

Obtain your Work-Based Learning Coordinator's license today!

# Work-Based Learning Coordinator

## Obtain Your WBL Certification from Buffalo State

Sue,

*"Thank you so much for all you have done for me this semester. I truly appreciate your teaching style and feel like I learned so much from you. I truly respect you and am in awe of all you do. I will be registering for the Buffalo course."*  
Terrie



Sue,

*"It has been a pleasure working with the entire class. I think we all learned from one another, and Sue is an amazing instructor! I personally got more out of both the work-based learning courses than any other course-work. The courses authentic and are on the cutting edge of the 21st Century world of work."*

*I will miss participating in your online instruction. Best wishes to all of you!"*

Christine

The work-based learning certification will prepare you for coordination of one or more of the following state approved programs:

- Cooperative Work Experience
- Career Exploration Internship Program
- General Education Work Experience
- Work Experience Career Exploration and Other Forms of Work-Based Learning.

You can obtain your WBL Coordinator's certification by successfully completing two online courses from Buffalo State.

**CTE 450 or 550** (Undergraduate or Graduate) Organization of Diversified Cooperative Work-Study Programs

**CTE 455 or 555** (Undergraduate or Graduate) Operation of Diversified Cooperative Work-Study Programs

You can obtain the certification through either undergraduate or graduate credit.



## About the Courses...

The work-based learning courses prepare you for both the present and the future work-based learning tasks. The course content covers all the knowledge and skills you need for operating a 21st Century work-based learning program.

The courses will challenge your multiple intelligences, develop your computer skills to the next level and open doors to the 21st Century world of the Internet (Blogs, Wikis, podcasts, Google Docs).

### Who would benefit from these courses?

- CTE instructors (Business, FACS, Technology, Trades, Health Science)
- Counselors
- Special Education educators
- Administrators
- New teachers looking to have the competitive edge in a job interview

Whether you plan on becoming a work-based learning coordinator now or in the future, the knowledge and skills you will master will make you a better 21st Century educator.

### First time online?

Many students are taking an online course for the first time and possess basic computer skills. **Fear not!** No student is left behind. The instructor is available 7 days a week by Internet or phone. 98% of the students will achieve an A because of this exciting learning environment. A unique point grading system is utilized which allows you to only succeed.

*Continued page 2.....*

**Questions?**  
Email Sue Gubing at  
[sue@careersmarts.com](mailto:sue@careersmarts.com)

# Work-Based Learning Coordinator

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## Questions?

Call Sue Gubing at  
[sue@careersmarts.com](mailto:sue@careersmarts.com)

*Sue,*

*"I would also like to thank you very much for all the time and effort you put into this course. I learned so much and can only hope to run a program as successful as yours.*

*You truly are an inspiration."*

*Andrea*



## About the Courses (continued)....

You do not have to be online any specific day or time. However, we do follow a calendar which consists of two week modules.

There are no major exams or term papers. In fact, you are encouraged to re-submit the assignments several times in order to achieve 100%.

The assignments always include authentic projects which you will use as a work-based learning coordinator. For example, after reading and discussing the online module's content, you will create flyers, brochures, PowerPoint presentations, blog, etc. You will be asked to create a proposal for a work-based learning program.

You will be supplied with most of the materials you need for the course. There is no costly textbook to purchase.

### Why should you learn how to take an online course?

Just as all our global industries are re-inventing their playing field for the 21st Century, education is following suit. Online edu-

cation will never completely replace face-to-face classroom teaching. However, I believe it will secure a 30% portion of our current system. Already, 38 states have virtual high schools. Not too far in the future, high school teachers will be teaching three face-to-face classes along with two online courses. We only have to look at our college campus offerings; it is already happening. A 21st Century educator needs to know how to deliver an online course.

The courses are offered through the [Buffalo State Continuing Professional Studies Office](http://www.buffalostate.edu/academics/cenc/).  
<http://www.buffalostate.edu/academics/cenc/>  
Telephone: (716) 878-5907

### APPROXIMATE COST:

\$50 application fee if you are not already a present or former Buffalo State student.

