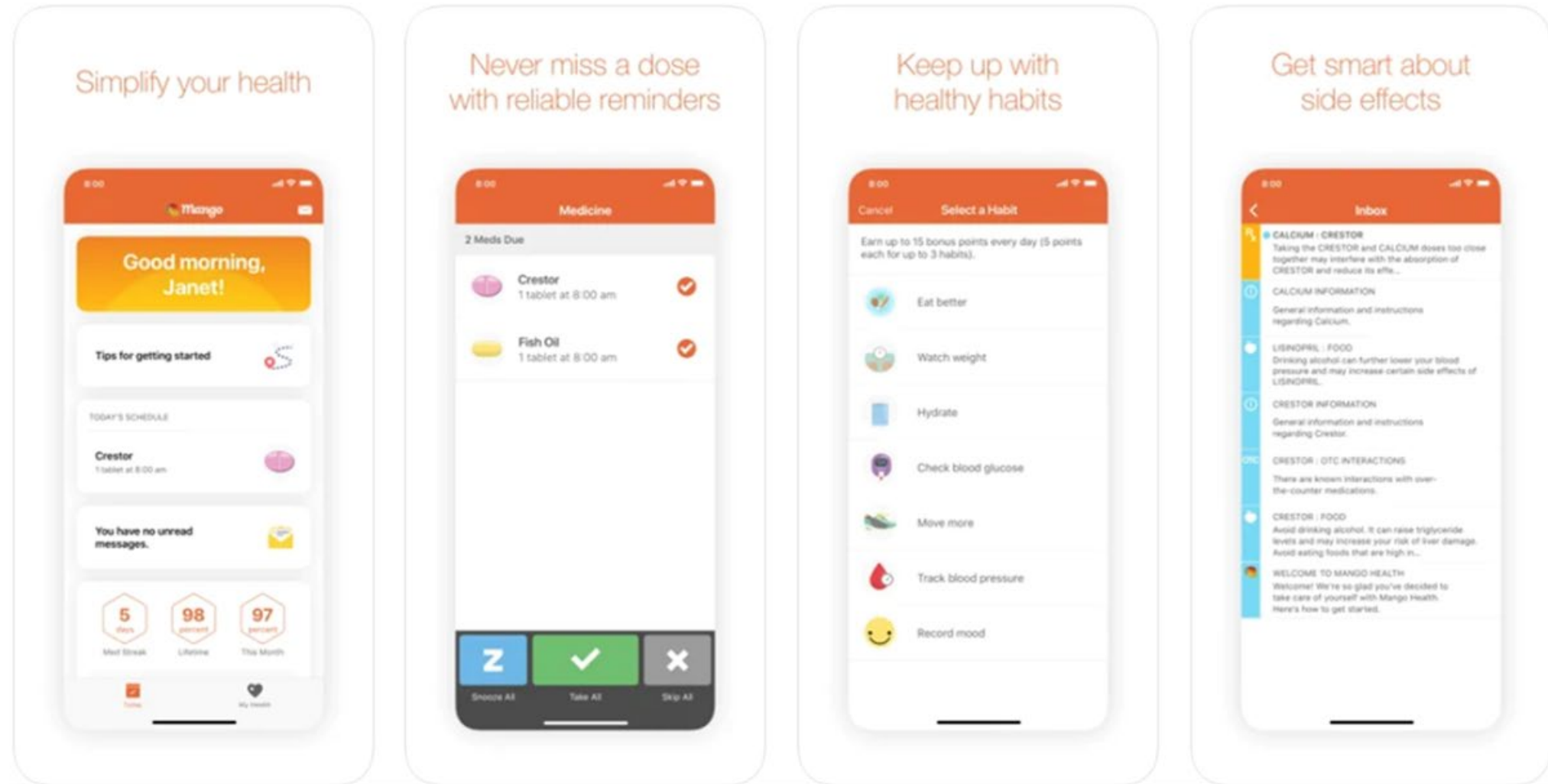
Medisafe Medication