

Virtual Workplace Experience II Course Resource Index



Description

Virtual Workplace Experience (VWE) II is a workplace-based learning course that provides all students with a guided tour of Louisiana’s best-paying careers, while generating thousands of dollars in CDF funds for districts and schools.

Louisiana High-Demand Industry Sectors

Unit by unit, VWE II offers students the opportunity to participate in self-directed research projects that challenge them to explore the high-demand industry sectors that will drive Louisiana’s future prosperity.

Units	Title	Units	Title
01 - 04	Course Overview / Getting Started / Resources	09	Information Technology
05	Healthcare and Pharmacy	10	Manufacturing
06	Culinary	11	Transportation, Trade and Logistics
07	Automotive Service and Repair	12	Business Management and Finance
08	Construction Crafts / Skilled Trades	13	Sales and Customer Service

Course Index

This color-coded course index provides a detailed overview of the available VWE II instructional resources.

Teacher Resources are available in purple
Student Resources are available in yellow
Teacher and Student Resources are available in green

Register on the VWE II website (<https://microenterprise.wufoo.com/forms/zhcoppg0vcuree/>) or contact JumpStart@la.gov at any time if you need help in implementing the VWE II course.

01 VWE II Overview	01-01	T - VWE II Resource Index
	01-02	T - Overview of VWE II Curriculum
	01-03	T- Relevant Policy and Procedures
	01-04	S - Parent Letter and Information Release Form

02 General Resources	02-01	T- VWE II Getting Started Teacher’s Guide
	02-02	T- Industry Professional Introduction Email
	02-03	T- List of Louisiana Companies by Region
	02-04	T- Portfolio Overview
	02-05	T- Portfolio grading Rubric w/ instructions
	02-06	T- Index of public speaking and presentation best practice examples
	02-07	T- Sample VWE II Student Learning Targets
	02-08	T- Start a Lunch and Learn at your school
	02-09	T- Using Nepris in your classroom

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03 Portfolio Projects Resources	03-01	T- Including Projects Across the Course Guide
	03-02	T- Project Differentiation Resource Guide
	03-03a	T/S- Career Cluster Poster Project Overview
	03-03b	T/S- Career Cluster Poster Project Rubric
	03-04a	T/S- Virtual Job Interview Project Overview
	03-04b	T/S- Virtual Job Interview Project Rubric
	03-05a	T/S- Applying for a Job Project Overview
	03-05b	T/S- Applying for a Job Project Rubric
	03-05a	T/S- Small Group Career Ladder Research Presentation Overview
	03-05b	T/S- Small Group Career Ladder Research Presentation Rubric
	03-06a	T/S- Live Nepris Session Student Moderator Project Overview
	03-06b	T/S- Live Nepris Session Student Moderator Project Rubric
	03-07a	T/S- Data Analysis Project Overview
	03-07b	T/S- Data Analysis Project Rubric
	03-08a	T/S- Industry Expert Written Communication Collection Overview
	03-08b	T/S- Industry Expert Written Communication Collection Rubric
	03-09a	T/S- LinkedIn Project Overview
	03-09b	T/S- LinkedIn Project Rubric
	03-10a	T/S- In-field Experience Presentation Overview
	03-10b	T/S- In-field Experience Presentation Rubric
	03-11a	T/S- Employer Profile Project Overview
	03-11b	T/S- Employer Profile Project Rubric
	03-12a	T/S- P21 Skill Presentation Project Overview
	03-12b	T/S- P21 Skill Presentation Project Rubric
	03-13a	T/S- Career Spotlight Project Overview
	03-13b	T/S- Career Spotlight Project Rubric
	03-14a	T/S- This Career Rocks! Commercial Project Overview
	03-14b	T/S- This Career Rocks! Commercial Project Rubric
	03-15a	T/S- Industry Expert Interview Project
	03-15b	T/S- Industry Expert Interview Project Rubric
	03-16a	T/S- DIY TED Talk Overview
	03-16b	T/S- DIY TED Talk Rubric

