

Work-Based Learning Hours Tracker

March 23, 2022



Student Weekly Data Entry

Google Form Page 1

Students **MUST BE** logged into their school Google account. The students UVCC gmail address will automatically insert into the form.

Student enters:

1. **Student ID** (lunch PIN number)
2. **Career Tech Program** (Drop down list)
3. **Week of:** (Calendar) Students will enter the week they are reporting as month, day, year (Example: 8/23/2021).

Your email address will be recorded when you submit this form.
Not bakern@uppersvalleycc.org? [Switch account](#)
* Required

Student ID (This is your Lunch PIN Number) *

1. Your answer

Career Tech Program *

2. Choice

Week of: *

Enter the week you are reporting as month, day, year (Example: 8/23/2021)

Week Of:	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26	Week 27	Week 28	Week 29	Week 30	Week 31	Week 32	Week 33	Week 34	Week 35	Week 36	Week 37	Week 38	Week 39	Week 40	Week 41	Week 42	Week 43	Week 44	Week 45	Week 46	Week 47	Week 48	Week 49	Week 50	Week 51	Week 52																																																																															
Week 1	8/23/2021	8/24/2021	8/25/2021	8/26/2021	8/27/2021	8/28/2021	8/29/2021	8/30/2021	8/31/2021	9/1/2021	9/2/2021	9/3/2021	9/4/2021	9/5/2021	9/6/2021	9/7/2021	9/8/2021	9/9/2021	9/10/2021	9/11/2021	9/12/2021	9/13/2021	9/14/2021	9/15/2021	9/16/2021	9/17/2021	9/18/2021	9/19/2021	9/20/2021	9/21/2021	9/22/2021	9/23/2021	9/24/2021	9/25/2021	9/26/2021	9/27/2021	9/28/2021	9/29/2021	9/30/2021	10/1/2021	10/2/2021	10/3/2021	10/4/2021	10/5/2021	10/6/2021	10/7/2021	10/8/2021	10/9/2021	10/10/2021	10/11/2021	10/12/2021	10/13/2021	10/14/2021	10/15/2021	10/16/2021	10/17/2021	10/18/2021	10/19/2021	10/20/2021	10/21/2021	10/22/2021	10/23/2021	10/24/2021	10/25/2021	10/26/2021	10/27/2021	10/28/2021	10/29/2021	10/30/2021	10/31/2021	11/1/2021	11/2/2021	11/3/2021	11/4/2021	11/5/2021	11/6/2021	11/7/2021	11/8/2021	11/9/2021	11/10/2021	11/11/2021	11/12/2021	11/13/2021	11/14/2021	11/15/2021	11/16/2021	11/17/2021	11/18/2021	11/19/2021	11/20/2021	11/21/2021	11/22/2021	11/23/2021	11/24/2021	11/25/2021	11/26/2021	11/27/2021	11/28/2021	11/29/2021	11/30/2021	12/1/2021	12/2/2021	12/3/2021	12/4/2021	12/5/2021	12/6/2021	12/7/2021	12/8/2021	12/9/2021	12/10/2021	12/11/2021	12/12/2021	12/13/2021	12/14/2021	12/15/2021	12/16/2021	12/17/2021	12/18/2021	12/19/2021	12/20/2021	12/21/2021	12/22/2021	12/23/2021	12/24/2021	12/25/2021	12/26/2021	12/27/2021	12/28/2021	12/29/2021	12/30/2021	12/31/2021

3. Month, day, year

Google Form Page 2

4. On page 2 your students will select their name from the **Class List** drop down menu.

Section 2 of 5

Graduating Class of 2022

Description (optional)

4. Student Name *

1. Beard, Gregory

Google Form Page 3

5. Student enters **Lab Hours** by selecting the number of hours spent in lab each day of the reporting week. *Students may ask for your assistance with determining amount of hours.*
6. Student provides a **Description of project completed** during the reporting week.

5. Lab Hours

Description (optional)

Select number of lab hours for each day of the week *

If you were absent or have no lab hours indicate by selecting "0".

	0	0.5	1	1.5	2
Monday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tuesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wednesday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Thursday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Friday	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. Provide a brief description of lab project(s) completed: *

Long answer text

(Student Data Cont'd)

7. **Are you enrolled in one of the UVCC work-based learning program?** Student indicates Yes or No. If a student selects No, they will be directed to the "After School Job option. If the student selects "Yes" they will be required to enter additional information.

