



South Carolina
Department of Education

Together, we can.

SC WORK-BASED LEARNING
SASI Atom User Manual
(Previously School-to-Work atom)

2008-2009

This manual gives instruction on the purpose, use,
and completion of each field in this SASI South
Carolina defined atom.

**Standards and Learning Division, Office of Career and Technology Education
Educational Services Division, Office of Technology Services (OTS)
South Carolina Department of Education (SCDE)**

Introduction

In accordance with the “South Carolina Education and Economic Development Act” data must be collected for ALL students participating in Work-Based Learning experiences. This information should be compiled for each experience completed. Schools may use their data collection system database for collecting this information.

The Work-Based Learning fields have been designed to collect information for four experiences that the student may have participated throughout the school year. The following definitions are provided and apply for the four experiences (i.e., WBL Experience 1, WBL Experience 2, WBL Experience 3, and WBL Experience 4) that the student may have participated in throughout the school year.

Cooperative Education programs coordinate high school or post-secondary studies with a job in a field related to academic or technical education objectives. Students and participating businesses develop written training and evaluation plans to guide workplace activities in coordination with classroom instruction. Students receive course credit for both their classroom and work experiences. Academic credit, compensation, and activities vary with the course of study.

School-Based Enterprises focus on the development of small businesses created, managed, and operated by students within the school setting. These ventures support the development of academic, technical, and entrepreneurial skills in an applied academic environment. Enterprises may be undertaken on or off the school grounds.

An **Internship** is a one-on-one relationship that provides “hands-on” learning in an area of student interest. A learning contract outlines the expectations of and responsibilities of both parties. The protégé works regularly during or after school for three or four hours a week in exchange for the mentor’s time in teaching and demonstrating. The internship generally lasts from three to six months and may or may not include financial compensation.

Service Learning activities are structured experiences for one or more students at a work site or community agency. Students work on specific activities each week during or after school. Under close adult supervision, students develop work skills and learn how to conduct themselves in work situations. Service learning activities should model guidelines developed by the National and Community Service Trust Act (NACSTA) covering the four

stages of preparation, action, reflection, and celebration. One-time community service events should not be counted for WBL purposes.

A **Mentoring** experience engages a student with an employee of a particular employer who possesses workplace skills and knowledge to be mastered by the student. The mentor instructs the student, critiques the performance of the student, challenges the student to perform well, and works in consultation with classroom teachers and the employer of the student. The relationship generally lasts a year, with the mentor maintaining occasional contact with the protégé for an additional one to two years.

Registered Apprenticeship is an adult educational program that is registered with the US Department of Labor's Bureau of Apprenticeship and Training. The traditional apprenticeship program is designed for adults, but may be linked to an approved youth apprenticeship program in grades 11-12. Apprenticeships are formal relationships between an employer and employee during which the worker, or apprentice, is paid while learning a specific occupation in a structured program.

Shadowing: On-Site is a short-term experience to introduce a student to a particular job by a one-on-one pairing of a student with an employee in a work environment. The student follows or "shadows" the worker for a specified time to better understand the requirements of a particular career. Group field trips and classroom presentations should not be considered as shadowing experiences.

Shadowing: Virtual can be a very productive experience for students. This approach is used to support providing work-based learning opportunities for students across the state, especially in rural areas where business partners are more difficult to access either because of distance or the lack of sufficient partners to meet student needs.

It is critical that, when virtual shadowing is provided, the virtual experience be assessed for (at a minimum) those components that constitute quality virtual shadowing experiences, including virtual tours of the facilities, businesses, etc. with content provided, the capability to conduct virtual question/answer exchanges, the overall quality of the site's features (user friendly, technical features promoting interest, etc.), the length of the experience, etc. As is the case with all quality work-based learning experiences, some type of product should be expected from the student. This could be a written or oral presentation, a research document on the career field, etc.

Virtual shadowing can provide a legitimate shadowing experience for students, but brief visits to Web sites that do not provide the detail and connectivity to personnel that students have in on-site experiences should be avoided.

A **Youth Apprenticeship** begins in the eleventh grade for students who are age 16 and older. This activity combines classroom instruction (at both secondary and post-secondary levels) with one to two years of on-the-job learning, and results in a “certification of mastery” of specific technical skills. A youth apprentice may matriculate to a registered apprenticeship program after high school. These types of apprenticeships may or may not include financial compensation.

WBL Experience 1

{CATE: [Wofford O'Sullivan, 803-734-8564](tel:803-734-8564)}

Select the Work-Based Learning Experience that the student participated in for the school year.

Blank = none [default]

C = Cooperative Education

F = School-Based Enterprise

I = Internship

L = Service Learning

M = Mentoring

R = Registered Apprenticeship

S = Shadowing: On-Site

V = Shadowing: Virtual

Y = Youth Apprenticeship

WBL Exp1 Owner

{CATE: [Wofford O'Sullivan, 803-734-8564](tel:803-734-8564)}

This field identifies the school responsible for the Work-Based Learning experience. An entry of the seven digit school identification number should be made in this field **only** if the experience is offered through another school/career center.

