



SUNY Buffalo State Work-Based Learning Program Extension Courses

Obtain Your Work-based Learning Extension to Your Current Teaching License

Work-based learning (WBL) is the “umbrella” name used to identify activities which collaboratively engage employers and schools in providing structured learning experiences for students. These experiences focus on assisting students develop broad, transferable skills for postsecondary education and the workplace.

The Work-Based Learning Coordinator extension is awarded to those who successfully complete Organization of Diversified Cooperative Work Study Programs (CTE450 or CTE550), and Operation of Diversified Cooperative Work Study Programs (CTE 455 or CTE55). The skills and knowledge you will master in these courses will transform you into a 21st Century work-based learning coordinator. The two courses may be taken in any order.

CTE 450 or CTE 550 **Organization of Diversified Cooperative Work Study Programs** *Summer Semester 2016 (3 credits)*

- Philosophy of Work-Based Learning Programs
- Types of Work-Based Learning Programs
- CDOS Commencement Credential Placement
- New York State Common Core Standards and Career and Technical Education Endorsements
- CDOS Commencement Credential Skill Training
- The 21st Century Educator and Workplace □
The role of the Work-Based Learning Coordinator □ New certification laws.
- Networking Techniques
- Creating an Industry Advisory Board
- The role of the work-based learning coordinator
- Making our students “Workforce Ready”
- 21st Century Resumes
- Social Media and Work-based learning Programs
- LinkedIn, Google websites
- Applying for grant monies or a career and technical education program approval

CTE 455 or CTE 555 **Operation of Diversified Cooperative Work Study Programs** *Fall Semester 2016 (3 credits)*

- Criteria for Approved Work-Based Learning Programs
- CDOS Commencement Credential Placement
- Marketing your program to students, parents, employers and colleagues
- Employment certificates
- Discovering your students “Career DNA” and career counseling techniques
- Pre-employment Instruction
- Counseling and Coaching Techniques
- Job Success Skills
- New York State Child Labor Laws
- Essential forms: Memorandum of Agreement, Enrollment, Training plans, Time Cards, Work Readiness credentials.
- Related instruction for training site.
- Safety Training/Hazardous Occupations □ Student Resumes
- Calculating your program’s return on investment.

How to Apply:

Please visit <http://continuingstudies.buffalostate.edu/registration> to complete an application. The Work-Based Learning course work can be completed at the undergraduate or graduate level depending on your own situation and career objectives. Also: Please email sgubing@gmail.com to make the connection with Sue Gubing for receiving course start up materials.

Continuing Education Course Fees:

	Undergraduate	Graduate
Summer & Fall 2016	\$ 960.00	\$ 1,446.00

*Please note: The rates listed are subject to review and may change without prior notice.

Billing/Invoices: An invoice will be sent to you when your registration is completed.

Certification Information:

Two Work-Based Learning Certifications

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.

- (1) 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: a. This extension may be obtained by any teacher (including special education teachers) or guidance counselors possessing at least grade 7 or above certification.
b. The required outside work experience hours can be validated through paid, legal employment other than teaching (e.g., work experience while in college or during a previous career).

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

- (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.**
- 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.

Specific questions about the courses

Contact Online Instructor: Susan Gubing, sgubing@gmail.com, 631-979-6452

For registration call: Continuing Professional Studies, Buffalo State College

Phone: (716) 878-5907 Fax: (716) 878-5930

1300 Elmwood Ave.; Cleveland 210, Buffalo, NY 14222

Website: <http://continuingstudies.buffalostate.edu/>

Work-based Learning Certification Courses Buffalo State College

FAQs - Frequently Asked Questions

1. How many courses must I successfully complete with a grade of B or higher in order to obtain the work-based learning extension to my current teaching license?

- There are two courses you must complete. CTE550 and CTE555 for graduate credit or CTE450 and CTE455 for undergraduate credit for those individuals who do not have a bachelor's degree.

2. Where do these "work hours" come from?

- You may use any of your work hours other than teaching beginning with your teen years to present. Summer jobs, temporary employment or full time employment is acceptable. You will be asked to validate your hours through W-2 forms, corporate letterhead, or document from Social Security.

3. Are these courses offered online?

Yes, both courses are offered online. You do not have to be online at any specific day or time. However, you do need to follow the course calendar and complete the assignments during the two week module as indicated by the course calendar.

There is much interaction with fellow students and instructor throughout the course. The instructor is available for contact seven days a week, 9 a.m. - 9 p.m. Don't worry if this is your first online course as there is much help available for you to succeed.

The key to course success is to log into the course at least three times a week for at least 30 minutes for each login.

4. What computer skills do I need for this course?

Many of our assignments will ask you to:

- Respond to discussions
- Create a Word Document
- Create a flyer or brochure
- Create a media presentation using PowerPoint
- Create a website – help provided
- Use various artistic programs such as Wordle or Voki. – help provided

You will receive assistance from the instructor in how to use these programs. In 90% of the activities you will complete, you will have samples from previous classes to review and use as a template.

5. Is there a textbook for these courses?

In course CTE550 we will be reading one of the latest books related to workforce development and education. This past semester we read "That Used to Be Us," by Thomas Friedman. Each semester the book selection may change.

In course CTE555 you will be asked to read "Games2Careers" by Susan Gubing which is available at Amazon. (\$15.00) <http://www.amazon.com/Games2Careers-Career-Success-Childs-Play/dp/1434376818>. I am working on publishing an eBook version.

The NYS Work-based learning Manual and other materials for both courses will be provided for you.

Feedback from former students

I feel a tremendous sense of accomplishment and pride over the work I've done in this course. I haven't taken a class (other than PD workshops) since I got my Master's Degree in the 1980s and always said that I would be happy if I never had to take another class again. NOT TRUE! I really enjoyed taking this online class and actually looked forward to working on it. (really!) I was able to balance work, home and the class well and that is also an accomplishment for me. Marilyn

I want to say thank you. Your professionalism has made this undertaking vastly more manageable and I am happy to say that East Islip is committed to moving forward with our plans to offer our students a WBL experience and the most comprehensive college and career readiness program we can. Paul.

Wow, this Annual Report is an amazing idea and my department will definitely utilize this format for the CTE Department in my school. This allows for presentation and accountability. Thank you for sharing these tools of trade with us. I know that I am a better educator and person for being afforded this opportunity with this class. Tim

You brought the talent out of me. I have never used any of these programs at this level or even taught about creating a website for my education. Alain

I have really enjoyed these classes. Your dedication and vast knowledge has made this training extremely enriching. I know I will have questions and face challenges implementing our program, but I feel confident moving forward from here. Marla

I have learned a great deal of information from your courses! I was exposed to an incredible amount of useful educational material, which I am currently applying to my own classes. Thanks for your energy and enthusiasm. Your courses are so exhilarating and fun. Bruce