

VIRTUAL WORKPLACE EXPERIENCE STUDENT HANDOUT

What is a Virtual Workplace Experience?

The Virtual Workplace Experience (or VWE) is a class that will allow you to have hands-on and virtual work experiences while earning high school credit. I

The VWE enables you to interact with workplace experts online, create a resume, participate in mock job interviews, and engage with workplace experts around the country.

By completing the VWE you will grow in both personal and professional responsibility, while developing critical workplace success skills. A list of important VWE terms and definitions is available on the next page of this document.

What do I have to do?

As a student in the VWE course, you will need to complete the following course modules:

Course Module	Activity	Course Module	Activity
Self-Awareness	Career Interest Inventory	Online Research	Star Jobs Industry Research
	Self-Assessment*		My Life My Way Research
Hands-on Simulations	<i>The Game of Life</i>	Mentor Interactions	Self-Assessment Presentation *
	Practice Job Interviews		Informative Interview
			Industry Expert Presentations and Q&A
Soft Skills Development	Resume Development	In-Field Experiences	Job Fairs
	<i>Dress Right / Act Right</i>		Day on the Job
	Personal Financial Literacy		Volunteer / Service Work

*Micro-Enterprise Credential components – you can learn more about the Micro-Enterprise Credential by going to the *All Things Jump Start* web portal or by emailing JumpStart@la.gov

What's in it for me?

In addition to earning a high school academic credit that can be applied to any Jump Start graduation pathway, completing the Virtual Workplace Experience course will be a tremendous chance for you to meet industry leaders, learn how to engage unfamiliar adults in professional settings, and create a marketable set of workplace skills.

Virtual Workplace Experience – Key Terms

Micro-Enterprise Credential – a Jump Start industry credential, developed by the Baton Rouge Area Chamber of Commerce, that helps prepare students to become effective small business employees and entrepreneurs. ***Students that complete the Virtual Workplace Experience course will complete the two modules that will earn them the Micro-Enterprise Credential Complementary Credential.***

Students can complete three additional modules to achieve the full Micro-Enterprise Credential (a regional core credential). Some schools will offer students the ability to do that within the Virtual Workplace Experience course. Other schools will help students complete these modules through other course options.

Nepris – a laptop computer-based online system that connects students and teachers with industry experts in every industry, in locations across the United States. This two-way system enables direct, live contact between a Louisiana student located anywhere in our state and an industry expert in the student’s chosen industry sector.

Student Engagement Monitoring Checklist – a time-based checklist of required activities a student must complete in order to successfully complete a VWE. Teachers and/or counselors can use this checklist to help students stay on track to successfully complete their VWE and, therefore, graduate on time.

Internship Mentor – an engaged adult willing to help students successfully complete their VWE. Mentor activities include participation in: a) a student self-assessment presentation; b) participation in a student’s “mock job interview;” and c) presentations where mentors speak about their careers and allow students to participate in a post-presentation Q&A. Mentors may also make class presentations and participate in *The Game of Life* simulation.

Workplace “Soft Skills” – the types of behaviors and communication skills that students need to master to succeed in the workplace. These skills are commonly taught in Career Readiness courses, and would be reinforced in the Virtual Workplace Experience course. *Louisiana employers regularly indicate that student mastery of essential workplace “soft skills” is as important to career preparation and workplace success as student attainment of industry-based certifications.*