



Joliet Township High School - District 204

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To: Dr. Karla Guseman

From: Mr. Chris McGuffey

Date: April 09, 2024

Subject: Workplace Internship Summer Credit WBL Coordinator Position Request

As a part of JTHS' strategic plan to expand internship opportunities and industry partnerships to meet the need of the (PaCE) Postsecondary a Career Exploration framework and (CCPE) College and Career Pathway Endorsement requirements, the following is a request for **three** additional assignment positions for the **Workplace Internship Summer Credit WBL Coordinator**. These positions and mileage reimbursement claims are approved funded out of CTE grants as allowable expenses.

For all students completing a (WBL) Work-Based Learning (CDE) Career Development Experience with a credit bearing internship, ISBE recommends a licensed WBL coordinator be assigned to complete a professional skills assessment (you can learn more at [ISBE: Work-Based Learning Manual](#)). This additional assignment would meet the state's recommendation and would serve as the school's liaison to work with the student, family, and employer supervisor for summer internships.

The major responsibilities of this unique position include both a weekly meeting and onsite observation and assessment of each student. Students participating in a summer internship for credit would benefit by connecting with other internship students and the WBL coordinator to analyze the employability competencies they are experiencing within their unique internship opportunity and apply their learnings back into the workplace before they are assessed on their work readiness.

Strategy 1: We will, in partnership with families and community, implement a systemic approach to culturally sustaining experiences and restorative justice to deliver an equitable educational experience while expanding the diversity of our faculty and administration in order to remove systemic educational barriers.

- **Specific Result 1-4:** Establish the instructional and academic identity of the school district to increase the focus on holistic student development and preparation for post-secondary success in a variety of career pathways.
 - o **Action Step 10:** Expand credit-bearing internships and workplace opportunities for college and career-ready students.



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- Increase community support and stakeholders to expand credit-bearing internships and workplace opportunities
- **Action Step 11:** Increase engagement with community partners and local businesses to expand career-based learning opportunities for students in all career fields.

Thank you,
Chris McGuffey



Chris McGuffey

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