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04 Getting Started	04-01	T- Course introduction Script
	04-02	T- Portfolio introduction Script
	04-03	T- Sample final portfolio
	04-04	S- Course introduction student Handout
	04-05	S- Final portfolio overview student Handout
	04-06	S- Portfolio Grading Rubric
	04-09	T- What is Nepris? Lesson
	04-10	S- What is Nepris? Handout
	04-11	S- Steps to interacting with a professional mentor Lesson
	04-12	T- Steps to interacting with a professional mentor Handout
	04-13	T- LA and USA Economy Today and In 2025 Lesson
	04-14	S- LA and USA Economy Quiz
	04-15	T- P21 21st Century Skills Framework
	04-16	T- P21 21st Century Skills Lesson
	04-17	S- P21 21st Century Skills Handout
	04-18	S- P21 21st Century Skills Quiz
	04-19	T- Interpersonal Communication Lesson
	04-20	T- PVLEGS Public Speaking Rubric
	04-21	S- PVLEGS Public Speaking Handout
	04-22	S- Four Rules for Effective Writing
	04-23	T- Evaluating Written Assignments Rubric
	04-24	T- Effective Writing Teacher Guide (Quiz and Writing Exercises)
	04-25	T- Effective Writing Exercises
	04-26	S- Effective Writing Quiz
	04-27	T- Professional Digital Communication Lesson
	04-28	T- Professional Digital Communication Exercises
	04-29	T- Effective Collaboration Guide
	04-30	T- Successful Group Work Lesson
	04-31	S- Successful Group Work Handout
	04-32	T- Information Literacy Lesson
	04-33	S- Efficient and Effective Research Guide
	04-34	S- Information Literacy Quiz
	04-35	T- Weekly TED Talk Links
	04-36	T- Nepris Industry Chat Reflection Handout
	04-37	T- Getting Started Nepris Request Templates
	04-38	S- Getting Started Nepris Reflection Exercises

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05 Healthcare and Pharmacy	05-01	T- VWE II Getting Started Teacher’s Guide	
	05-02	T- Industry Professional Introduction Email	
	05-03	T- List of Louisiana Companies by Region	
	05-04	T- Portfolio Overview	
	05-05	T- Portfolio grading Rubric w/ instructions	
	05-06	T- Index of public speaking and presentation best practice examples	
	05-07	T- Sample VWE II Student Learning Targets	
	05-08	T- Start a Lunch and Learn at your school	
	05-09	T- Using Nepris in your classroom	
	05-10	T- Healthcare and Pharmacy Unit Teacher’s Guide	
	05-11	T- Education Pathways Exploration Exercise Guide	
	05-12	S- Education Pathways Exploration Handout	
	05-13	T- Healthcare Career Spotlight Project Overview	
	05-14	S- Healthcare Career Spotlight Project Handout	
	05-15	S- Healthcare Career Spotlight Project Rubric	
	05-16	T- Healthcare and Pharmacy Unit Teacher’s Guide	
	05-19	T- Healthcare and Pharmacy State of the Sector Lesson	
	05-20	S- Healthcare and Pharmacy Sector Guide	
	05-21	T- Healthcare and Pharmacy Sector Job Overviews Lesson	
	05-22	S- Healthcare and Pharmacy Sector Job Overviews Student Tools	
	06 Culinary	06-01	T- Culinary Unit Teacher’s Guide
		06-04	T- Culinary State of the Sector Lesson
06-05		S- Culinary Sector Guide	
06-06		T- Culinary Sector Job Overviews Lesson	
06-07		S- Culinary Sector Job Overviews Student Tools	
06-08		T- Culinary Sector Career Ladders Lesson	
06-09		S- Culinary Sector Career Ladder Maps	
06-10		T- Teamwork in the Restaurant Industry Exercise Lesson Plan	
06-11		S- Teamwork in the Restaurant industry Handout	
06-12		T- Pro-Start Overview Guide	
06-13		S- Pro-Start Handout	
06-16		T- Links to Culinary Sector-Aligned Nepris Videos	
06-17		T- Culinary Nepris Request Templates	
06-18		S- Culinary Nepris Reflection Exercises	