Course fee is:

\$1,118.85 for 3 graduate credits  
**OR**

\$750.90 for 3 undergraduate credits.

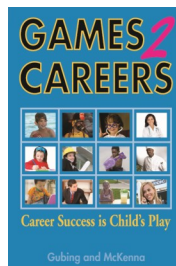
## Susan H. Gubing, Online Instructor—631-979-6452

### **Instructor:**

- 38 years as a Work-Based Learning Coordinator for the Smithtown School District on LI.
- Co-author of the [New York State Work-Based Learning Manual](#).
- Online instructor for the certification courses since 1996. First through Oneonta, then Oswego and now Buffalo State.
- Author of "Games2Careers," a resource we will use in helping our students make career decisions.

### **Leadership:**

- NY State WECA active member and officer since 1967.



- NY State Workforce Ready Chairperson for the Society for Human Resource Management.
- Long Island Works Trustee
- Hauppauge Industrial Association, Board of Directors

### **Areas of Expertise:**

- Career Planning
- Workforce Development
- 21st Century Skills

### **Catch me on the web at:**

- [www.gubing.com](http://www.gubing.com)
- [www.careersmarts.com](http://www.careersmarts.com)
- [www.gubing.com/wbl/](http://www.gubing.com/wbl/)
- [www.teachersmarts.com](http://www.teachersmarts.com)

## Course Outlines

### Organization of Diversified Cooperative Work Study Programs I CTE 450/550

- Philosophy of Work-Based Learning Programs
- Types of Work-Based Learning Programs
- New York State CDOS and Career and Technical Education Endorsements
- The Role of the Work-Based Learning Coordinator
- Networking Techniques
- Creating an Industry Advisory Board
- Working with the Next Generation of Students
- The 21<sup>st</sup> Century Educator and Workplace
- Making Our Students “Workforce Ready”
- Industry/Career Knowledge

### Operation of Diversified Cooperative Work Study Programs II CTE 455/555

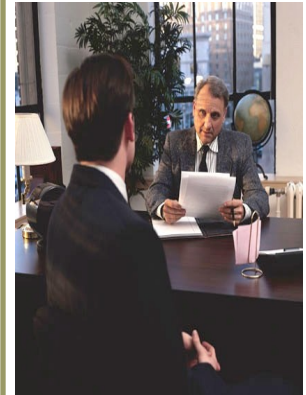
- Criteria for Approved Work-Based Learning Programs
- Work-Based Learning Programs in Other States and Around the Globe.
- Essential Forms Used in Work-Based Learning Programs
- Employment Certificates
- Discovering Your Student’s “Career DNA” and Career Counseling Techniques
- Pre-Employment Instruction
- Handling Typical Problems with Work-Based Learning Students
- Student Self-Assessment/Career Planning Activities
- Job Success Skills
- New York State Child Labor Laws
- Creating Training Plans/Work Readiness Credentials
- Related Instruction for Training Site
- Safety Training/Hazardous Occupations
- Student Resumes
- Calculating Your Program’s Return on Investment.

#### WHEN ARE THESE COURSES OFFERED?

CTE 450 or 550 Begins late January – ends middle of May. Registration takes place in December before the course begins.

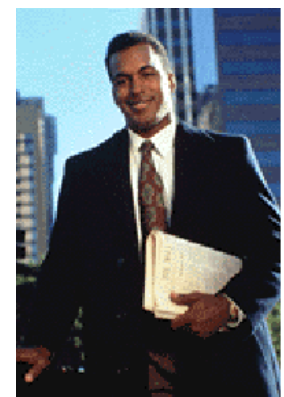
CTE 455 or 555 Begins late August - ends early December. Registration takes place in May before the course begins.

