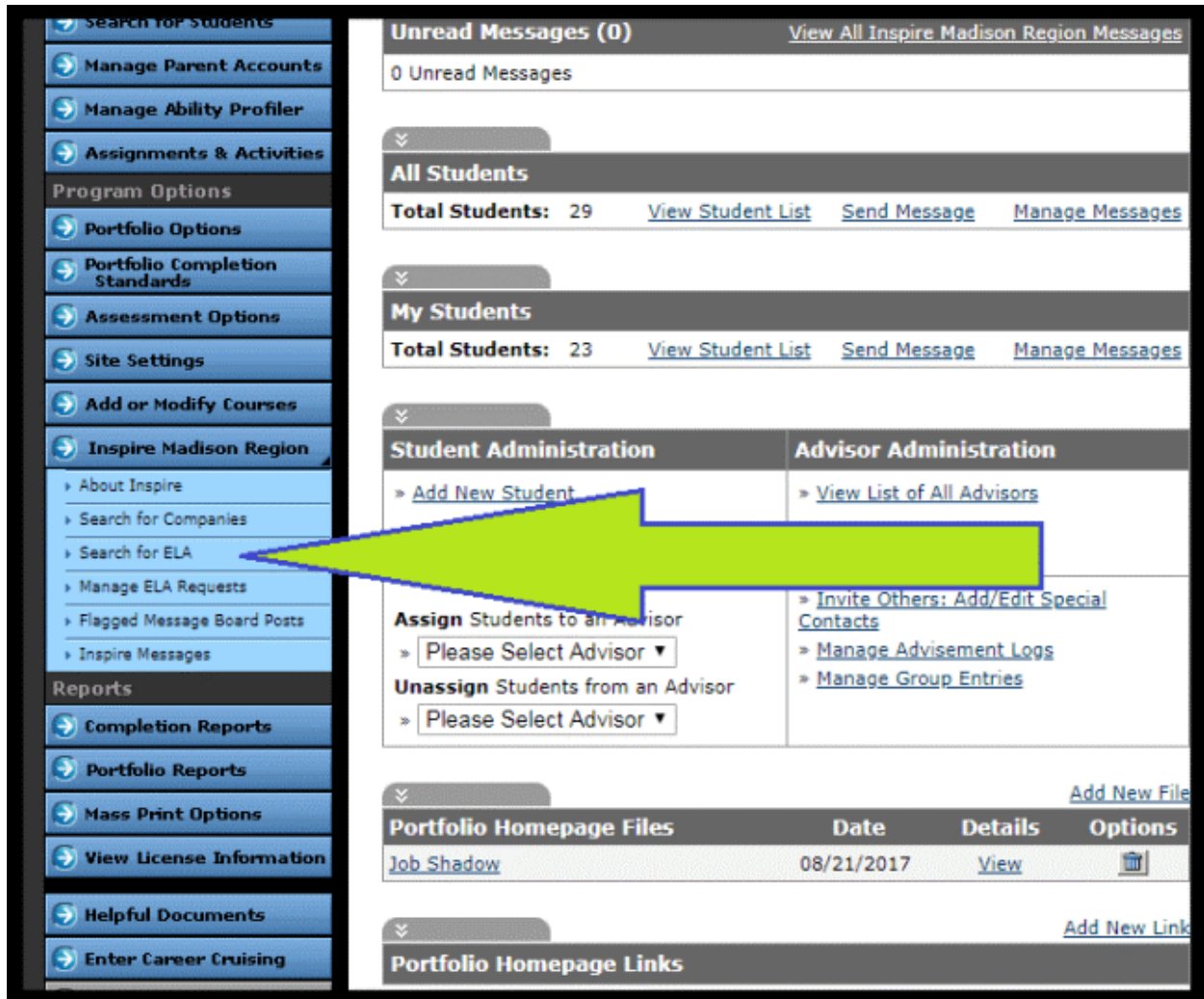


Best Practices for Handling Work-Based Learning Activity Requests

One of the great things about having a single system where students and educators can find “work-based learning activities” (WLAs – terminology may differ from region to region) is the efficiency with which connections can be made with employers. Currently, nearly 1,400 businesses and organizations are offering a combined 5,000+ WLAs to the students and educators across Wisconsin through Inspire.

Educators can take full advantage of these offerings and continue to empower their students to do so as well. Information on how to best use the system is key. This tutorial explains how to find WLAs, make requests, follow up on requests made by students and record requests. First, let’s look at how to find and make requests as an educator:

- Log in to your Career Cruising CAMS account and click on “Inspire Madison Region” then click on “Search for WLA” **(see Figure 1 on next page)**.
- Next, decide whether you want to search by industry or by WLA type and then choose which industry or WLA type you are looking for.
- Once you are on the results page for your selection you can filter the results by city **(see Figure 2 on page following next)**.



The screenshot displays the InspireWisconsin web application interface. On the left is a vertical sidebar menu with various navigation options. The main content area is divided into several sections:

- Unread Messages (0)**: Shows 0 unread messages with a link to [View All Inspire Madison Region Messages](#).
- All Students**: Summary for 29 total students with links for [View Student List](#), [Send Message](#), and [Manage Messages](#).
- My Students**: Summary for 23 total students with links for [View Student List](#), [Send Message](#), and [Manage Messages](#).
- Student Administration**: Contains buttons for [Add New Student](#) (highlighted with a green arrow), [Assign Students to an Advisor](#) (with a dropdown menu), and [Unassign Students from an Advisor](#) (with a dropdown menu).
- Advisor Administration**: Contains links for [View List of All Advisors](#), [Invite Others: Add/Edit Special Contacts](#), [Manage Advisement Logs](#), and [Manage Group Entries](#).
- Portfolio Homepage Files**: A table listing files with columns for Date, Details, and Options.

Portfolio Homepage Files	Date	Details	Options
Job Shadow	08/21/2017	View	
- Portfolio Homepage Links**: Section for managing links, with an [Add New Link](#) button.

Figure 1

Search for Experiential Learning Activities NEW! [Help and Training](#)

You searched for: Job Shadow

Companies within (miles): All Companies

Program Name	Type	Provided by	City
Shadowing	Job Shadow	Select a City	West Salem, WI
Job Shadow	Job Shadow	Mayville, WI	JANESVILLE, WI
Job Shadow	Job Shadow	McFarland, WI	Platteville, WI
Job Shadow	Job Shadow	MENASHA, WI	Beloit, WI
Job Shadow	Job Shadow	Middleton, WI	Edgerton, WI
Job Shadow	Job Shadow	Milwaukee, WI	
Job Shadow	Job Shadow	Visit Beloit	Beloit, WI
Job Shadow	Job Shadow	Hagen Insurance Agency	Evansville, WI
Job Shadow	Job Shadow	Community Volunteer - Anne Pesik	Janesville, WI
Job Shadow	Job Shadow	Automation Solutions of America	Beloit, WI
Job Shadow	Job Shadow	Hendricks Commercial Properties	Beloit, WI
Job Shadow	Job Shadow	JP Cullen	Janesville, WI
Job Shadow	Job Shadow	State Collection Service Inc	Beloit, WI
Job Shadow	Job Shadow	Mercyhealth	Janesville, WI
Job Shadow	Job Shadow	Junior Achievement in Rock County	Janesville, WI

Figure 2

- After you find an WLA that interests you, submit a request by clicking on the name of the request listed (**left column in Figure 2: job shadow, internship etc.**) and filling out the details, or you can click on the name of the company listed to get their contact information (**3rd column from left in Figure 2**).
- It is up to you if you make a request directly through Career Cruising, use the contact information provided to call or email the provider, or use a combination of both.

Important: If you choose to only call or email a provider to request a WLA that you found in Career Cruising, it's important to record that WLA by clicking on "Manage WLA Requests" then "Record a Request". That way, the "who, what, when, where and why" of the WLA will be recorded in the system.

The screenshot below (**Figure 3**) shows where to click to record a request that was set up outside of Career Cruising.

For more information about managing student requests please [watch this short video tutorial](#).

Filter List:

[Make a Request](#)
[Record a Request](#)