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07 Automotive Service and Repair	07-01	T- Automotive Service and Repair Unit Teacher’s Guide
	07-04	T- Automotive Service and Repair State of the Sector Lesson
	07-05	S- Automotive Service and Repair Sector Guide
	07-06	T- Automotive Service and Repair Sector Job Overviews Lesson
	07-07	S- Automotive Service and Repair Sector Job Overviews Student Tools
	07-08	T- Automotive Service and Repair Sector Career Ladders Lesson
	07-09	S- Automotive Service and Repair Sector Career Ladder Maps
	07-10	T- NATEF/ASE/Manufacturer Certifications Lesson
	07-11	S- NATEF/ASE/Manufacturer Certification Overview
	07-12	S- Automotive Service and Repair Sector Quiz
	07-13	T- 21st Century Skills within Automotive Service and Repair Lesson
	07-14	S- 21st Century Skills within Automotive Service and Repair Quiz
	07-15	T- Links to Automotive Service and Repair Sector-Aligned Nepris Videos
	07-16	T- Automotive Service and Repair Nepris Request Templates
	07-17	S- Automotive Service and Repair Nepris Reflection Exercises
07-18	T- Automotive Service and Repair Culminating Project Exercise Guide	
08 Construction Crafts / Skilled Trades	08-01	T- Construction Crafts and HVAC Unit Teacher’s Guide
	08-02	T- Conflict Management Role-playing Exercise Guide
	08-03	S- Conflict Management Role-playing Handout
	08-04	T- Construction Crafts and HVAC Unit Teacher’s Guide
	08-07	T- Construction Crafts and HVAC State of the Sector Lesson
	08-08	S- Construction Crafts and HVAC Sector Guide
	08-09	T- Construction Crafts and HVAC Sector Job Overviews Lesson
	08-10	S- Construction Crafts and HVAC Sector Job Overviews Student Tools
	08-11	T- Construction Crafts and HVAC Sector Career Ladders Lesson
	08-12	S- Construction Crafts and HVAC Sector Career Ladder Maps
	08-15	T- Resume Planning and Writing Exercise Guide
	08-16	S- Resume Planning and Writing Student Guide
	08-17	T- Resume Peer Review Exercise Guide
	08-18	S- Resume Peer Review Rubric
	08-19	T- Links to Construction Crafts and HVAC Sector-Aligned Nepris Videos
08-20	T- Construction Crafts and HVAC Nepris Request Templates	
08-21	S- Construction Crafts and HVAC Nepris Reflection Exercises	

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09 Information Technology	09-01	T- Information Technology Unit Teacher’s Guide
	09-04	T- Information Technology State of the Sector Lesson
	09-05	S- Information Technology Sector Guide
	09-06	T- Information Technology Sector Job Overviews Lesson
	09-07	S- Information Technology Sector Job Overviews Student Tools
	09-08	T- Information Technology Sector Career Ladders Lesson
	09-09	S- Information Technology Sector Career Ladder Maps
	09-10	T- Digital Responsibility Exercise Guide
	09-11	S- Digital Responsibility Handout
	09-12	T- Protecting Your Online Identity Lesson
	09-13	S- Protecting Your Online Identity Handout
	09-14	T- Cybersecurity Lab Guide http://www.pbs.org/wgbh/nova/labs/lab/cyber/
	09-15	S- Cybersecurity Lab Exercise Guide
	09-16	T- Time-management Planning Exercise Guide
	09-17	S- Time-management Planning Handout
	09-20	T- Links to Information Technology Sector-Aligned Nepris Videos
	09-21	T- Information Technology Nepris Request Templates
	09-22	S- Information Technology Nepris Reflection Exercises
	09-23	T- Cover Letter Writing Lesson Guide
	09-24	S- Cover Letter Writing Guide
09-25	T- Information Technology Nepris Request Templates	
09-26	S- Information Technology Nepris Reflection Exercises	

