**WORKSHEET: Operationalizing Process Maps** *Example: WBL Process Map – Student Entry*

**Start**

*How do you get to the first step on this map? What happens before this?*

| **Process Step** | Student entry (self; referral from faculty, Career Center, counseling, etc.) | Student requests WBL opportunity from WBLC | Inform faculty that student is seeking WBL & make connection to curriculum | WBLC assesses student’s background and preferences | Referral to counseling, Career Center, etc. to prepare if needed | Appropriate level of WBL opportunity selected |
| --- | --- | --- | --- | --- | --- | --- |
| **How**  *How does the step happen (e.g., in person, by phone, via email)?* |  |  |  |  |  |  |
| **Who**  *Who is involved? Who needs to know about this?* |  |  |  |  |  |  |
| **What’s documented**  *What information should be documented? In what format? Where will it be captured? Who needs to see it?* |  |  |  |  |  |  |
| **Timeframe or due date**  *When should this happen? Is it time sensitive?* |  |  |  |  |  |  |
| **Connection to**  *What is this connected to? (e.g. career guidance; service learning office)* |  |  |  |  |  |  |
| **Implications**  *What systems, structures, processes, need to adjust in order to implement this step in the process?* |  |  |  |  |  |  |

**Then What**

*What happens next (if not already represented in the process steps)?*