If student selects "Yes" to the work-based learning program question:

Student enters **name of employer, WBL program, and # of hours worked.**



7.

Are you enrolled in one of the Upper Valley Career Center work-based learning programs? This includes Apprenticeship, Advanced Placement, Early Placement, and FAST *

Yes

No

Section 5 of 7

UVCC Apprentice /WBL

Description (optional)

Name of your work-based learning employer *

Short answer text

Which program are you in? *

Apprenticeship

Advanced Placement

Early Placement

FAST Program

What was your total number of work-based learning hours worked for the week? ENTER NUMBERS ONLY -- DO NOT ENTER TEXT *

Short answer text

8. **Do you have an after school job?** Student indicates Yes or No. If a student selects No, they will be directed to the "**Confirm Submission**" page option (Page 4). If the student selects "Yes" they will be required to enter additional information.

If student selects "Yes" to the after school job question:

Student enters **name of employer, number of hours worked** for the reporting week, **job title**, a brief description of **job duties** and if job is **related** to their Career Technical program of study.

8.

After School Job

Name of Employer *

Example: Kroger

Your answer

What was your total number of hours worked during the week? *

Example: 15

Your answer

What is your job title? *

Example: Deli Worker

Your answer

Provide a brief description of your job/what you did during the week. *

Example: I assisted customers with orders, cleaned work area, cut meat, and assembled deli sandwiches.

Your answer

Is your job related to your Career Technical program of study? *

Yes

No

Student Confirmation & Electronic Signature


Confirm Submission & Electronic Signature

9. Student types first and last name and adds any comments or notes.
****Students need to capitalize their name appropriately. How they type their name is exactly how it will appear on their "Official" printed hours report.****
10. Student clicks **Submit**.

Confirm Submission

Electronic Signature

9.



Type your first and last name in the box below. This will serve as your electronic signature. By doing so, you are confirming that the submitted hours are an accurate indication of the number of lab hours and/or hours worked. A copy of your submitted hours will be emailed to your lab instructor for final verification. *
Make sure you CAPITALIZE the first initial of your first and last name and spell your name correctly. This is how it will appear on your printed document.

Your answer _____

Comments/Notes

Your answer _____

Data Capture & Instructor Feedback

Work Based Learning (WBL) Hours Instructor Feedback

Reviewing Student Data & Providing Instructor Feedback

Accessing your WBL Google Sheet:

Log into your UVCC Portal Account and click on the WBL Lab Hours Tracker icon on the left side of the screen.



The screenshot shows the 'UPPER VALLEY Career Center Information Portal' with a 'Welcome Naomi Baker' message and a 'Copy PIN' button. A list of links includes 'Google Apps for Education Resources', 'Follow Your Partner', 'Class Filter Modifications', 'Downloadable Documents', 'Faculty/Staff Calendars', 'Adult Division', 'Maintenance Request Form', '2021 - 2021/2022 School Calendar - pdf', and '2021 - 22 Adult Division Calendar - pdf'. On the right side, there are logos for 'Education Connection', 'UVCC Moodle', 'Gaggle', 'Canvas LMS', and 'CAREER COFFEE CO.'. A large black arrow points to a circular icon at the bottom right labeled 'WBL - LABS TRACKING - Lab Hours Tracker'.

Instructor Access

Locate your class folder and open.

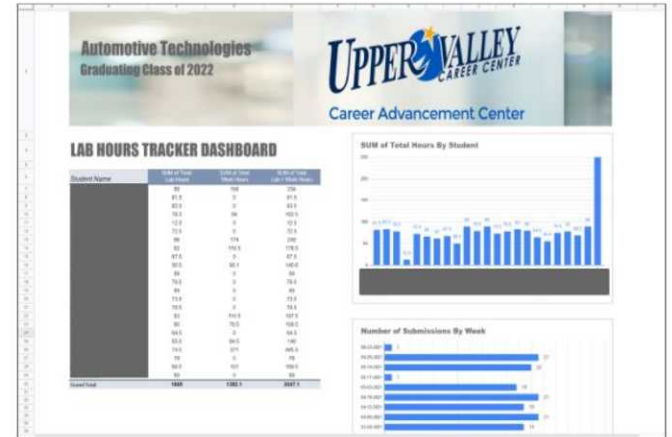


When you open your Google sheet it will look similar to the image below. Any submitted student data will appear in the sheet. The sheet is protected meaning **you will not be able to edit any of the fields that contain data entered by your students.**

There are 4 tabs at the bottom of your sheet, the first tab labeled **"Form Responses"** is where all of your student data is located.



