**Work-Based Learning Coordination Planned Work** (from Scopes of Work, submitted November 2018)

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| **College** | **Location** | **Target Population** | **Planned Work** | | | | | | | | | | | | |
|  |  |  | Assess Needs and Plan Work | Prepare students | Identify and/or Engage  Employers | Develop Opportunities | Place Students | Work with Faculty on WBL Integration | Provide or Facilitate PD; share best practices | Establish Workflow and/or Develop WBL Policies (integration & Institutionalization) | Track Data | Market/Communicate about WBL; Conduct Outreach | Collaborate Regionally | Participate in PD | Explore/implement Technology Solutions |
| **Cuya-maca** | Career Education Program Coord. | Students with declared majors, CE instructors and other instructional faculty | X | X | X[[1]](#endnote-1) |  | X | X | X | X | X |  | X |  |  |
| **Gross-mont** | CE Dean (?) | CTE students currently working towards a degree or certificate | X |  | X | X |  |  | X | X | X | X | X | X |  |
| **Mira Costa** | Associate Dean of Career Education | All teaching faculty and student, starting with respective disciplines, departments, and academic and career pathways (ACPs), then outreach to faculty champions throughout college | X[[2]](#endnote-2) |  |  |  |  |  | X[[3]](#endnote-3) | X[[4]](#endnote-4) | X | X[[5]](#endnote-5) |  |  |  |
| **Palo-mar** | Assoc. Dean | Faculty, staff and administrators | X |  |  |  |  | X | X | X | X[[6]](#endnote-6) |  |  |  |  |
| **SD Cont. Ed** | CE Div.[[7]](#endnote-7) | Career and Technical Education students | X |  |  |  |  | X | X[[8]](#endnote-8) | X[[9]](#endnote-9)[[10]](#endnote-10) | X |  |  |  |  |
| **SD City** | CE Div. | Yr 1 Faculty/Staff; Year 2 DI students | X |  |  |  |  | X | X[[11]](#endnote-11) | X[[12]](#endnote-12) | X |  |  |  |  |
| **SD Mesa** | CE Div. | CTE Students  Undecided Students  Continuing Education Students  High Students (Jrs. & Srs.) | X |  |  | X[[13]](#endnote-13) | X[[14]](#endnote-14) |  | X | X | X | X |  |  | X |
| **SD Mira-mar** | CE Div. | Students with an informed educational goal of employment; career education students; students accessing career-based activities and services. | X |  |  |  |  | X | X[[15]](#endnote-15) | X | X |  |  | X |  |
| **Southwestern** | “Dean of assigned school”[[16]](#endnote-16) | 1) CE Faculty, 2) CE students, 3) Industry | X | X | X[[17]](#endnote-17) |  |  | X | X | X[[18]](#endnote-18)[[19]](#endnote-19) | X |  | X |  | X |
| **IVC** | NA |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Job Placement Case Management Planned Work** (from Scopes of Work, submitted September 2018)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **College** | **Location** | **Target Population** | **Planned Work** | | | | | | | | | | | | |
|  |  |  | Assess Needs and Plan Work | Prepare Students | Engage Employers (Build Relationships) | Research Job Trends | Develop Opportunities (e.g. Host Events, Develop Job Leads) | Arrange for Placement of Students (e.g. Arrange for Interviews) | Case Management | Establish Workflow/Collab. | Work with Faculty on WBL Integration | Provide PD | Track data | Marketing and Communication | Explore/implement Technology Solutions |
| **Cuya-maca** | Career Center | All Career education students |  | X | X |  |  | X |  |  | X |  | X |  |  |
| **Gross-mont** | Career Center | CE Students, including Skill Builders |  | X | X | X | X | X | X |  |  | X | X |  |  |
| **Mira Costa** | Career Center | First, the credit students enrolled in MiraCosta College’s career education (CE) programs and second, the credit students enrolled in non-CE programs | X | X | X |  |  | X | X | X[[20]](#endnote-20) | X | X | X | X |  |
