

## January Checklist

### Soft Skill Topics: *Teamwork and Work Habits*

### Seniors – 3 WBL Periods

**Assignments Due: February 5th**

- \_\_\_\_\_ Check Stubs (Mandatory for PAID Employees)  
OR  
Hours Documentation (Mandatory for UNPAID interns)
- \_\_\_\_\_ January Experience Reflection
- \_\_\_\_\_ Students new to WBL this semester ONLY--  
Complete Resume assignment (instructions and grading rubric provided).
- \_\_\_\_\_ Soft Skill Activity from “It’s For Real” website  
Series II #2 “That’s Not My Job”  
AND  
Series II #8 “Were You About to Say Something?”
- \_\_\_\_\_ ONE book study (from the WBL website) must be completed by March 30, 2019.  
Go to [www.hallcowbl.org](http://www.hallcowbl.org), select “Assignments”, select “Seniors with 3 periods of WBL”, select a book from the “Book Studies” section on the right. See your WBL Coordinator to check out a book, then use the links provided on the website to access related activities.