Management
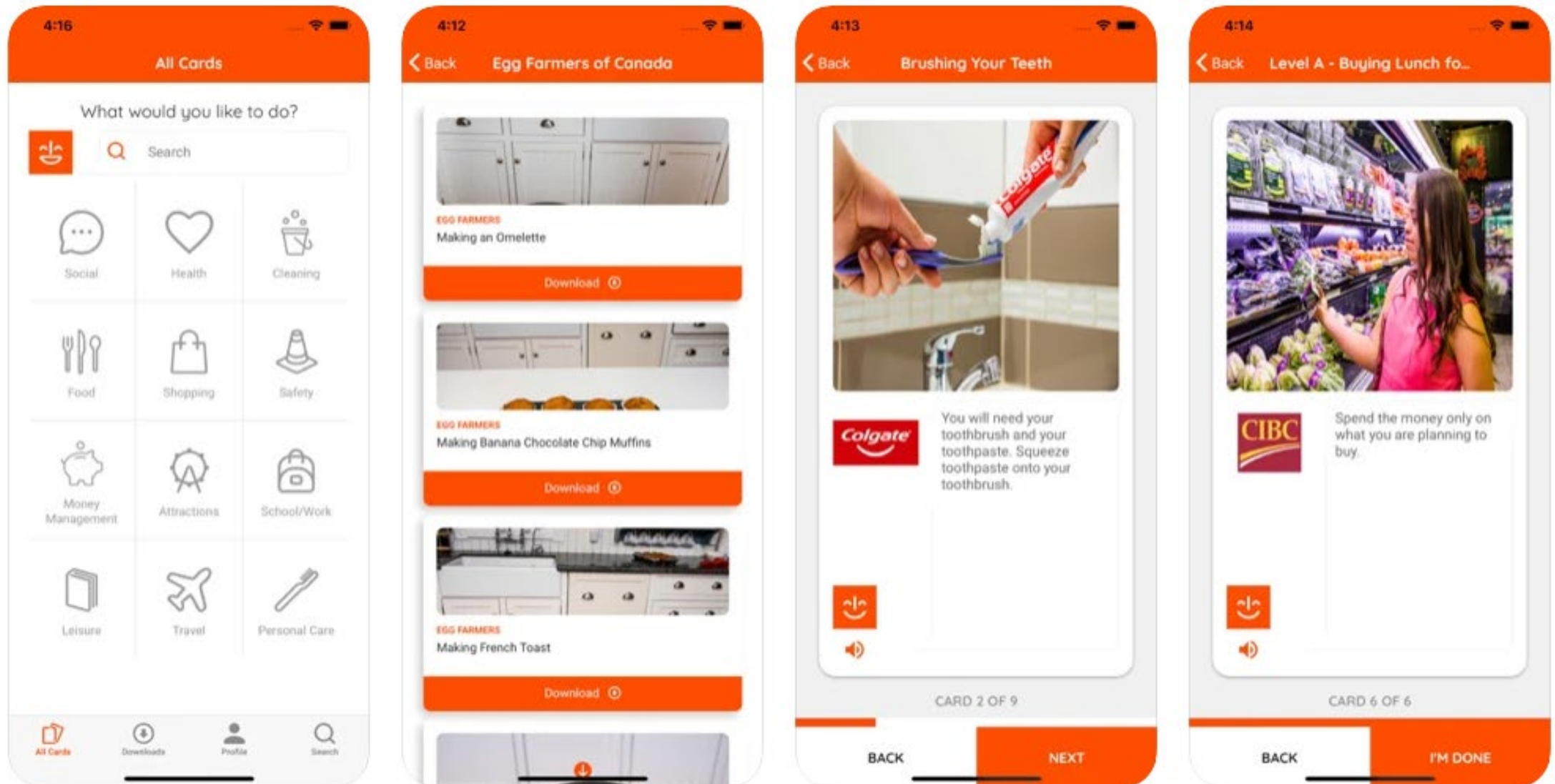
Features:

