Work-based Learning Timeline

1-2 Months before semester
Prepare for Work-based Learning (WBL) and the Job Search Process
- See your faculty advisor for approval to take WBL. (Eligibility varies by program.)
- Visit CPCC Career Services for resume preparation and interviewing skills.
- Complete and submit the Workplace Learning Student Application and Faculty Approval.
- Contact your Work-based Learning Coordinator to begin your job search or speak to your current employer about WBL.

1-4 Weeks before semester
Finalize employment and register for Work-based Learning
- Once you have secured a position, complete and submit the Workplace Learning Placed Sheet.
- Complete the Workplace Learning Orientation.
- Obtain a workbook from the Workplace Learning Office.
- Register and pay for the class. Registration is blocked until paperwork is received.
- Set a start date with your employer. You must be registered and have paid your tuition before claiming WBL work hours.

Beginning of semester
Begin Your Work-based Learning Experience
- Develop Measurable Learning Objectives (MLO’s) with your supervisor and faculty advisor. These will serve as the basis of your grade.
- Begin working during the first week of class.
- Complete and submit copies of the first 3 pages of your workbook to your faculty advisor.

Mid to end of semester
Complete your Work-based Learning Course Requirements
- Mid-semester: Your faculty advisor will conduct a site visit.
- End of semester: finish required number of work hours (160 hours for 1-credit course; 320 hours for 2-credit course)
- Have your employer complete the Employer Evaluation in the workbook.
- Complete and submit the entire workbook to your faculty advisor, who will assign the final grade.