

October Checklist

Soft Skill Topics: *Attendance and Punctuality,* *Self-Management and Time-Management* Juniors – 3 WBL Periods

Assignments Due: November 5th

- _____ Check Stubs (Mandatory for PAID Employees)
OR
Hours Documentation (Mandatory for UNPAID interns)
- _____ Resume (instructions and grading rubric provided)
- _____ Employer Evaluation: Educational Training Plan
(to be completed by your employer/mentor)
See your WBL coordinator to get your personalized plan.
- _____ Soft Skill Activity from “It’s For Real” website
Series III #7 “I’m Too Tired!”
AND
Series IV #4 “No Pay for Travel Time?”
- _____ ONE book study (from the WBL website) must be completed by March 30, 2019.
Go to www.hallcowbl.org, select “Assignments”, select “Juniors 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