

Work-based Learning Inventory Data Collection

Purpose: Applied and work-based learning (WBL) are critical strategies for deepening learning and preparing students for future career opportunities. WBL helps make learning more engaging and relevant by connecting academic learning with real-world experiences, supporting students in defining career goals, and giving students practical experiences to develop skills needed in the workplace.

Goal: To identify and track all *work-based learning opportunities offered* and the number of *unduplicated students served* by those opportunities during the **2018-19** academic year.

Audience: The following individuals will receive the email requesting they complete the inventory

- ⇒ **Classroom Faculty** including all CE and non-CE
- ⇒ **Department Chairs**
- ⇒ **Program Staff including:**
 - Career-related services (e.g., career center, employment office, work study, experiential learning)
 - Special programs (e.g., EOPS, Puente Project, MESA, California Promise, CalWORKs)

Next Steps:

1. Identify single points of contacts (one college contact) to help administer the inventory at each college (ideally a Work-based Learning Coordinator or someone working closely with that role)
2. Set up 1 hour virtual training and encourage all college contacts to attend
3. College contacts collect emails for all faculty, department chairs, and program staff at their college to distribute the survey link and instructions
4. Adjust/approve timeline below

Proposed timeline – *5 week window to complete inventory:*

- ⇒ **Prepare:** October 25 – November 1, college contacts collect email distribution lists needed to get the word out about the inventory
- ⇒ **Training:** Virtual inventory training Friday, November 1, 2019
- ⇒ **Launch:** Monday, **November 4, 2019** – college contacts send launch email out to the 3 groups above, requesting data be entered by December 13, 2019
- ⇒ **Updates:** Bi-weekly or by request, WestEd will provide updates to college contacts on who has completed the inventory
- ⇒ **Close:** Friday, **December 13, 2019** - inventory closed

Link to Inventory in SurveyMonkey: https://www.surveymonkey.com/r/wbl_1819

This is available to view and enter test data now, up until the official launch of the inventory.