

Quality Work-Based Learning Toolkit

Kansas City, Kansas Public Schools



*Introduction to
the Toolkit*

**Business
Education
Coalition**

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DEDICATION

This work is dedicated to the memory of Pam Wiens, the first Business Education Coalition Coordinator, visionary and friend of the students in Wyandotte County Public Schools. One of Pam's dreams was to make Quality Work-Based-Learning available and authentic for all students. The key to her dream lies in these pages.

"Happiness comes when your work and words are of benefit to yourself and others"

Buddha's Little Instruction Book by Jack Kornfield



ABOUT THIS TOOLKIT

The Kansas City, Kansas Quality Work-Based Learning Toolkit project was launched in the summer of 2002, by the New Century Connections partnership. The project's goal was to build a toolkit that would provide educators and youth program staff with everything they need to create quality, safe and legal work-based learning experiences for students.

The Quality Work-Based Learning Toolkit is the result of hundreds of hours of work by Kansas City, Kansas teachers, administrators and community partners from the Business Education Coalition (BEC) at the Kansas City, Kansas Area Chamber of Commerce. Key committee members include Pam Wiens, David Washington and Bernadine Rashad from BEC, and Susan Engelmann, Mary Stewart, Janelle Engelhardt and Harriet Horner from the Kansas City, Kansas Public Schools, District 500.

Included in the toolkit are a general guide to creating Quality Work-Based Learning as well as a set of specific guides, factsheets, tools and resources to help you as you build work-based learning opportunities for students. All of these materials can be accessed by visiting the curriculum and instruction library website at <http://sbiweb.kckps.org:2388/common/default.asp>.

This toolkit was produced by New Century Connections, a partnership of the Kansas City, Kansas (KCK) Public Schools and the KCK Area Chamber of Commerce, funded by a School-to-Work Urban/Rural Opportunities Grant from the United States Department of Labor under contract with:

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The toolkit builds on California's Work-Based Learning Toolkit developed by New Ways to Work and the Quality Work-Based Learning Initiative in the Kansas City metro area funded by the Ewing Marion Kauffman Foundation. Writing, editing and toolkit compilation was provided by New Ways to Work staff including Steve Trippe, Lois Ann Porter, Charlene Mouille, Molly Wertz and Chandra Larsen.

New Ways to Work (New Ways) is a team of experienced and dedicated professionals focused on improving the lives of our nation's youth. New Ways helps communities build systems that connect schools, community organizations and businesses, and improve the services, educational programs and support the community provides for its youth. New Ways creates the environment and guides a process that brings the right people together with customized tools for powerful learning and dramatic change. New Ways engages and supports local communities in the invention and renewal of connected, comprehensive youth-serving systems.

Beginning with the New Ways Workers Network in the late 1980's, New Ways has designed systems and developed tools, materials and trainings that help practitioners engage workplace partners and provide high-quality work-based learning experiences for youth.

Note: Links to organizations found on these pages are provided solely as a service. Links on these pages do not constitute an endorsement of the organizations, and none should be inferred. New Century Connections and New Ways to Work are not responsible for the content of the web pages found through these links nor will it be liable for any problems arising from or in connection with the use of or reliance upon any information on the Internet.

PREFACE

First Things First Supports Quality Work-Based Learning.

In the Kansas City, Kansas (KCK) Public Schools, the First Things First Initiative identifies the importance of enriched and diverse opportunities for students to learn, perform and be recognized. As a district we are committed to providing these opportunities.

The community is the natural environment in which to provide students with meaningful work and authentic experience. The workplace offers wonderful student-adult ratios, often as low as one-to-one, providing students with positive and necessary attention and support. Quality Work-Based Learning allows students to develop the skills required to successfully transition from high school to higher education and careers.

Students Who Gain Exposure to the Workplace While Still in School:

- Make connections between real work expectations and the classroom;
- Begin to pursue education with a greater sense of purpose;
- Interact with positive adult role models in a reduced student-adult ratio;
- Experience enriched opportunities to learn, perform and be recognized;
- Develop new skills and experiences;
- Experience enhanced self-esteem;
- Expand their horizons and awareness of future work options; and
- Can experience a range of opportunities not traditional for their gender, race or ethnicity.

Work-based Learning is Working Across Kansas.

- Local organizations are positioned to help connect the classroom and the workplace. In Kansas City, Kansas, the Business Education Coalition of the Kansas City, Kansas Area Chamber of Commerce and Business Education Expectations (BE²) are positioned to assist schools and youth-serving organizations with these connections.¹
- Both younger and older students participate in work-based learning. These students are exploring the world of work and performing meaningful tasks in a wide range of industries and occupations in the Kansas City metro area. Some of these students are learning how to become immigration officers at Austin and Ferguson, LLC in Jackson County; building and renovating structures at Bricklayers and Allied Crafts in Jackson County; participating in a paid internship in an advertising agency with the Apprentice Advertisers in Johnson County; receiving on the job training with cooperative learning experiences at the fire department in Olathe; and learning horticultural skills while growing, caring for and selling plants at Associated Youth Services in Wyandotte County.²

¹ California Work-Based Learning Toolkit

² National Job Shadow Coalition, 2003. http://www.jobshadow.org/current_news/current_news.html

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