- 12 categories of life skills learning, including social, travel, personal care, and shopping.

- English and French languages

- No Wi-Fi required: Downloaded card decks are available for offline use.

Medisafe Medication Management—Sample

Coach.me Goals and Habits

Features:

- World-class goal and habit tracking
- Choose personal, fitness, relationship, new skill, productivity, or challenge goals
- Shows progress, celebrates milestones, and answers questions

Coach.me Goals and Habits—Sample
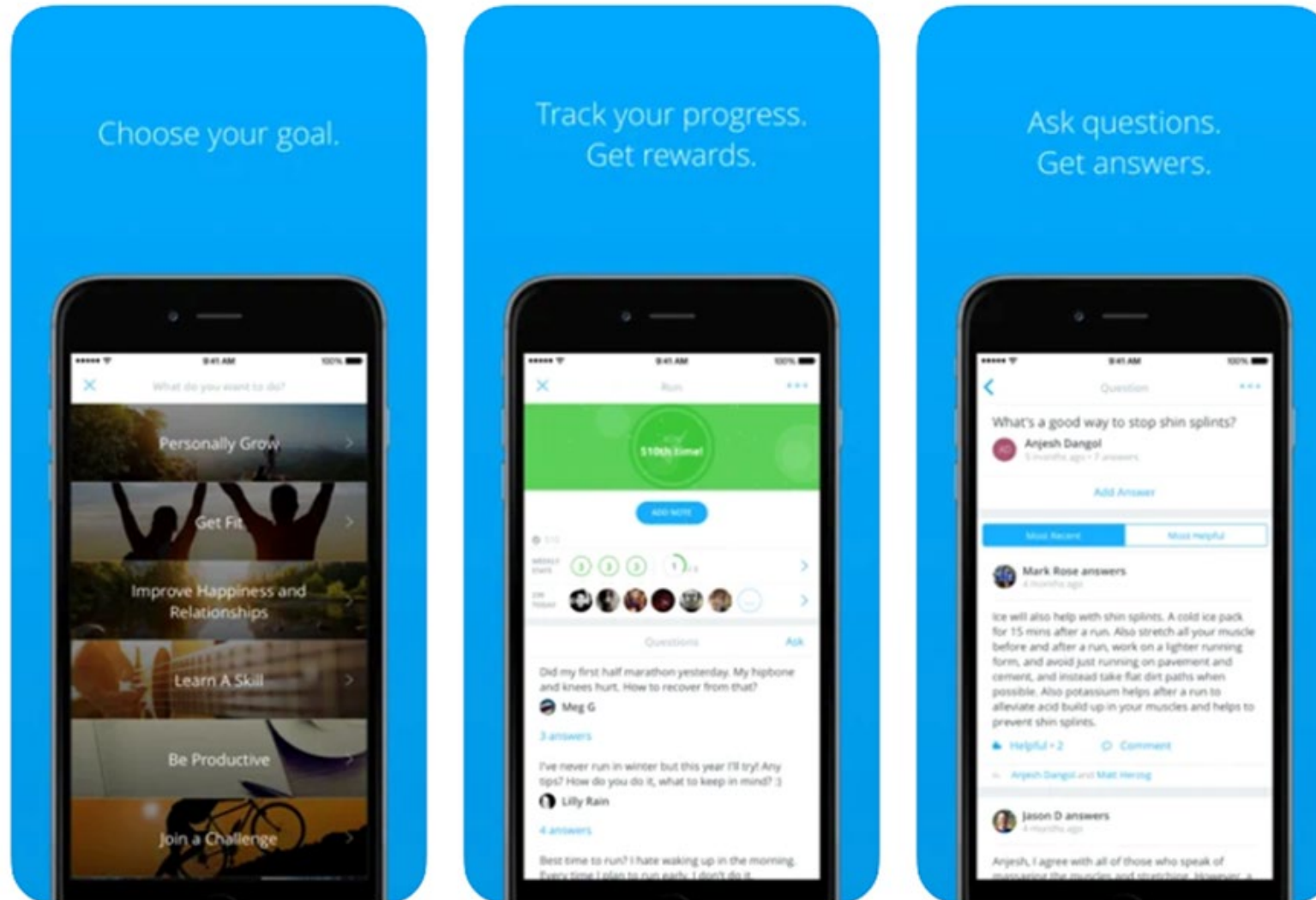
Routines by Care/of

Features:

- Creates personalized health and wellness routines
- Sets reminders for daily habits (drink water, work out, brush teeth, take a shower, etc.)
- Creates routines for working from home, stress, mood, etc.
- Practices self-reflection
- Learn from weekly insights about what habits are effective
- Tracks progress over time

Routines by Care/of—Sample
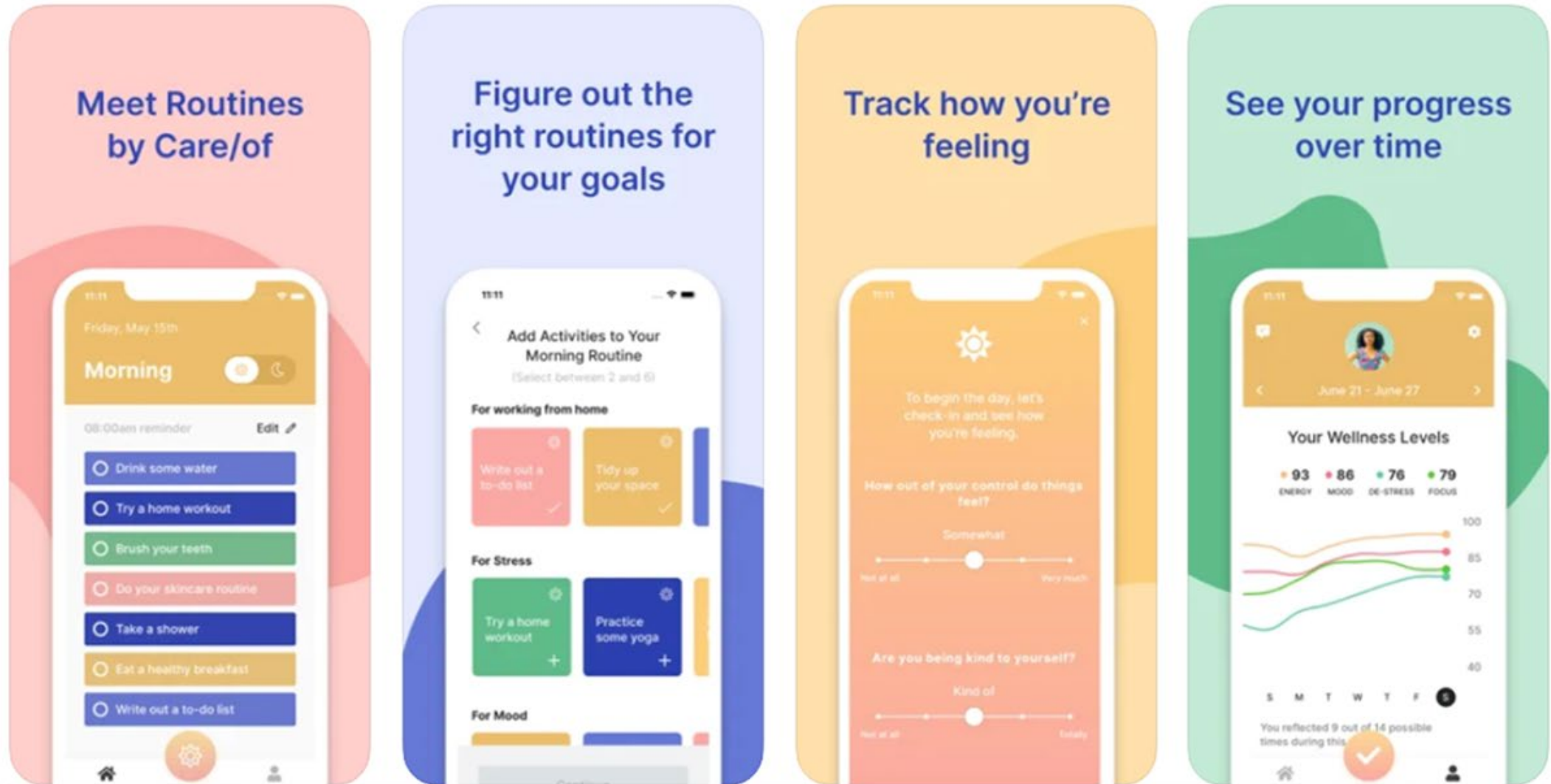
CanPlan

Features:

- Task sequencing
- Scheduling and reminder features to ensure each task gets done on time
- Takes photos of each step in a task and adds text or audio as needed
- Tasks are filed under a customizable set of categories

CanPlan—Sample
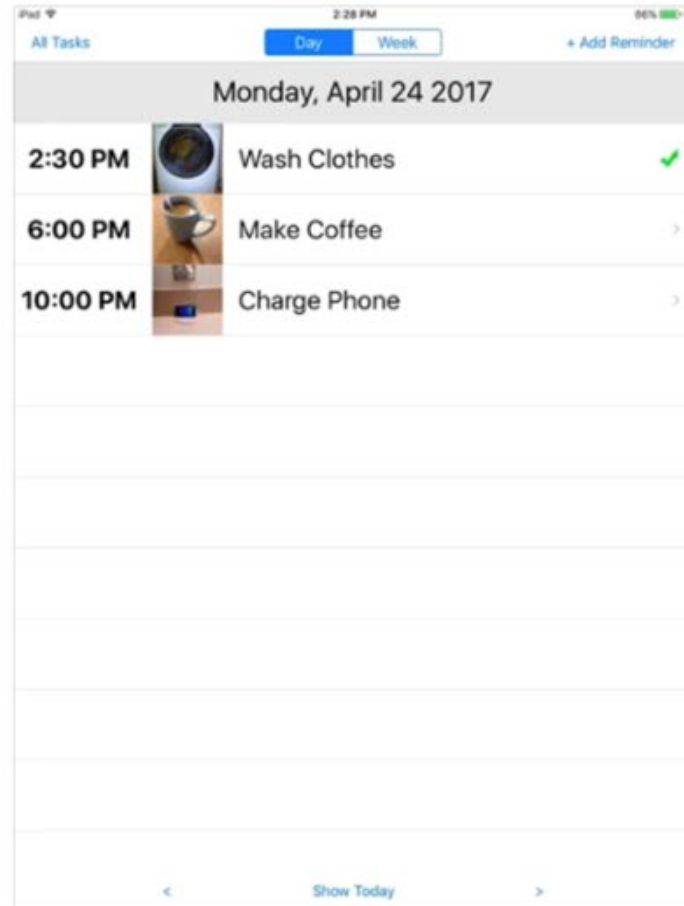
Mobile App Activities

- What mobile app resources have you used?
  - What type of work did the students complete?

- Supporting work
  - What does the student do with the information they just completed/learned?

- Supplemental information for families
  - What is the family's role in this activity?
  - Do they have follow-up work to complete?

WBL Resources: Low/No-Tech

Delivery Formats and Considerations—Low/No-Tech

Formats

- Traditional forms of resources, such as paper packets, textbooks, and pre-recorded videos

- Also includes reading guides, graphic organizers, worksheets, and zip drives

- Allows for individual check-ins with students

Considerations

- Can use a flash drive

- Has a phone or has access to a phone

- Can receive phone calls but not texts

- Can use printed materials at home

- Has access to textbooks or a library

Career Exploration

Career Cruiser: Career and Education Planning Guide

- Career Cruiser is a career exploration **paper resource** used to promote career development for students.

- It provides self-assessment activities to assist students in thinking about the relationship between personal interests and career goals.

