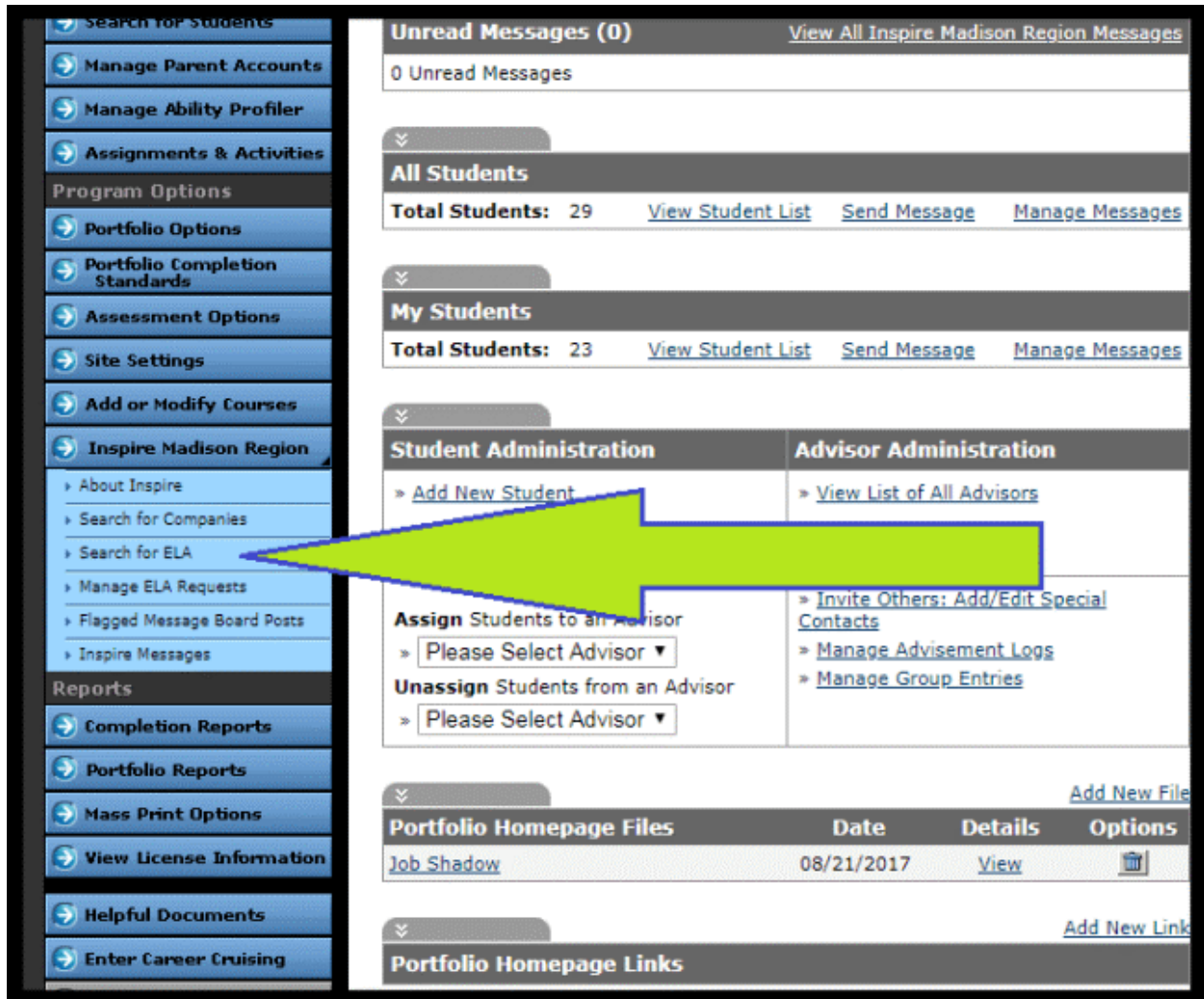


## Best Practices for Handling Career-Based Learning Experience Requests

One of the great things about having a single system where students and educators can find “career-based learning experiences” (CBLEs – 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+ CBLEs 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 CBLEs, 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 CBLE” **(see Figure 1 on next page)**.
- Next, decide whether you want to search by industry or by CBLE type and then choose which industry or CBLE 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)**.



**Unread Messages (0)** [View All Inspire Madison Region Messages](#)

0 Unread Messages

**All Students**

**Total Students:** 29 [View Student List](#) [Send Message](#) [Manage Messages](#)

**My Students**

**Total Students:** 23 [View Student List](#) [Send Message](#) [Manage Messages](#)

Student Administration	Advisor Administration
<ul style="list-style-type: none"> <li>» <a href="#">Add New Student</a></li> <li>» <a href="#">Assign Students to an Advisor</a></li> <li>» <input type="text" value="Please Select Advisor"/></li> <li>» <a href="#">Unassign Students from an Advisor</a></li> <li>» <input type="text" value="Please Select Advisor"/></li> </ul>	<ul style="list-style-type: none"> <li>» <a href="#">View List of All Advisors</a></li> <li>» <a href="#">Invite Others: Add/Edit Special Contacts</a></li> <li>» <a href="#">Manage Advisement Logs</a></li> <li>» <a href="#">Manage Group Entries</a></li> </ul>

**Portfolio Homepage Files** [Add New File](#)

Portfolio Homepage Files	Date	Details	Options
<a href="#">Job Shadow</a>	08/21/2017	<a href="#">View</a>	