| **Palo-mar** | WF, Com, and CE | CTE students identified through outreach to CTE Dept. Chairs, Advisories, etc. |  | X | X |  | X[[21]](#endnote-21) | X |  |  | X |  | X | X |  |
| **SD Cont. Ed** | Career Center | CTE students with focus on those on-track to complete CTE programs within the current semester and economically disadvantaged populations in CTE programs |  | X | X |  |  | X | X |  |  |  | X |  |  |
| **SD City** | Career Center | Students enrolled in career education programs |  | X[[22]](#endnote-22) | X |  | X | X | X[[23]](#endnote-23) |  |  |  | X |  |  |
| **SD Mesa** | Not clear | Students in our CTE programs, particularly those who do not have clinical placements |  | X |  |  |  | X |  | X[[24]](#endnote-24) |  |  | X |  |  |
| **SD Mira-mar** | Career Center | First, students enrolled in career education programs, then all | X | X |  |  | X | X | X | X |  | X | X[[25]](#endnote-25) |  | X |
| **Southwestern** | Career Center | Students currently enrolled in CE courses |  | X | X |  | X | X |  | X[[26]](#endnote-26) |  | X | X | X | X |
| **IVC[[27]](#endnote-27)** | Career Center | Students in career education fields |  |  |  |  |  | X |  | X |  |  | X | X |  |

1. Includes “tracking employer data for faculty” [↑](#endnote-ref-1)
2. Including barriers to implementation [↑](#endnote-ref-2)
3. Includes “Creating and maintaining repository of best practices” [↑](#endnote-ref-3)
4. The released faculty will collaborate with the Job Placement Case Manager and Faculty Director of Career Studies & Services to incorporate the continuum of WBL activities into the milestones for career readiness to be established and adopted by the faculty through that project. [↑](#endnote-ref-4)
5. Including WBL Champions [↑](#endnote-ref-5)
6. Including development of tracking systems [↑](#endnote-ref-6)
7. If a particular purview was not mentioned, then CE Division was inserted, per the RFA [↑](#endnote-ref-7)
8. Including faculty externship and mentorship programs [↑](#endnote-ref-8)
9. Including integrating work-based learning coordination with Job Development and Employer Engagement functions at the college [↑](#endnote-ref-9)
10. Enhance advisory boards [↑](#endnote-ref-10)
11. Including NWW professional development [↑](#endnote-ref-11)
12. Including setting up a WBL advisory body [↑](#endnote-ref-12)
13. Focus on internships but also plan field trips, Panels, workshops, service learning [↑](#endnote-ref-13)
14. Focus on internships [↑](#endnote-ref-14)
15. Including NWW professional development [↑](#endnote-ref-15)
16. Identification of 10 faculty to work together as a team [↑](#endnote-ref-16)
17. Identify and communicate opportunities to faculty [↑](#endnote-ref-17)
18. Establish a common definition of WBL in addition to a work flow [↑](#endnote-ref-18)
19. Includes collaboration with Guided Pathways work at the campus [↑](#endnote-ref-19)
20. Working with the WBL/JP Workgroup [↑](#endnote-ref-20)
21. JPCM will work closely with WBL Coordinator [↑](#endnote-ref-21)
22. Including career readiness assessment, career exploration [↑](#endnote-ref-22)
23. Including coaching/counseling [↑](#endnote-ref-23)
24. “This position will become part of Mesa's new Work-Based Learning structure that integrates instructional and student services programing”, drawing on the WBL Continuum and aligning with Guided Pathways to “to ensure that the different levels of career exploration and industry engagement assist students in making informed career and certificate/degree path decisions leading to employment.” [↑](#endnote-ref-24)
25. Including counts of students using job placement software [↑](#endnote-ref-25)
26. Includes collaboration with Guided Pathways work [↑](#endnote-ref-26)
27. Job description includes more detail [↑](#endnote-ref-27)