The **Dashboard** tab is "View Only" and provides an overall snapshot of the data entered by your students.



Student Weekly Data Entry

Entering Instructor Feedback

The green column labeled **Instructor Feedback** is where you will enter your weekly student feedback. The **Student Data** column contains the students description of lab projects completed during the report timeframe.

Student Data - Lab Project Column

Instructor Feedback Column

Transcription Email Address	Student ID (DOB + area + ZIP)	Current Tech Program	Week of	Student Name	Total Lab + Work Hours	Provide a brief description of lab projects completed.	Instructor Feedback
6/19/2021 19:50:26	8990	Automotive Technologies 2021-06-23			0	This is a test	This is the only column I could type stuff in.
6/24/2021 8:58:58	317306	Automotive Technologies 2021-04-26			10	It was a month ago I barely know what happened a vehicle didn't	It was for last week. Incomplete entry
6/28/2021 8:27:12	317454	Automotive Technologies 2021-05-19			10	was worked on the engine all week trying to figure out the codes and then helped another with the other engine	done
6/28/2021 8:25:58	323373	Automotive Technologies 2021-05-19			10	mainly worked on the job rest of week waiting for family reasons	done
6/28/2021 8:24:58	322919	Automotive Technologies 2021-05-19			10	all week I did codes on different cars	done
						monetary - big shop class	
						handwriting - answer book coding	
						Thursday - brake repair with car	not done
						Friday - engine brake switch and fuse switch	
						I helped EJ with his tire rotation I helped with the transmission fluid did the alternator on the Chevy with Ramon and I was absent on Friday	not done
						Monday we did a big clean up and then Tuesday I looked the codes out on my car. Wednesday I had a	

Auto-Generated Student Reports

Student Reports

Individual student reports will generate after the instructor feedback has been entered and sent to the student's email. A copy of each student's report will be saved in the program's WBL Google folder. This is all auto generated by the program.

Upper Valley Career Center
CAREER ADVANCEMENT

Weekly Lab/Work Hours Report
Class of 2022

Student Name: **Naomi Baker** Date Submitted: 6/19/2021 10:17:09

Week of: 06-23-2021 DVIC Program: Automotive Technologies

Lab Hours	Monday	Tuesday	Wednesday	Thursday	Friday
	0	0	0	0	0

Provide a brief description of lab project(s) completed.
Test

Do you have an other school job? Yes No Employer: Test Work Hours: 15

List type of work performed and/or projects you completed for your employer:
Test

Total Lab Hours	Total Lab & Work Hours
0	15

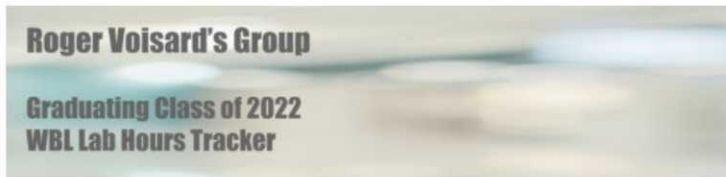
I confirm that the information provided in this timesheet form is true, complete, and accurate.
Naomi Baker

Instructor Feedback
This is a test

Real-Time Supervisor Reports

Supervisor Reports

Supervisors are able to monitor overall program reports via a dashboard located on the portal.