**Portfolio Homepage Links** [Add New Link](#)

Figure 1

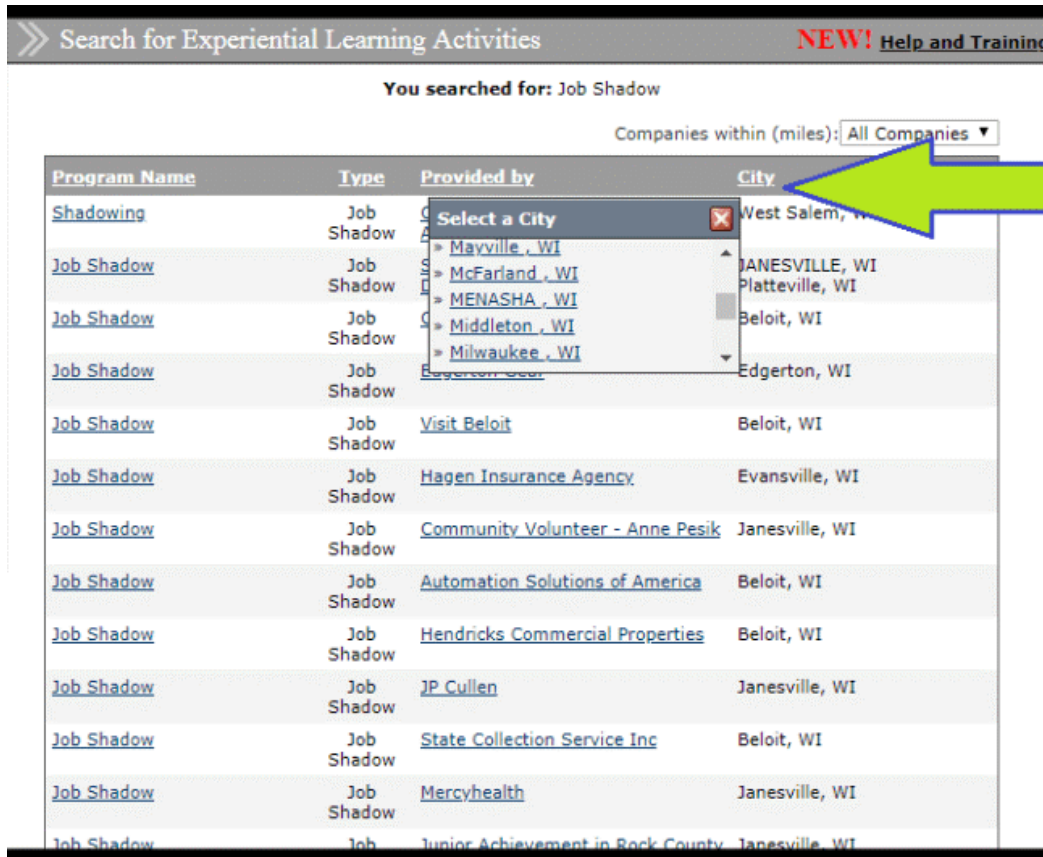


Figure 2

- After you find an CBLE 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 CBLE that you found in Career Cruising, it's important to record that CBLE by clicking on "Manage CBLE Requests" then "Record a Request". That way, the "who, what, when, where and why" of the CBLE 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	<a href="#">Interviews</a>	Velocity Learning Systems	Crabb, Adrian Educator	Pending volunteer approval	1/15/2018
7460	<a href="#">Internship/Project Support</a>	Velocity Learning Systems	Crabb, Adrian Student	Requested	1/15/2018
7286	<a href="#">Job Shadow</a>	Faith Technologies	Natzke, Kristin Student	Pending volunteer approval	1/15/2018
7086	<a href="#">Interviews</a>	Velocity Learning Systems	Crabb, Adrian Student	Requested	2/22/2018
6826	<a href="#">Information Interview</a>	Velocity Learning Systems	Crabb, Adrian Student	Requested	1/15/2018
6826	<a href="#">Internship/Project Support</a>	Velocity Learning Systems	Crabb, Adrian Student	Confirmed	1/15/2018
6822	<a href="#">Internship/Project Support</a>	Velocity Learning Systems	Crabb, Adrian Educator	Pending volunteer approval	1/12/2018
6820	<a href="#">Information Interview</a>	Velocity Learning Systems	Crabb, Adrian Educator	Confirmed	1/12/2018
6819	<a href="#">Information Interview</a>	Velocity Learning Systems	Crabb, Adrian Student	Requested	1/12/2018
6814	<a href="#">Information Interview</a>	Velocity Learning Systems	Crabb, Adrian Student	Requested	1/10/2018

Figure 3

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

## **When a student makes the request:**

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

1. Using the Career Cruising system
2. By emailing or calling the CBLE 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 CBLE Requests" under "Inspire Madison Region" to see all CBLE requests. Here are some suggested steps to take with a student-generated CBLE request (**See Figure 4 below for a visual**):



Details >> Notes
Status: Requested ?

### Experiential Learning Activities

<b>Program Name</b>	Internship/Project Support
<b>Description</b>	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
<b>Location</b>	Madison, WI
<b>Confirmed Dates</b>	-

### Provider Details

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

### Request Details

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

### Availability Provided By Student

<b>Preferred Dates</b>	4/26/2018 - 5/31/2018
<b>Preferred Time</b>	7:30 AM - 7:00 PM
<b>Additional Details</b>	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 CBLE 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 CBLE 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 CBLE 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 CBLE 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.