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10 Advanced Manufacturing	10-01	T- Workplace Values Exploration and Analysis Lesson and Guide
	10-02	S- Workplace Values Exploration Handout
	10-03	T- Manufacturing Unit Teacher's Guide
	10-06	T- Manufacturing State of the Sector Lesson
	10-07	S- Manufacturing Sector Guide
	10-08	T- Manufacturing Sector Job Overviews Lesson
	10-09	S- Manufacturing Sector Job Overviews Student Tools
	10-10	T- Manufacturing Sector Career Ladders Lesson
	10-11	S- Manufacturing Sector Career Ladder Maps
	10-14	T- Links to Manufacturing Sector-Aligned Nepris Videos
	10-15	T- Applying for a Job Exercise Guide and Lesson
	10-16	S- Applying for a Job Student Guide
	10-17	T- Manufacturing Nepris Request Templates
	10-18	S- Manufacturing Nepris Reflection Exercises
11 Transportation and Logistics	11-01	T- Transportation and Logistics Unit Teacher's Guide
	11-04	T- Transportation and Logistics State of the Sector Lesson
	11-05	S- Transportation and Logistics Sector Guide
	11-06	T- Transportation and Logistics Sector Job Overviews Lesson
	11-07	S- Transportation and Logistics Sector Job Overviews Student Tools
	11-08	T- Transportation and Logistics Sector Career Ladders Lesson
	11-09	S- Transportation and Logistics Sector Career Ladder Maps
	11-12	T- Links to Transportation and Logistics Sector-Aligned Nepris Videos
	11-13	T- Goal Setting Exercise Guide
	11-14	S- Goal Setting Handout
	11-15	S- Goal Setting Peer-Review Rubric and Reflection
	11-16	T- Automotive Service and Repair Nepris Request Templates
	11-17	S- Automotive Service and Repair Nepris Reflection Exercises

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12 Business Management and Finance	12-01	T- FAFSA Guide
	12-02	S- Filling out the FAFSA Pre-work Handout
	12-03	S- Filling out the FAFSA Student Guide
	12-04	T- Management, Business, and Financial Unit Teacher’s Guide
	12-07	T- Management, Business, and Financial State of the Sector Lesson
	12-08	S- Management, Business, and Financial Sector Guide
	12-09	T- Management, Business, and Financial Sector Job Overviews Lesson
	12-10	S- Management, Business, and Financial Sector Job Overviews Student Tools
	12-11	T- Management, Business, and Financial Sector Career Ladders Lesson
	12-12	S- Management, Business, and Financial Sector Career Ladder Maps
	12-13	T- Management, Business, and Financial Industry Expert Written Communication Project Overview
	12-14	T- Business, and Financial Industry Expert Written Communication Project Rubric
	12-17	T- Links to Management, Business, and Financial Sector-Aligned Nepris Videos
	12-18	T- Management, Business, and Financial Nepris Request Templates
12-19	S- Management, Business, and Financial Nepris Reflection Exercises	

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13 Sales and Customer Service	13-01	T- Sales Unit Teacher's Guide
	13-04	T- Sales State of the Sector Lesson
	13-05	S- Sales Sector Guide
	13-06	T- Sales Sector Job Overviews Lesson
	13-07	S- Sales Sector Job Overviews Student Tools
	13-08	T- Sales Sector Career Ladders Lesson
	13-09	S- Sales Sector Career Ladder Maps
	13-10	T- Customer Service Teacher Guide
	13-11	T- Customer Service - Telephone Etiquette Lesson
	13-12	S- Customer Service - Telephone Etiquette Handout
	13-13	T- Customer Service - Dress the Part Lesson
	13-14	S- Customer Service - Dress the Part Handout
	13-15	T- Customer Service - Conflict Management Exercise Guide
	13-16	S- Customer Service - Conflict Management Handouts
	13-21	T- Links to Sales Sector-Aligned Nepris Videos
	13-22	T- Sales Nepris Request Templates
	13-23	S- Sales Nepris Reflection Exercises
	13-24	T- Networking in the 21st Century Guide
	13-25	S- The Customer Service Game Guide
	13-26	T- The Customer Service Game Scoring Rubric
13-27	S- LinkedIn Project Rubric and Student Guide	