NR= Not Related or Not Reported
 R= Related
 X= Work Placement Program

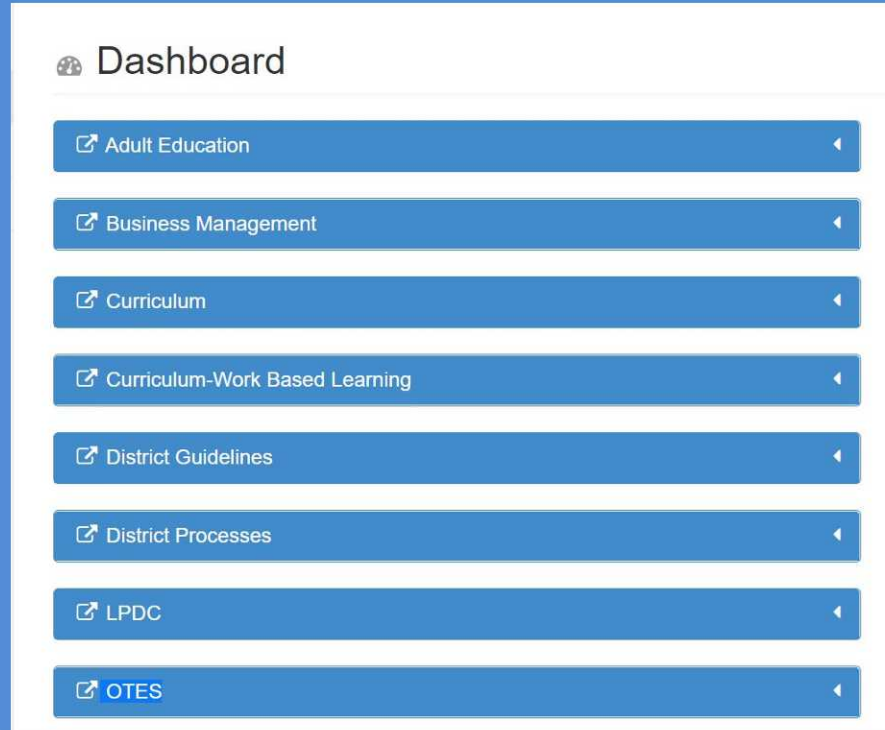
Auto Technologies WBL Hours Goal: 13% **21.74%**

Total Students: 29

SUM of What was your total number of work-based learning hours worked for the week? ENTER

Work Status	Employer	Student Name	SUM of Total Lab Hours	SUM of Total Work Hours After School Job	NUMBERS ONLY - DO NOT ENTER TEXT	SUM of Total Lab & Related Work Hours	Total Related Hours Goal=250	# Of Students @ 250
X	Soney Tire (Technician) Adv Placement		66	150	0	216.0		1
X	Apprentice		69	0	7	111.5		0
X	Apprentice		106	57	0	163.0		0
R	Valvoline (Tech) Trans to FAST Program		79	64	0	162.5		0
NR	**Transferred to Another School		13	0	0	12.5		0
NR	No After School Job		04	0	0	63.5		0
NR	CuVerns (Cook) Trans to FAST Program		02	256	40	92.0		0
NR	Taco Bell (Cashier)		102	204	0	101.5		0
R	Valvoline (Technician)		115	161	0	275.5		1
R	Bodey's Automotive (Technician)		93	152	0	248.1		0
NR	No After School Job		129	0	0	129.0		0
NR	Private Healthcare (Aide)		125	140	0	125.0		0
R	Valvoline (Technician)		151	105	0	256.0		1
X	Advanced Placement		74	0	0	73.5		0
NR			129	39	0	128.5		0
X	Apprentice @ Jeff Cavinder Marshall's		100	123	15	237.0		0
X	Apprentice @ Steinke's Inc		101	107	19	227.0		0
R	Mark Knupp (Mechanic/Tech)		108	80	0	197.5		0
NR	Captain D's (Cook)		08	144	0	67.5		0
R	L&O Tire Svcs		100	499	0	597.5		1
NR	CuVerns- Troy		130	161	0	130.0		0
R	Soney Auto Lube (Tech) & Burger King		111	354	0	474.5		1
NR	(Graduated 2021)		89	0	0	89.0		0
Grand Total			2319	2918	81	2319.0	Students @ 250+	5

MVCTC WBL Tool Kit - Location



Tool Kit - Resources

[Curriculum-Work Based Learning](#)

A1 Work Based Learning MVCTC Pathway Options

A2 Work Based Learning FAQ

A3 Work Based Learning Student Time Log

A4 Work Based Learning Example Mentor Agreement Form

A5 Work Based Learning-MVCTC Presentation

A6 Work Based Learning-Work Place Agreement- Work Outside CT Program Day

Advanced Placement 2 Hour Delay Policy

Advanced Placement Eligibility Checklist

Advanced Placement Job Training Plan

Advanced Placement Training Agreement

Example Mentor Agreements

Job Shadowing Evaluation Report

Job Shadowing Exhibits

Job Shadowing Forms

Job Shadowing Letters

Job Shadowing Summary

Sample Mentor Letter

Virtual Job Shadow Career Research Paper



The Mentor Agreement

- Located on Form Central @ Curriculum-Work Based Learning
- Created as a Google Form
- Can be edited to add additional experiences as they evolve with a mentor
- Must be included to count for WBL in regards to Simulated Work Experience, Entrepreneurship, or School-based Enterprise
- https://docs.google.com/forms/d/e/1FAIpQLSf6A4W7BDwZEnNfaCWlei5I2GeD7iwrAIZ63YyTLX0kKlq5xQ/viewform?usp=sf_link
- Data/examples:
https://docs.google.com/forms/d/1FS_abAsoCOqJMGIMMoHElafjlUUvelRDSFhfkHm1wO8/edit#responses