WBL Employer Name 1

{CATE: [Wofford O'Sullivan, 803-734-8564](tel:803-734-8564)}

Enter the company's name where the student was placed for the Work-Based Learning experience.

WBL Employer Phone 1

{CATE: [Wofford O'Sullivan, 803-734-8564](tel:803-734-8564)}

Enter the Work-Based Learning employer's phone number.

WBL Job Title 1

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the title of the job in which the student was placed for the Work-Based Learning experience.

WBL Supervisor 1

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the name of the supervisor within the company where the student was placed for the Work-Based Learning experience.

WBL Coordinator 1

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the name of the Work-Based Learning coordinator scheduling the learning experience.

WBL Start Date 1

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the student's start date for the Work-Based Learning experience.

WBL End Date 1

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the student's ending date for the Work-Based Learning experience.

WBL Paid 1

{CATE: Wofford O'Sullivan, 803-734-8564}

Select "Yes" if the student received compensation for the Work-Based Learning experience they completed.

Blank = blank [default]

Y = Yes

N = No

WBL Related to Career Plan 1

{CATE: Wofford O'Sullivan, 803-734-8564}

Select "Yes" if the Work-Based Learning experience the student completed was related to their career plan.

Blank = blank [default]

Y = Yes

N = No

WBL Employer Size 1

{CATE: Wofford O'Sullivan, 803-734-8564}

Select the business size that corresponds to the actual size of the business providing the student's Work-Based Learning experience.

Blank = none [default]
L = 500+ Employees

M = 50-499 Employees
S = 0-49 Employees

Credit 1

{CATE: Wofford O'Sullivan, 803-734-8564}

Select "Yes" if the student received credit for the Work-Based Learning experience they completed.

Blank = blank [default]

Y = Yes

N = No

WBL Experience 2

{CATE: Wofford O'Sullivan, 803-734-8564}

Select the Work-Based Learning Experience that the student participated in for the school year.

Blank = none [default]
C = Cooperative Education
F = School-Based Enterprise
I = Internship
L = Service Learning

M = Mentoring
R = Registered Apprenticeship
S = Shadowing: On-Site
V = Shadowing: Virtual
Y = Youth Apprenticeship

WBL Exp2 Owner

{CATE: Wofford O'Sullivan, 803-734-8564}

This field identifies the school responsible for the Work-Based Learning experience. An entry of the seven digit school identification number should be made in this field **only** if the experience is offered through another school/career center.

WBL Employer Name 2

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the company's name where the student was placed for the Work-Based Learning experience.

WBL Employer Phone 2

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the Work-Based Learning employer's phone number.

WBL Job Title 2

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the title of the job in which the student was placed for the Work-Based Learning experience.

WBL Supervisor 2

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the name of the supervisor within the company where the student was placed for the Work-Based Learning experience.

WBL Coordinator 2

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the name of the Work-Based Learning coordinator scheduling the learning experience.

WBL Start Date 2

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the student's start date for the Work-Based Learning experience.

WBL End Date 2

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the student's ending date for the Work-Based Learning experience.

WBL Paid 2

{CATE: Wofford O'Sullivan, 803-734-8564}

Select "Yes" if the student received compensation for the Work-Based Learning experience they completed.

Blank = blank [default]

Y = Yes

N = No

WBL Related to Career Plan 2

{CATE: Wofford O'Sullivan, 803-734-8564}

Select "Yes" if the Work-Based Learning experience the student completed was related to their career plan.

Blank = blank [default]

Y = Yes

N = No

WBL Employer Size 2

{CATE: Wofford O'Sullivan, 803-734-8564}

Select the business size that corresponds to the actual size of the business providing the student's Work-Based Learning experience.

Blank = none [default]

M = 50-499 Employees

L = 500+ Employees

S = 0-49 Employees

Credit 2

{CATE: Wofford O'Sullivan, 803-734-8564}

Select "Yes" if the student received credit for the Work-Based Learning experience they completed.

Blank = blank [default]

Y = Yes

N = No

WBL Experience 3

{CATE: Wofford O'Sullivan, 803-734-8564}

Select the Work-Based Learning Experience that the student participated in for the school year.

Blank = none [default]

M = Mentoring

C = Cooperative Education

R = Registered Apprenticeship

F = School-Based Enterprise

S = Shadowing: On-Site

I = Internship

V = Shadowing: Virtual

L = Service Learning

Y = Youth Apprenticeship

WBL Exp3 Owner

{CATE: Wofford O'Sullivan, 803-734-8564}

This field identifies the school responsible for the Work-Based Learning experience. An entry of the seven digit school identification number should be made in this field **only** if the experience is offered through another school/career center.

WBL Employer Name 3

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the company's name where the student was placed for the Work-Based Learning experience.

WBL Employer Phone 3

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the Work-Based Learning employer's phone number.

WBL Job Title 3

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the title of the job in which the student was placed for the Work-Based Learning experience.

WBL Supervisor 3

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the name of the supervisor within the company where the student was placed for the Work-Based Learning experience.

WBL Coordinator 3

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the name of the Work-Based Learning coordinator scheduling the learning experience.

WBL Start Date 3

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the student's start date for the Work-Based Learning experience.