- This resource includes a teacher's guide and is also available in Spanish and Creole.
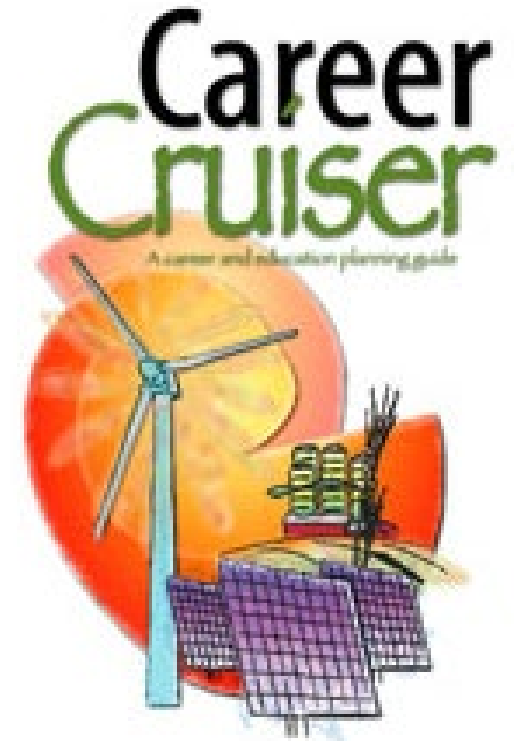
Job Shadowing/Tour

Evaluation form can include:

- What they learned about the job they shadowed including basic duties, work hours, and the type of education and training needed for the job

- What they liked and didn't like about the job and whether they would consider pursuing it as a career

- What other ideas for careers may have arisen as a result of the job shadowing experience

- Suggestions for improving the experience

Informational Interviews

A student formally interviews an Industry Partner over the phone about their industry, education and career path, and chosen profession.

After the interview, the student can complete the following questions on a pre-printed packet:

- What did you learn?

- What surprised you?

- What do you wish the person had been asked?

- How can you follow up to learn more?

Low/No-Tech Activities

Discussion

- Technology-free activity
  - What activities would the student complete?
  - If on a printed document, how would they receive the material?

- Supporting work
  - What does the student do with the information they just completed/learned?

- Supplemental information for families
  - What is the family's role in this activity?
  - Do they have follow-up work to complete?

WBL Resources: Hybrid

Delivery Formats and Considerations—Hybrid

Formats

- Combines online learning tools with traditional forms of resources, such as paper packets, textbooks, and pre-recorded videos
- Allows a customized approach to each student
- Gives educators the ability to braid resources

Considerations

- Access to a computer or tablet but has limited bandwidth
- Shares a computer or tablet with multiple family members
- Can access apps on their phone
- Can text but has difficulty receiving images/videos

Examples of Hybrid WBLEs

- **Career Exploration -** Organize career clusters using interactive activities. Pair students to complete a handout detailing their findings.

- **Guest Speaker -** Listen to a presentation to about an organization or industry. Allocate time for a Q&A session which can be recorded and used again later.

- **Informational Interviews -** After viewing an interview, complete questions on a pre-printed packet that include information learned, potential future questions, and follow-up information.

- **Job Shadowing -** View a pre-recorded experience and participate in a virtual career scavenger hunt to gather information from what they see, hear, and do during the activity.

Hybrid Activity

Given a mixture of either online and/or printed resources and no internet connection:

- How would you highlight the student's skills?
- What type of work or activities would you have the student complete?
- If on a printed document, how would they receive the material?

- Supporting work
  - What does the student do with the information they just completed/learned?

- Supplemental information for families
  - What is the family's role in this activity?
  - Do they have follow-up work to complete?

Discussion

Support for Students and Families

Tips for Delivering WBLEs in a Virtual Setting

- Determine all parties who will be responsible for providing WBL virtually to students

- Work with the school to determine how students without remote access are participating

- Adapt curriculum and activity assignments to individual student needs and internet capabilities

- Connect with the student's family to discuss ideas for continued engagement

- Communicate with students, families, and employers on a regular basis and through multiple means

Personalize Learning for Students

- Recognize students bring unique traits and characteristics to their learning circumstances.

- Personalize learning by meeting the needs of individual students; tailor assignments to their needs, interests, and differences, and provide them with choices.

- Assess whether additional supports or resources are needed.

- Work with students' families to exchange best practices and resources regarding personalized learning.