This schedule has been established because the students have found that it is easier to begin a new online course in January rather than at the beginning of the school teaching year. You need time to adjust to the software and the new task you have added to your already rigorous work schedule. September is a crazy time to begin this new exciting adventure.



Sue,  
*“I just wanted to thank you for all the work you’ve put in creating these classes. They are both incredibly well structured and easy to understand. Keep up the great work.*

*Thanks again.”*  
Mike



Send an email to [sue@careersmarts.com](mailto:sue@careersmarts.com) to be placed on a “REGISTRATION REMINDER LIST”

Sue,

*"I started these courses as a way to not have to do student teaching for my bachelor's degree from Oswego. I was going to take them like the other Gen Ed classes I'm taking (semi interested, get a passing grade). You peaked my interest pretty quickly, and if you told me twelve months ago what I am about to say, I'd tell you your crazy. But... I will be a WBL coordinator for the local BOCES working with one of your former students. I know I have been teaching for only eight years, but I'd like to think of myself as your peer. And as a peer, I just wanted to try and tell you how impressed I have been with your methods. I have learned more than just WBL, I have expanded my computer/internet/teaching skills. I have really received a lot more than I would have ever imagined. Great job and thank you, Bob"*

Sue,

*"I have enjoyed taking the two courses with you. Your collective knowledge has taught me a lot. I truly appreciate all of your efforts and the wisdom you have passed on. Good luck to all!"*

Roberta

## New York State Certification Guidelines

### Coordinator of Work-Based Learning Programs for Career Awareness - #8981

### Coordinator of Work-Based Learning Programs for Career Development - #8982

#### **(e) Requirement for the extension in coordinator of work-based learning programs for career awareness - #8981.**

The extension shall authorize the candidate to coordinate work-based learning programs for career awareness, such as programs providing extended shadowing experiences, the:

GEWEP (General Education Work Experience Program) – paid, 16+ years of age

WECEP (Work Experience Career Exploration Program) - paid - age 14+ years of age

(2) The candidate shall meet the requirements in each of the following paragraphs:

- (i) The candidate shall hold a valid provisional, permanent, initial or professional certificate for classroom teaching service or counseling.
- (ii) The candidate shall complete a program registered pursuant to section 52.2 1(b)(4)(vi) of this Title, or its equivalent.
- (iv) The candidate shall have completed **300 clock hours\*** of work experience outside of classroom teaching.

**Note: This extension may be granted to any NYS licensed educator.**

#### **(f) Requirements for the extension in coordinator of work-based learning programs for career development - #8982.**

(1) The extension shall authorize the candidate to coordinate work-based learning programs for career development, such as the **Cooperative Occupation Education Work Experience Program (COOP), the Career Exploration Internship Program (CEIP), programs of youth-run enterprises, and internship and youth apprenticeship/pre-apprenticeship programs. It also includes GEWEP and WECEP.**

CEIP (Career Exploration Internship Program) - non paid, age 14+ years of age

Co-op (Cooperative Occupational Program) – paid, 16+ years of age and CAP (Cooperative Apprenticeship Program) – paid, 16+ years of age

(2) The candidate shall meet the requirements in each of the following subparagraphs:

- (i) The candidate shall hold a valid provisional, permanent, initial or professional certificate for classroom teaching service **authorizing instruction in career and technical education**.
- (ii) The candidate shall complete a program registered pursuant to section 52.2 1(b)(4)(vi) of this Title, or its equivalent.
- (iii) The candidate shall have completed **600 clock hours\*** of work experience outside of teaching in the classroom teaching service.

The above named work-based learning programs are the official names of the state programs and need to be registered with the State Education Department and coordinated by a NYS certified WBL Coordinator.

All programs include classroom/seminar instruction, training plans, safety instruction, memorandum of agreements with employers, and student supervision and evaluation. These WBL programs must follow state guidelines, and the licensed coordinator must know and follow all state and federal guidelines.

These state approved programs are essential to the Career and Technical Education Endorsement for the New York State Regents Diploma.