Work Based Learning - Example Mentor Agreements

The Work Based Learning Mentor Agreement will have the following required questions:

- Type of Work Based Learning
- Career Technical Program name*
- Name of the individual who will be a Mentor/Mentor Name
- Mentor's email
- Mentor's Company Name*
- Description of Work Based Learning Experience*
- Start and End Date
- Anticipated hours
- Names of students or program participating
- Instructor e-Signature (to verify agreement and mentor email or acknowledgement is on file for Work Based Learning Agreement)

*Examples of completed Mentor Agreement information for these questions listed below.

Sample Mentor Letter is available: <http://forms.mvctc.com/forms/view/282/16>

After reviewing this information, to complete a Mentor Agreement go to:

<https://forms.gle/uL1YJWAPt6H2cSS96>

For specifics on who can be a mentor and how a mentor will be utilized refer to the Work Based Learning FAQ.

Type of Work Based Learning	Career Technical Program	Company Name	Description of Work Based Learning Experience (Please provide a brief description of the experience)
School-based Enterprise	Business Ownership	MVCTC	MVCTC Merchandise Sale with the Mentor assisting with social media and marketing, etc...
School-based Enterprise	Early Childhood Education	MVCTC	Mentor assisting students with FCCLA projects
School-based Enterprise	Health Occupations	MVCTC	Anatomy/physiology labs to align with health care skills and patient care
School-based Enterprise	Health Occupations	Englewood Fire Dept	Fire training and extinguisher certifications
School-based Enterprise	Health Occupations	Kettering Fire Department	BLS/First Aid Training

Student Completes: Time Log

Work Based Learning Time Log

File Edit View Insert Format Data Tools Add-ons Help Last edit was made on February 12 by Blaine Heeter

100% Arial 10

Student Name									
1	Student Name		Total (hrs)	4.00					
2			Job Site Placement and Internship	0.00					
3			Pre-Apprenticeship	0.00					
4			Remote or Virtual Placement	0.00					
5			Simulated Work Environment (Job Shadowing)	3.00					
6			School Based Enterprise	0.00					
7			Entrepreneurship	0.50					
9	Activity Description	Type of Work Based Learning	Date	Start Time (AM or PM)	End Time (AM or PM)	Time (min)			
10		Simulated Work Environment (Job Shadowing)		1:00:00 PM	3:00:00 PM	120			
11		Simulated Work Environment (Job Shadowing)		1:00	2:00	60			
12		Entrepreneurship		1:30:00 AM	2:00:00 AM	30			
13				1:00:00 AM	1:15:00 AM	15			
14				1:00:00 AM	1:10:00 AM	10			
15				1:00:00 AM	1:05:00 AM	5			
16						0			
17						0			
18						0			
19						0			
20						0			
21						0			
22						0			
23						0			
24						0			
25						0			
26						0			

Activity Log Instructions

https://docs.google.com/spreadsheets/d/1y0N_u0ad3dDVrFBLYB7KCew_62OI27r2VLbD0adY9jl/edit?usp=sharing



Additional Resources to Help

- Frequently Asked Questions (FAQ):



Work Based Learning - FAQ

Q1: How will the work in my career technical lab align with a pathway option?

A1: Most career technical lab activities can be considered work based learning and classified as Simulated Work Experience as long as a mentor is involved and mentor agreement is completed utilizing the Google Form. (The total hours is the important data to collect and is not dependent on pathway options.)

Q2: How many hours does a student need to complete?

A2: The required number of hours to count is 250 total hours from 9-12 grade.

Q3: If the student is working outside of the school day at a job that aligns with their career technical program can these hours count for WBL?

A3: Yes, if the teacher has a signed Employer Agreement completed for that student.

Q4: Will working on and competing in a competition for a CTSO count as Work Based Learning?

A4: Yes, as long as there was a mentor working with the student to prepare for the competition and a mentor agreement is completed.

Q5: Will Job Shadowing count toward Work Based Learning?

A5: Yes, Job Shadowing experiences will fall under the Work Based Learning Simulated Work Environment type.

Q6: Is the Employer Agreement form already available for this year?

A6: Yes, the Employer agreement will be the same as the Advanced Placement document available on 'Form Central.' A Google Form is available for the mentor agreement.

