



GENERAL INFORMATION

Work-Based Learning

Welcome to the McFarland Work-Based Learning program. Please read the following carefully. See me with any questions or concerns.

- You are required to complete a Weekly Report and turn it in to me each **Monday lunch** (or the first school day of the week if it does not begin on Monday). If you miss more than 2 “Monday Meetings” in a quarter, you risk losing your release. Your weekly reports account for 50% of your grade. The remaining 50% comes from the quarterly evaluations completed by your mentor.
 - **Juniors:** Respond to one Journal question each week. Write a minimum of one paragraph with 4-5 sentences, double spaced
 - **Seniors:** Respond to prescribed Journal questions each week. Note that hours are indicated at the top of each report.
 - **ALL Students:** Expectations for journals include:
 - Provide a reasonable effort in your writing;
 - Use complete sentences; check your grammar and spelling;
 - Type and save each week’s responses. Print and hand in a copy each Monday.
- Check your email daily for any messages from me.
- A school calendar and time schedule is included in this packet. You are responsible for letting your employer know if there is a change in the daily schedule. Do not expect to be excused if you do not adhere to the posted schedule.
- If you have release time, you will not be in the school building. Sign in appropriately to be in the building during release time.
- Child Labor Laws apply. See the enclosed reference sheet. See me with any questions.
- You must be passing all of your classes throughout the term to continue with your release for work.
- Do not quit or change jobs without consulting me.

I’m looking forward to talking with you each week and learning about what you’ve learned on your job.

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