WBL End Date 3

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the student's ending date for the Work-Based Learning experience.

WBL Paid 3

{CATE: Wofford O'Sullivan, 803-734-8564}

Select "Yes" if the student received compensation for the Work-Based Learning experience they completed.

Blank = blank [default] **Y = Yes** **N = No**

WBL Related to Career Plan 3

{CATE: Wofford O'Sullivan, 803-734-8564}

Select "Yes" if the Work-Based Learning experience the student completed was related to their career plan.

Blank = blank [default] **Y = Yes** **N = No**

WBL Employer Size 3

{CATE: Wofford O'Sullivan, 803-734-8564}

Select the business size that corresponds to the actual size of the business providing the student's Work-Based Learning experience.

Blank = none [default] **M = 50-499 Employees**
L = 500+ Employees **S = 0-49 Employees**

Credit 3

{CATE: Wofford O'Sullivan, 803-734-8564}

Select "Yes" if the student received credit for the Work-Based Learning experience they completed.

Blank = blank [default] **Y = Yes** **N = No**

WBL Experience 4

{CATE: Wofford O'Sullivan, 803-734-8564}

Select the Work-Based Learning Experience that the student participated in for the school year.

Blank = none [default]	M = Mentoring
C = Cooperative Education	R = Registered Apprenticeship
F = School-Based Enterprise	S = Shadowing: On-Site
I = Internship	V = Shadowing: Virtual
L = Service Learning	Y = Youth Apprenticeship

WBL Exp4 Owner

{CATE: Wofford O'Sullivan, 803-734-8564}

This field identifies the school responsible for the Work-Based Learning experience. An entry of the seven digit school identification number should be made in this field **only** if the experience is offered through another school/career center.

WBL Employer Name 4

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the company's name where the student was placed for the Work-Based Learning experience.

WBL Employer Phone 4

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the Work-Based Learning employer's phone number.

WBL Job Title 4

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the title of the job in which the student was placed for the Work-Based Learning experience.

WBL Supervisor 4

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the name of the supervisor within the company where the student was placed for the Work-Based Learning experience.

WBL Coordinator 4

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the name of the Work-Based Learning coordinator scheduling the learning experience.

WBL Start Date 4

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the student's start date for the Work-Based Learning experience.

WBL End Date 4

{CATE: Wofford O'Sullivan, 803-734-8564}

Enter the student's ending date for the Work-Based Learning experience.

WBL Paid 4

{CATE: Wofford O'Sullivan, 803-734-8564}

Select "Yes" if the student received compensation for the Work-Based Learning experience they completed.

Blank = blank [default]**Y = Yes****N = No**

WBL Related to Career Plan 4

{CATE: Wofford O'Sullivan, 803-734-8564}

Select "Yes" if the Work-Based Learning experience the student completed was related to their career plan.

Blank = blank [default]**Y = Yes****N = No**

WBL Employer Size 4

{CATE: Wofford O'Sullivan, 803-734-8564}

Select the business size that corresponds to the actual size of the business providing the student's Work-Based Learning experience.

Blank = none [default]**M = 50-499 Employees****L = 500+ Employees****S = 0-49 Employees**

Credit 4

{CATE: Wofford O'Sullivan, 803-734-8564}

Select "Yes" if the student received credit for the Work-Based Learning experience they completed.

Blank = blank [default]**Y = Yes****N = No**

Career Assessment 1, 2, and 3

{CATE: Wofford O'Sullivan, 803-734-8564}

Select the career interest inventory that has been administered to the student as part of their comprehensive career plan.

Blank = none [default]**4 = ASVAB****1 = COIN/SCOIS Self-Assessment Survey****5 = Discover****2 = Holland Self-Directed Search (SDS)****7 = Strong Interest Inventory****3 = Kuder Career Search with Person Match****8 = Myers-Briggs Type Indicator (MBTI)****9 = EXPLORE****10 = PLAN**

- | | |
|---|-------------------|
| 11 = Work Keys | 15 = CAPS |
| 12 = Kuder Skills Assessment | 16 = COPS |
| 13 = Super's Work Values Inventory | 17 = COPES |
| | 18 = Other |

The screenshot shows a data entry window titled "SC Work Based Learning Data Entry". The form is organized into several sections:

- Student Information:** Last Name, First Name, Middle Name, Grd, Gen, Student ID.
- Employer Information:** WBL Exp4 Owner, WBL Employer Name 4, WBL Employer Phone 4.
- Job Details:** WBL Job Title 4, WBL Supervisor 4.
- Dates:** WBL Start Date 4, WBL End Date 4, WBL Paid 4.
- Career Assessments:** WBL Related to Career Plan 4, WBL Employer Size 4, Credit 4, Career Assessment 1, Career Assessment 2, Career Assessment 3, Career Assessment 4, SL Hours, Career Plan/IGP.
- Other:** AtomDate.

At the bottom, there is a "Page 3" indicator, navigation arrows, and "Close" and "Find" buttons.

SL Hours (Service Learning Hours)

{[Adult & Community Education: Karen Horne, 803-734-4794](#)}

Total number of hours student participated in service learning activities including preparation, service, and reflection.