Q7: Do I need to develop a mentor agreement for my program?

A7: A mentor/employer agreement must be completed for each option. (A Google Form has been created for the mentor agreement and the employer agreement will be the same form used previously and is available on Form Central.)

Q8: Will MVCTC be coming up with a specific form we need to have students and employers fill out to ensure we are compliant with the Employer/Mentor agreement?

A8: A mentor/employer agreement must be completed for each option. Currently those students who complete a Pre-Apprenticeship or Internship with Robert Ewry have an Employer



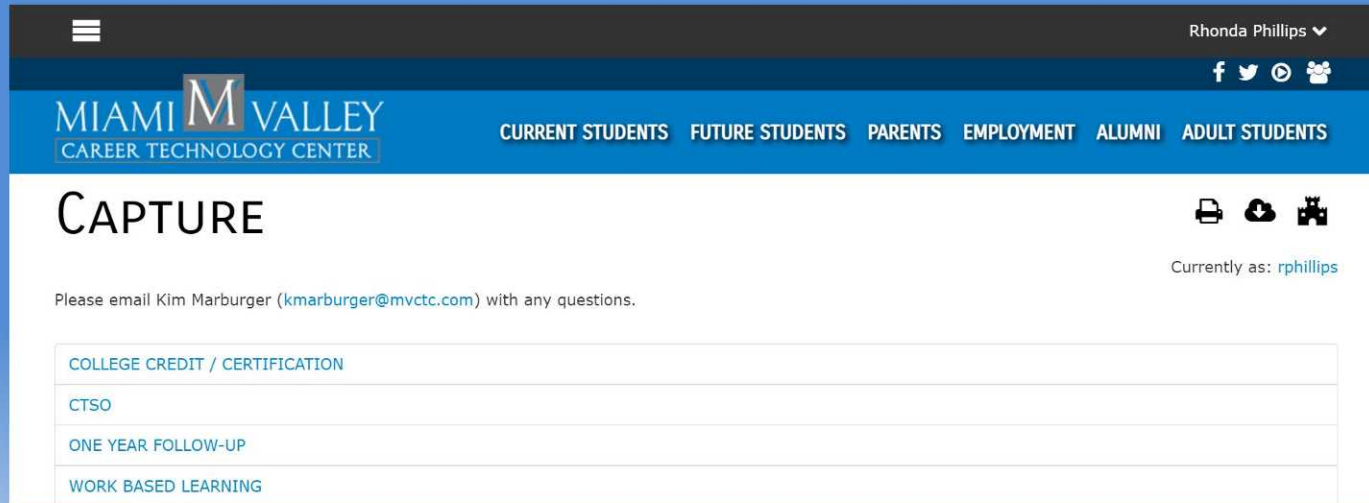
MVCTC Capture App

- At end of the year teacher records students' total hours of WBL in the MVCTC Capture App before check-out.
- EMIS Specialist will run data report from Capture App to collect needed information for EMIS reporting.



Capture App

- The WBL hours will be captured in the Capture App



The screenshot shows the Miami Valley Career Technology Center website. The header includes the logo, navigation links for 'CURRENT STUDENTS', 'FUTURE STUDENTS', 'PARENTS', 'EMPLOYMENT', 'ALUMNI', and 'ADULT STUDENTS', and the user name 'Rhonda Phillips'. The main content area is titled 'CAPTURE' and includes a message: 'Please email Kim Marburger (kmarburger@mvctc.com) with any questions.' Below this is a table with four rows: 'COLLEGE CREDIT / CERTIFICATION', 'CTSO', 'ONE YEAR FOLLOW-UP', and 'WORK BASED LEARNING'. The table is currently empty.

COLLEGE CREDIT / CERTIFICATION
CTSO
ONE YEAR FOLLOW-UP
WORK BASED LEARNING



Capture App

Participated
 Yes No

Type ▼ Work Field/Career Pathway ▼

Hours Worked ▼ Total Hours Worked for the school year

Nearest Whole Number **This is needed for new state requirement**

Employer/Mentor Agreement on File
 Yes No

Notes

Capture App - Completion

	Student	Types
+	[REDACTED]	
+	[REDACTED]	
+	[REDACTED]	Job Site Placement and Internship
+	[REDACTED]	Job Site Placement and Internship
+	[REDACTED]	
+	[REDACTED]	
+	[REDACTED]	
+	[REDACTED]	
+	[REDACTED]	
+	[REDACTED]	