

WBL Counselor Checklist



Qualify



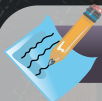
- Verify CTE Class related to internship
- 3.5 G.P.A. for Health Science
3.0 G.P.A. for other internships
- Current junior or senior and at least 16 years old
- Have consistent and reliable transportation to internship



Application Process



- Look for applications & meet with student
- Verify workshop certificate & training agreement
- Student Orientation (expectations & schedule availability)
- Add internship to schedule



During Internship



- Bi-Monthly student monitoring
- Enter grades
- Must obtain 46 hours during semester
- Verify Timecard #1 online
- Verify Timecard #2 online
- Verify Timecard #3 online
- Verify Timecard #4 online
- Verify final project online
- Verify Evaluation online
- Program promotion