

JUNIOR JOURNAL QUESTIONS

Work-Based Learning

Directions: As part of your work-based learning experience, you are required to complete a weekly report including information about your current work experience. From the series of questions below, select one question per week to discuss in journal format.

A printed copy of each weekly report must be turned in to Ms. Brady on the first meeting of each week (usually Monday), reflecting on the previous workweek. Weekly reports must be typed; use complete sentences, and reflect your sincere thoughts. See directions given on each answer page.

1. Discuss how your work-based learning position has impacted or affected your future career plans.
2. How does having a work-based learning position during high school impact your family's goals?
3. Describe a situation where you felt that you had a better idea to accomplish a task on the job. How did you present your idea to your mentor? Explain the results and tell if you would have handled it differently as a mentor.
4. You disagree with your mentor about how something should be done. Using the roles of mentor and employee, write a scene from a play that tells how the disagreement was handled in an appropriate manner.
5. Talk about the importance of cooperation between co-workers at your business. Give examples to explain your viewpoint.
6. You notice that a co-worker is taking small items from your work site and recognize this as pilfering. Discuss how you handled the situation and your feelings toward this.
7. Co-workers are downgrading your work-based learning business site. Describe how you respond.
8. Co-workers are discussing their wages. They encourage you to join the conversation. You respond.....because.....
9. You notice something unsafe at your workplace. Describe the unsafe situation, how you would respond, and how your mentor "should" respond.
10. Create a word vocabulary list of terms used that are specific to your business. Define each. (This can be an ongoing list.)
11. Read a current journal article related to your business site. Discuss the article and critique the contents. How does this information impact your career ideas?
12. A co-worker confides in you about a stressful situation at home. Describe the situation (without using actual names of people involved) and tell how you responded. Be sure to include questions that you have concerning the situation.

13. A co-worker “who knows more than you” asks you to help them remember how to do a specific task on the job. You feel that they should already know how to do this task, and since they are earning more than you, shouldn’t have to ask for help. Describe the task; how do you respond?
14. List related classes that you would like to take which will help you learn more about this career area. Star those available at McFarland High School. Brainstorm a list of related positions (careers) that you could do with your future education (ex: a degree in Hospitality and Tourism would allow you to be a head chef at a famous restaurant, create tours for a travel agency, sell products to hotels, etc.).
15. Describe a child labor law question/concern. Look at the actual labor law information, state the law and explain the rationale of the law. Why is it important for the business owner to be knowledgeable about child labor laws?
16. Discuss why it is important to be “true” to your business.
17. Why do businesses expect you to be to work on time, complete work when expected, and use initiative on the job?
18. Discuss the importance of doing “quality work.”
19. Explain your business’ labor union and how this impacts your position. Must you join the labor union, what are the benefits and drawbacks?
20. You feel that you have been discriminated against. How do you handle this?
21. Calculate your monthly income (including all sources: job, “allowance,” income from other sources). Do a budget for this income showing income and expenditures.
22. Describe an enterprise that you might create as a result of your work-based learning experience.
23. Discuss the importance of an exit interview. What is included in an exit interview?
24. Update your references by including a letter of reference from one of your current business mentors.
25. How have your time management skills improved as a result of your work-based learning? Give specific examples.
26. Discuss a change at work and tell how it impacted your position and your co-workers. How did you deal with the changes? Other co-workers? Clients?
27. Why is it helpful to have the right tools for the job? Give specific examples of how this has been helpful.
28. Explain the importance of taking a vacation from work.
29. Explain with an example why it is important to keep up on the maintenance of equipment?

30. What policies at your employment site should be re-evaluated? What policies need to be created?
31. Describe the chain of command at your work site. Identify areas of concern and suggested improvements.
32. In what ways is technology involved in your position. Describe, please.
33. What post-secondary institutions could further your education/training in your career goal? Highlight strengths and weaknesses of each location.
34. How has your placement furthered your personal leadership skills?
35. How is your career goal connected to your personal strengths?
36. What elements of your high school education were furthered by your placement? What elements were limited by your involvement in coop/apprenticeship?
37. Describe a “typical” day at work. This should cover the day from time of arrival until the time you leave. Although there may NOT be a typical day as all days are somewhat different, there ARE certain things that you do as routine each day to make this particular job the type that it is.
38. What are the most meaningful responsibilities that you have as an employee on this job site? Tell me why.
39. Can you imagine yourself doing this job/responsibility for a period of 10 years or more? Look around you at other employees who have been on this job longer than you and try to imagine yourself here for that long a period of time. Write no less than 5 sentences for this answer.
40. What is one occasion on the job that you have had to “bite your tongue” and not talk back or disagree when you KNEW that you were right and your supervisor was wrong? What is the outcome of that self-control now, in hindsight?
41. What type of on-the-job evaluation does the place of employment use? Do you feel that these (this) are (is) fair? Why or why not?
42. Can you think of more than one other occupation that might springboard off of this particular job? Tell about it. Would this other occupation be of interest to you?
43. Is your job one that allows you contact and interaction with other people on the job or is it one that you are pretty much working on your own each day? Which of the two types of work settings do you prefer? Explain your thoughts.
44. Describe the organizational structure of your job site. Sketch this structure into an organizational chart.
45. Reflect on your job interview. What were your strengths? What areas need improvement?
46. Describe and outline the daily record-keeping tasks your job requires – i.e., time clock, time card, check-in, check-out, etc.

47. Identify a safety or health concern in your work site. Describe ways you ensure your safety on the job.
48. Describe your daily duties. What duties are new to you?
49. “Body-language” has a strong impact on those we work with at our job sites. Give me two (2) positive examples of body language. Give me two (2) negative examples of body language.
50. Give me an example of how you would handle “problems” that have occurred at your job site:
 1. Co-worker to co-worker
 2. Supervisor to employee
51. Show how to figure out your pay for last week. Why is this important to understand? How would you handle concerns?
52. Show how to figure out the total hours you worked last week. Why is this important to understand? How would you handle concerns?
53. Write down your work schedule for next week. Why is this important?
54. Name one way you were a good co-worker this past week. Describe how this benefited your co-worker.
55. Name one thing you did well at work this past week. How did this help the company?
56. Describe one problem you had at work and explain how you solved it.
57. Think of one area that you need to improve on at work and explain how you will improve it this week.
58. Write about one new task that you learned this past week and explain how it made you a more valuable employee.
59. What is one task at work that you would like to learn to do if you could? Tell about the task.
60. Name one work-related thing you learned about a co-worker this past week that you didn't know about them before. Why is it interesting to you? How will this knowledge help in your relationship with your co-worker?
61. A new employee has been recently hired. How do you go about helping them get acquainted with the business?
62. Why is it important to pay close attention to what you are doing on the job? Give an example of when this was extremely important and tell what might have happened if you didn't pay attention.
63. You notice that your mentor or boss is not doing something correctly. What do you do?
64. Write your own question! Be sure it is about some aspect that relates to your work-based learning position.