Connecting with Student and Family

- Schedule regular times to connect directly with each student/family and identify a timeframe you can respond to email or voicemail questions

- Determine what students' and families' particular needs are

- Connect via phone or digitally with small groups, or one-on-one, if possible

- Communicate consistently and constantly

- Schedule "office hours"

- Provide translated versions of communications for students and families who need that support

Ideas to Encourage Family Engagement in WBLEs

Families may:

- Bring youth along to visit them at their jobs

- Give tasks and household chores to do at home

- Support, and participate with, students in pursuit of volunteer opportunities (this may support the student's "employability skills")

- Help youth decide what type of job and work environment interests them

- Talk to youth about their dreams to identify areas of interest and include them in decisions about planning for work experiences

Student and Family Engagement

None of this works if the student/family is not engaged, and/or it is too confusing/time intensive.

- Make it fun and simplify the process as much as possible.

- Listen to what the parent/family feels is important to share and their goals for their child, and then frame virtual WBLE opportunities around those thoughts/concerns.

- Respect where they are and gain an understanding of their values as a starting point when sharing ideas for virtual work experiences.

(Simmons & Stoehr, 2020)

K-W-L Review

Reflection

Take a few moments to review and edit the "K-W" Activity and the "L" Planning Tool based on the information you learned today.

- **K**—What do you **now know** about **remote and virtual WBLEs**?
- **W**—What do you **still want** to know about **remote and virtual WBLEs**?
- **L**—How can you **apply what you learned** here today to your EO?

Resources (1 of 5)

100 Mentors
https://www.100mentors.com/

Ask Resource
https://www.askresource.org/filesimages/ASK%20Info%20Sheets/WIOA_Information_Sheet.pdf

Be Internet Awesome
https://beinternetawesome.withgoogle.com/en_us/

Career Cruiser: Career and Education Planning Guide
http://www.fldoe.org/academics/college-career-planning/k-12-schools/career-resources.stml#cruiser

Career Day Inc.
https://www.careerdayinc.org/

Resources (2 of 5)

Career One Stop
https://www.careeronestop.org/

Career Prepped—CTE's Virtual Community Supporting Work-Based Learning Programs
https://ny.ctelearn.org/careerprepped/acte-network

Career Village
https://www.careervillage.org/

Coursea
https://www.coursera.org/

Earn and Learn Work-Based Learning Toolkit
http://toolset.earnlearn.us/about-work-based-learning/

Employment Preparation and Work Based Learning Experiences in a Virtual World
https://transitioncoalition.org/wp-content/uploads/2020/04/Participant-Version-Employment-Preparation-and-WBLE-in-a-Virutal-World-April-7-2020-Webinar.pdf

Resources (3 of 5)

Forage
https://www.theforage.com/

Grow with Google
https://grow.google/job-seekers/#?modal_active=none

Hats and Ladders
https://www.hatsandladders.com/

Innovative Strategies
http://www.ncwd-youth.info/solutions/innovative-strategies/

Job Shadow
https://jobshadow.com

NYSED Work-Based Learning Programs
http://www.nysed.gov/career-technical-education/work-based-learning-wbl-programs

Resources (4 of 5)

NYC Remote and Virtual Options
http://wbltoolkit.cte.nyc/virtual-work-based-learning

Road Trip Nation
https://roadtripnation.com/

Shmoop
https://www.shmoop.com/careers

Skills to Succeed Academy
https://s2sacademy.org/

Teacher Digital Learning Guide
https://tech.ed.gov/publications/digital-learning-guide/teacher/

Resources (5 of 5)

The Path to Independence: Mobile Apps to Support Transition-Age Youth
https://www.ctdinstitute.org/sites/default/files/file_attachments/The%20Path%20to%20Independence%20Mobile%20Apps%20to%20Support%20Transition%20Age%20Youth.pdf

Virtual and Remote Resources for Work-based Learning for the 2020-2021 School Year
http://www.nysed.gov/career-technical-education/virtual-and-remote-resources-work-based-learning

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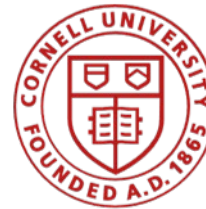
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