ID	Program Name	Provider	Requester	Status	Request Date
7461	Interviews	Velocity Learning Systems	Crabb, Adrian Educator	Pending volunteer approval	1/15/2018
7460	Internship/Project Support	Velocity Learning Systems	Crabb, Adrian Student	Requested	1/15/2018
7286	Job Shadow	Faith Technologies	Natzke, Kristin Student	Pending volunteer approval	1/15/2018
7086	Interviews	Velocity Learning Systems	Crabb, Adrian Student	Requested	2/22/2018
6826	Information Interview	Velocity Learning Systems	Crabb, Adrian Student	Requested	1/15/2018
6826	Internship/Project Support	Velocity Learning Systems	Crabb, Adrian Student	Confirmed	1/15/2018
6822	Internship/Project Support	Velocity Learning Systems	Crabb, Adrian Educator	Pending volunteer approval	1/12/2018
6820	Information Interview	Velocity Learning Systems	Crabb, Adrian Educator	Confirmed	1/12/2018
6819	Information Interview	Velocity Learning Systems	Crabb, Adrian Student	Requested	1/12/2018
6814	Information Interview	Velocity Learning Systems	Crabb, Adrian Student	Requested	1/10/2018

Figure 3

Next, let's look at how our suggested process for managing WLA requests generated by students.

When a student makes the request:

There are three ways to contact the employer after a student has made a WLA request:

1. Using the Career Cruising system
2. By emailing or calling the WLA provider yourself
3. By having the student contact the provider

When a student makes a request, you will get a notification email but the request **will not proceed until you act on it**. You can also see new requests listed on your main CAMS dashboard until you've taken action on them.

Click on "Manage WLA Requests" under "Inspire Madison Region" to see all WLA requests. Here are some suggested steps to take with a student-generated WLA request (**See Figure 4 below for a visual**):

Details > Notes
Status: Requested ?

Experiential Learning Activities

Program Name	Internship/Project Support
Description	45+ hours Provide paid or unpaid experiential learning integrating knowledge and theory learned in the classroom with practical application and skill development in a professional
Location	Madison, WI
Confirmed Dates	-

Provider Details

Organization	Velocity Learning Systems
Contact Name	Adrian Crabb 1
Phone Number	(608) 203-5464
Email Address	adrian@velocitymsn.com

Request Details

Requester	Adrian Crabb (Student, Grade 10)
Email Address	acrabb@madisonregion.org
Educator Responsible	Adrian Crabb (ELA Coordinator)
Email Address	acrabb@madisonregion.org
Advisors	Adrian Crabb (ELA Coordinator)
School	Madison Region Economic Partnership
Phone Number	6084451955
Request Sent	4/25/2018 6:11 PM

Availability Provided By Student

Preferred Dates	4/26/2018 - 5/31/2018
Preferred Time	7:30 AM - 7:00 PM

Additional Details

My name is Adrian Crabb and I'm a high school senior in Madison. I am looking for an internship in IT support to further my education on computer and network security. Please contact me at 608-345-8378 or email acrabb@madisonregion.org to speak directly about this request and discuss

Selection Options

Start: 7:00 AM ▼

End: 7:00 AM ▼ **2**

Location (Optional)

Additional Details

Include any relevant details that you have agreed to and discussed.

Check with Volunteer ?

Confirm and Finalize ?

Decline ?

Figure 4

The following guidelines outline how to handle requests from students once they've been submitted by a student:

1. Review the request from the student and make sure he or she is prepared for the activity. At this point, the provider has not received the request. You are in the role of gatekeeper and the request will only proceed to the provider if you approve it. Decide if you or the student will make the initial contact with the WLA provider.
2. If the student will make the contact, give the student the provider's contact information **(See #1 on Figure 4)**.

Once the student and the provider have agreed on a date and time, navigate to the request in Career Cruising, enter the date, time and any details under "Selection Options" and click "Confirm and Finalize" **(See #2 on Figure 4)**. Once you've done that, the activity has been finalized and recorded in the student's portfolio.

3. To use the Career Cruising system to send a student's request to the provider, enter the suggested date, time and details into the fields under "Selection Options" in the request and then click "Check with Volunteer" **(See #2 on Figure 4)**.

This sends the request to the provider and means you approve the student to participate. The provider can then accept the request, suggest another date and time or decline the request. We recommend contacting the WLA provider directly if they haven't responded within a week. **Note:** *unlike when a student initiates a request through Career Cruising, it is up to the provider to click on "Confirm and Finalize" in their employer account when an educator initiates a request through Career Cruising.*

4. Sometimes you may wish to contact a provider yourself instead of having the student do it but would like to use email or phone rather than Career Cruising. If that's the case, once you and the WLA provider have agreed on date and time, enter that information under "Selection Options" in the request and click "Confirm and Finalize" **(See #2 on Figure 4)**. That will record the WLA in the system.

These suggestions are intended to make it easier for you to connect with employers and to learn about the careers available in our region. However, you may find another way that suits your situation better.