

Work-Based Learning Student Placement Monitoring Visit Checklist

It is important to remember to discuss or look for the following components during a monitoring visit:

- Safe, clean working environment that is appropriate per industry standards
- Equipment and supplies meet the needs of the student in completing his/her job
- The employer has a personnel file on site for students under eighteen which includes at least:
 - proof of age,
 - Learning Agreement
 - Safety Training Log (other Child Labor Law documentation may also be required based on the placement and responsibilities of the student)
- Discuss the student's performance with his/her supervisor and make notes of any issues that you will need to discuss with the student at a later time
- Ask the supervisor where the student is performing particularly well so you can share that positive reinforcement with the student at a later time
- Ask the supervisor if there are skills that the student is not getting a chance to practice that were agreed to on their learning plan (to help you make adjustments and find opportunities for the student to meet all course requirements)
- Time permitting, ask the supervisor or Human Resources staff about trends in the industry that may offer additional insights about future workplace needs; this information can benefit other students as well as the one for whom the monitoring is being conducted

Comments/Notes: