

# Learn About MEFA Pathway's Work-Based Learning Tool



## MEFA Institute webinar

# Learn About MEFA Pathway's Work-Based Learning Tool



Tuesday  
June 3, 2025



8:30 AM

**Moderated by:**



**Jennifer Bento-Pinyoun**

Director, K-12 Services  
**MEFA**



**JOSEPH WYMAN**

CCTE Liaisons  
MA Department of Elementary  
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**APELILA JOSEPH**

Director of MEFA Pathway  
**MEFA**

# Work-Based Learning and MEFA Pathway Adoption

**Joseph Wyman**

**CTE Liaison**

**Department of Elementary & Secondary Education**

# MA DESE: Educational Vision

## What principles guide our work?

- All students in Massachusetts, *particularly students from historically underserved groups and communities* are valued.
- Culturally and linguistically sustaining classroom and school practices
- High expectations with targeted support

## What does that look like in practice?

### All students

- Are known and valued

### Learning experiences

- Are relevant, real-world and interactive

### Individualized supports

- Enable students to excel at grade level and beyond



# Graduating College & Career Ready

Outcome	Career Outcomes with College Readiness		Continued Exploration	College Outcomes with Career Exploration	
Pursue their Pathway	State-approved CTE including AfterDark (Chapter 74)	Career Connections (N74)	Intentional, coordinated Electives Connecting Activities YouthWorks Work based Learning Alliance Advanced Placement Dual Enrollment	Innovation Career Pathways	Early College Designation
Strong Foundation for Every Student	MyCAP & Comprehensive Counseling Coursework that prepares students for post-secondary education (MassCore) High Quality Curriculum & Instruction for Math, English, & Science Proficiency				

Enter from Middle School with MyCAP

# Massachusetts Career Development Model

Self-Discovery	Career Awareness	Career Exploration	Career Immersion
<b>Middle School</b> grades 6–7	<b>Middle School</b> Grades 7–8	<b>Middle/High</b> Grades 8–10	<b>High School</b> Grades 10–12
Students discover who they are to align career interests	Students learn about the world of work, including its broad range of industries and occupations	Students learn through activities and work experiences that help them explore career options	Students engage in immersive work experiences that prepare them for choices about postsecondary education and careers
<ul style="list-style-type: none"> <li>•Personal Interests</li> <li>•Skills</li> <li>•Talents</li> <li>•Passions</li> <li>•Self-awareness Activities</li> </ul>	<ul style="list-style-type: none"> <li>•Career Speakers</li> <li>•Career Days</li> <li>•Career Fairs</li> <li>•Career Interest Inventories</li> <li>•Career Search Reports</li> </ul>	<ul style="list-style-type: none"> <li>•Job Shadowing</li> <li>•Informational Interviews</li> <li>•Job Skills Portfolio</li> <li>•Community Service</li> <li>•Service Learning</li> <li>•Leadership in Career Clubs</li> <li>•Contextual Learning</li> <li>•Coursework</li> <li>•Labor Market Information</li> </ul>	<ul style="list-style-type: none"> <li>•<b>Work-based learning</b></li> <li><b>Capstone</b> Projects</li> <li>•<b>Internships</b></li> <li>•<b>Pre-Apprenticeship</b></li> <li>•Entrepreneurial Enterprise</li> <li>•<b>Work-based learning Simulations</b></li> <li>•<b>Credit-bearing WBL</b>, such as <b>Clinical</b> Experiences</li> <li>•Part-Time Employment</li> <li>•<b>CTE Cooperative Education (Coop)</b></li> </ul>

# Types of Work-Based Learning in Massachusetts

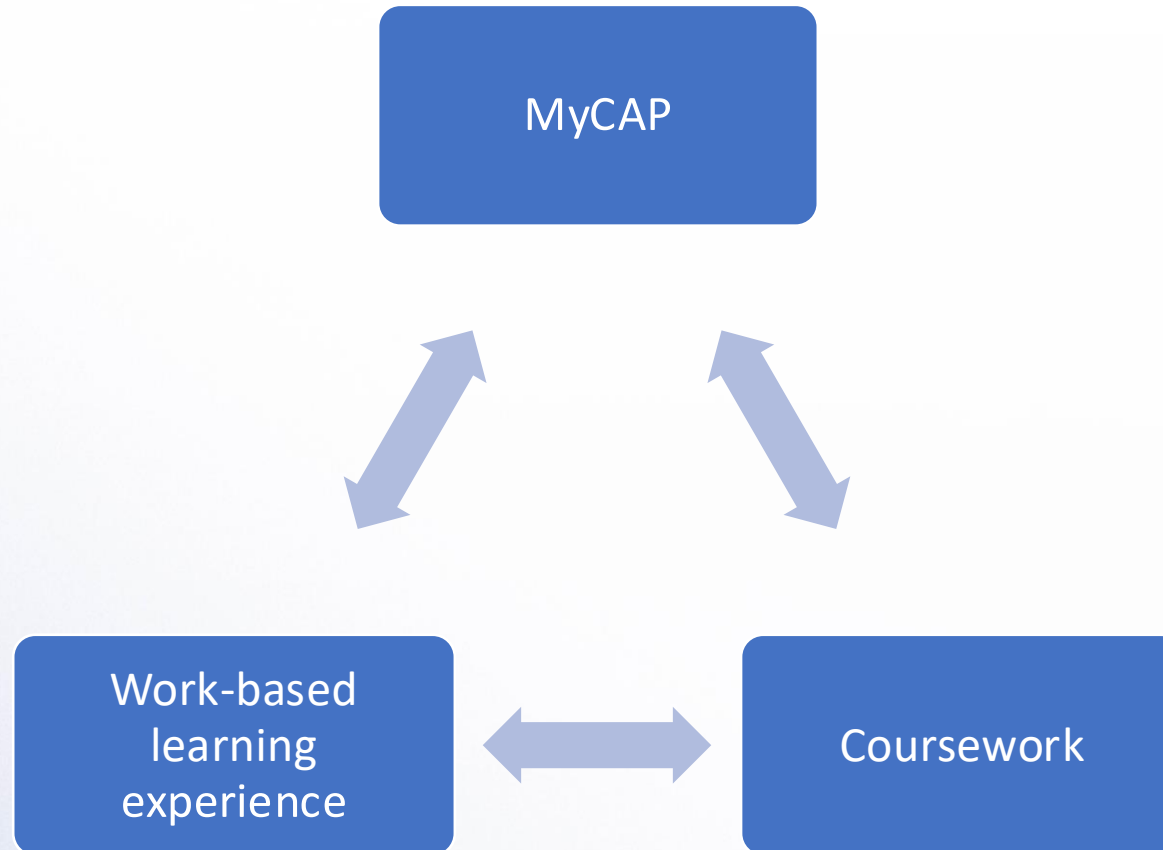
- A **pre-apprenticeship** has a documented partnership with at least one Registered Apprenticeship program.
- An **internship or clinical** is a paid or credit-bearing work experience of 100 hours or more
- A **work-based learning capstone** (industry-engaged capstone)
- A **work-based learning simulation** engages either employers and/or clients/customers external to the school or district
- **Cooperative education** is an alternating paid work and classroom experience as part of CTE program

# Work-based Learning in Pathways

- WBL is a required component of designated career pathways and Perkins funded programs
- Students engage in WBL through state funded Connecting Activities, YouthWorks, and other initiatives
- Schools and districts also support local partnerships that expand WBL for their students



# Work-based Learning - Making Connections



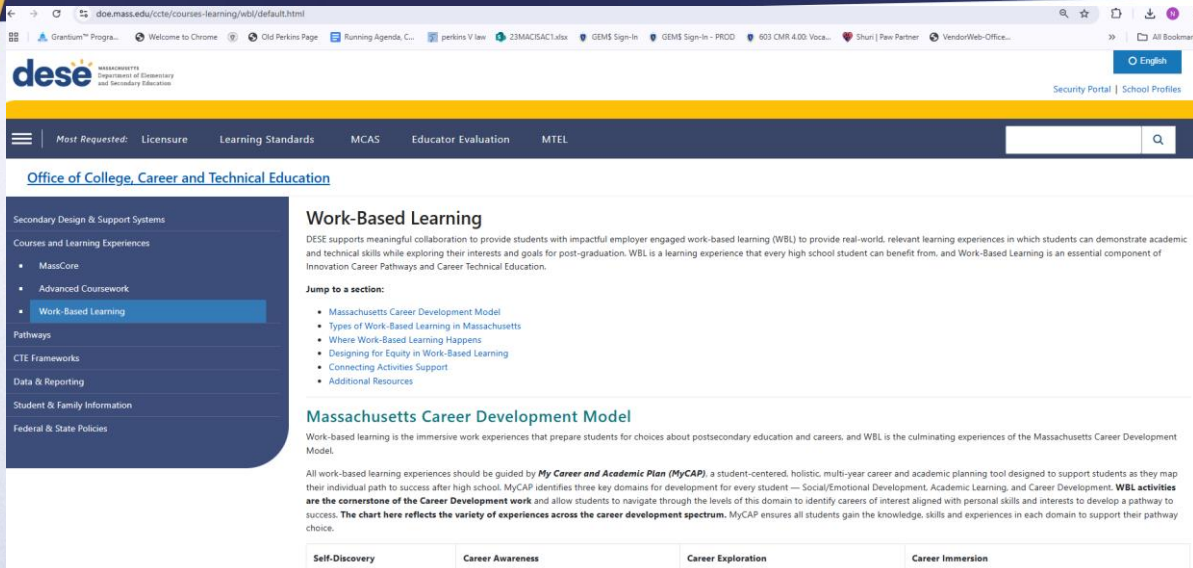
# Support for Adoption

- DESE will support district adoption of this tool through grant funding and technical assistance in partnership with MEFA.
- Assistance is available to early adopters in January 2025 and will continue to support districts in adoption through SY27-28
- MEFA's continuous improvement approach to this partnership means they are learning with us and are regularly integrating feedback into their updates

# Summary

- MEFA Pathway is College and Career Planning Tool that DESE has adopted for work-based learning
  - Available now and by SY28, it will be used for:
    - List of activities students can choose
    - WBL plan – what student will do and goals for WBL
    - Student reflection and employer feedback
- CCTE Grants cannot be used to fund alternative platforms
- Districts may still coordinate use of other platforms as part of their MyCAP and College and Career Planning

# Additional Resources



The screenshot shows the DOE Mass CTE Learning website. The header includes the DOE Mass logo and navigation links for Security Portal and School Profiles. A search bar is present. The main navigation menu lists: Most Requested, Licensure, Learning Standards, MCAS, Educator Evaluation, and MTEL. The page title is "Office of College, Career and Technical Education". The left sidebar contains a menu for Secondary Design & Support Systems, including Courses and Learning Experiences (MassCore, Advanced Coursework, Work-Based Learning), Pathways, CTE Frameworks, Data & Reporting, Student & Family Information, and Federal & State Policies. The main content area is titled "Work-Based Learning" and describes DESE's support for meaningful collaboration. It includes a "Jump to a section:" list with links to the Massachusetts Career Development Model, Types of Work-Based Learning in Massachusetts, Where Work-Based Learning Happens, Designing for Equity in Work-Based Learning, Connecting Activities Support, and Additional Resources. Below this is the "Massachusetts Career Development Model" section, which states that work-based learning is the immersive work experiences that prepare students for choices about postsecondary education and careers. It mentions that all work-based learning experiences should be guided by the My Career and Academic Plan (MyCAP), a student-centered, holistic, multi-year career and academic planning tool. A table at the bottom shows the four domains of MyCAP: Self-Discovery, Career Awareness, Career Exploration, and Career Immersion.

**Work-Based Learning**

DESE supports meaningful collaboration to provide students with impactful employer engaged work-based learning (WBL) to provide real-world, relevant learning experiences in which students can demonstrate academic and technical skills while exploring their interests and goals for post-graduation. WBL is a learning experience that every high school student can benefit from, and Work-Based Learning is an essential component of Innovation Career Pathways and Career Technical Education.

**Jump to a section:**

- Massachusetts Career Development Model
- Types of Work-Based Learning in Massachusetts
- Where Work-Based Learning Happens
- Designing for Equity in Work-Based Learning
- Connecting Activities Support
- Additional Resources

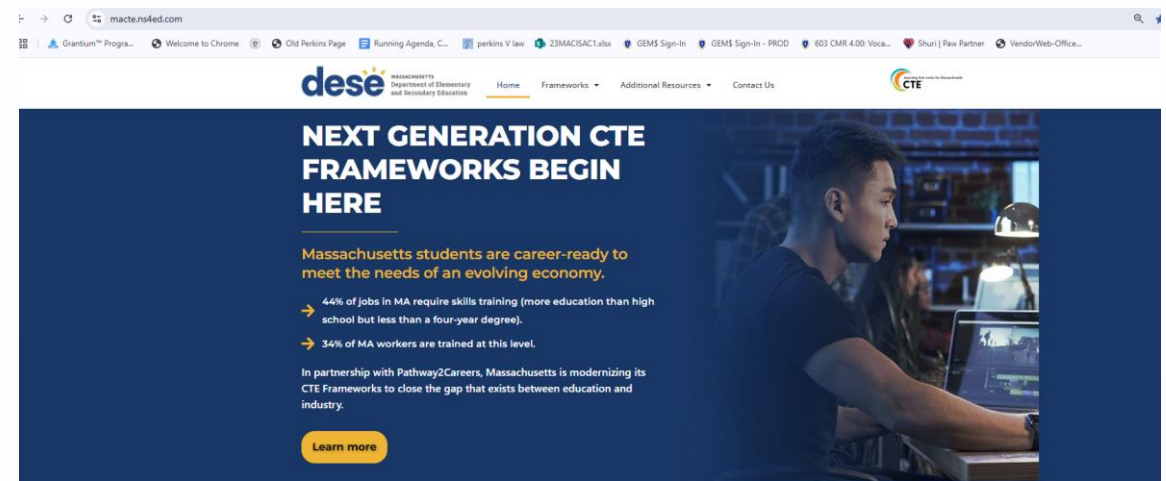
**Massachusetts Career Development Model**

Work-based learning is the immersive work experiences that prepare students for choices about postsecondary education and careers, and WBL is the culminating experiences of the Massachusetts Career Development Model.

All work-based learning experiences should be guided by **My Career and Academic Plan (MyCAP)**, a student-centered, holistic, multi-year career and academic planning tool designed to support students as they map their individual path to success after high school. MyCAP identifies three key domains for development for every student — Social/Emotional Development, Academic Learning, and Career Development. **WBL activities are the cornerstone of the Career Development work** and allow students to navigate through the levels of this domain to identify careers of interest aligned with personal skills and interests to develop a pathway to success. **The chart here reflects the variety of experiences across the career development spectrum.** MyCAP ensures all students gain the knowledge, skills and experiences in each domain to support their pathway choice.

Self-Discovery	Career Awareness	Career Exploration	Career Immersion
----------------	------------------	--------------------	------------------

<https://www.doe.mass.edu/ccte/courses-learning/wbl>



The screenshot shows the MACTE website. The header includes the MACTE logo and navigation links for Home, Frameworks, Additional Resources, and Contact Us. The main content area is titled "NEXT GENERATION CTE FRAMEWORKS BEGIN HERE". It states that Massachusetts students are career-ready to meet the needs of an evolving economy. It includes two bullet points: "44% of jobs in MA require skills training (more education than high school but less than a four-year degree)." and "34% of MA workers are trained at this level." Below this is a section titled "In partnership with Pathway2Careers, Massachusetts is modernizing its CTE Frameworks to close the gap that exists between education and industry." and a "Learn more" button. The background image shows a student working on a laptop.

**NEXT GENERATION CTE FRAMEWORKS BEGIN HERE**

Massachusetts students are career-ready to meet the needs of an evolving economy.

- 44% of jobs in MA require skills training (more education than high school but less than a four-year degree).
- 34% of MA workers are trained at this level.

In partnership with Pathway2Careers, Massachusetts is modernizing its CTE Frameworks to close the gap that exists between education and industry.

[Learn more](#)

## REIMAGINING THE FRAMEWORKS

Instructional Frameworks provide the competencies students need to access high-wage high-demand careers. Educators use the framework to build curriculum for their program to ensure students develop the skills they need for their future.

Instructional frameworks are made up of standards and industry recognized credentials. The standards serve as the competencies students obtain by completion of Career Technical Chapter 74 program. Each program has additional resources, such as the curriculum resource, that help educators in implementing the framework. The framework ensures that the key needs of industries are identified and prioritized in program design. Students who complete Career Technical programs earn credentials that make them both employable and ready for higher education. Essential industry and safety credentials are identified for each program area as an external validation of the skills students need to enter the industry. Educators and administrators may also identify supplemental or specialized credentials that students may earn in the

**MACareerConnectedLearning.org**



# MEFA Pathway

Apelila Joseph  
Director, MEFA Pathway





# MEFA Pathway

## Massachusetts's FREE college and career planning tool

### Resources Include:

- Resume builder
- Skills, values, interests assessments, learning styles inventory
- Career exploration
- College search
- Financial aid and scholarship information
- Goals & strategies tracking
- Personalized digital portfolio
- Site translation
- Common App & Parchment integration
- Clever & Google Single Sign-On
- Curriculum guide
- Work-Based Learning tools





# Getting Started with Work-Based Learning

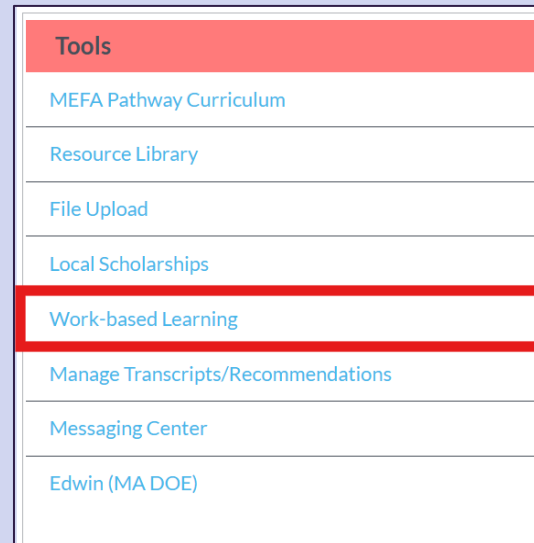
Setup instructions for educators and staff supporting work-based learning

# Accessing the Counselor Portal

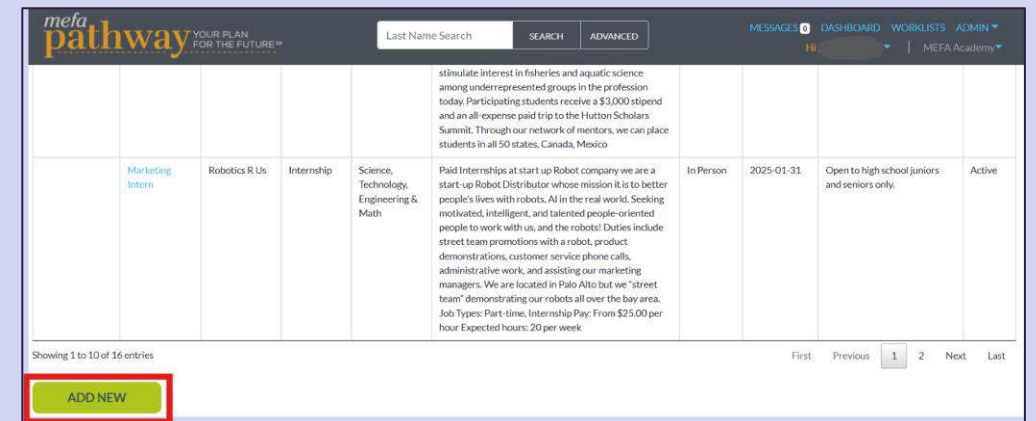
- Educators can get started posting their school's opportunities by visiting [mefapathway.org](https://mefapathway.org) and logging into the counselor portal.
- Under the *Tools* section, they can select *Work-Based Learning* to set up their school's database. From there, educators should click *Add New* to add a new work-based learning opportunity.



The login screen for the MEFA Pathway portal. It features the MEFA Pathway logo at the top, followed by a 'SIGN IN' button. Below the button are fields for 'USERNAME' and 'PASSWORD', each with a corresponding icon (a person for username and a lock for password). A link for 'Forgot your password?' is located at the bottom.



A vertical menu titled 'Tools' with a red header. The menu items are: MEFA Pathway Curriculum, Resource Library, File Upload, Local Scholarships, Work-based Learning (highlighted with a red border), Manage Transcripts/Recommendations, Messaging Center, and Edwin (MA DOE).



The 'Work-based Learning' section of the MEFA Pathway portal. It displays a table with 10 columns: Title, Description, Location, Dates, Status, and Active. The first row shows a 'Marketing Intern' position. Below the table is a pagination bar indicating 'Showing 1 to 10 of 16 entries' and a set of navigation links (First, Previous, 1, 2, Next, Last). An 'ADD NEW' button is located at the bottom left of the table area.

Title	Description	Location	Dates	Status	Active				
Marketing Intern	stimulate interest in fisheries and aquatic science among underrepresented groups in the profession today. Participating students receive a \$3,000 stipend and an all-expense paid trip to the Hutton Scholars Summit. Through our network of mentors, we can place students in all 50 states, Canada, Mexico	Robotics R Us	Internship	Science, Technology, Engineering & Math	Paid Internships at start-up Robot company we are a start-up Robot Distributor whose mission it is to better people's lives with robots, AI in the real world. Seeking motivated, intelligent, and talented people-oriented people to work with us, and the robots! Duties include street team promotions with a robot, product demonstrations, customer service phone calls, administrative work, and assisting our marketing managers. We are located in Palo Alto but we "street team" demonstrating our robots all over the bay area. Job Types: Part-time, Internship Pay: From \$25.00 per hour Expected hours: 20 per week	In Person	2025-01-31	Open to high school juniors and seniors only	Active

# Adding New WBL Opportunities

- Educators will be prompted to enter all relevant information for the work-based learning experience and should be sure to answer all the required fields: *Opportunity Name, Description, Eligibility Criteria, Type, Career Category, Location, Company/Organization Name, and View Status.*
- Clicking *Submit* will add the opportunity to the school's database.
- On the next screen, educators can add additional documents by clicking *Add Attachment*, or if there is nothing to add, click *Return to List*.

**Work-based Learning (\* indicates required field)**

Opportunity Name\* MEFA Academy Internship Program

Description\* MEFA Academy Internship Program provides High School students with valuable work experience in public sector/city government operations. The program provides an opportunity for students to explore future career possibilities as well as gain real-world work experience.

Eligibility Criteria\* Qualifications:  
Willing and able to perform the job duties.  
Must be at least 15 years of age at the time of employment.  
Must be a current MEFA Academy High School student.

Type\* Internship

Career Category\* Education & Training

Program/Pathway Connecting Activities

Start Date 01/06/2025

End Date 06/06/2025

Hours 6 hours/ week

Paid Yes

Location\* In Person

Remote Video Link

Company/Organization Website https://www.mefa.org/

Capacity Limit 1

View Status\* Active

SUBMIT RESET RETURN TO LIST DELETE ADD ATTACHMENT



# Student Portal Work-Based Learning



# Work-Based Learning Opportunities

- High schools can create and display a database of employment-related opportunities for their students.
- The feature allows students to discover:
  - Apprenticeships
  - Capstone Projects
  - Career Fairs
  - Co-Ops
  - Externships
  - Guest Speakers
  - Internships
  - Job Shadows
  - Volunteer Opportunities
  - Youth Employment
- Students can click on an opportunity to view the details.
- Students can save experiences of interest to their *My Opportunities* list.

## WORK-BASED LEARNING OPPORTUNITIES

Search... X

SEARCH

TYPE

☐ Apprenticeship  
☐ Capstone Project  
☐ Career Fair  
☐ Co-Op  
☐ Externship  
☐ Guest Speaker  
☒ Internship  
☐ Job Shadow  
☐ Volunteer  
☐ Youth Employment

CATEGORIES

☐ Agriculture, Food & Natural Resources  
☐ Architecture & Construction  
☐ Arts, Audio/Video Technology & Communications  
☐ Business, Sales, Marketing, Finance  
☐ Education & Training  
☐ Government & Public Administration  
☐ Health and Human Services  
☐ Hospitality & Tourism  
☐ Law, Public Safety, Corrections & Security  
☐ Manufacturing  
☐ Military  
☐ Science, Technology, Engineering & Math  
☐ Transportation, Distribution & Logistics  
☐ All Career Categories

LOCATION

☒ In Person  
☐ Remote  
☐ Hybrid

PAID

☒ Yes  
☐ No

8 Opportunities found

Internship X Clear all X

1

Intern, kidSPACE Museum Engagement

CAREER CATEGORY

Internship

CAREER CATEGORY

Hospitality & Tourism

PAID

No

APPLICATION DEADLINE

November 13, 2024

Aircraft Conceptual Design Intern

CAREER CATEGORY

Internship

CAREER CATEGORY

Science, Technology, Engineering & Math

PAID

Yes

APPLICATION DEADLINE

November 1, 2024

Hutton Junior Fisheries Biology Program

CAREER CATEGORY

Internship

CAREER CATEGORY

Science, Technology, Engineering & Math

PAID

Yes

APPLICATION DEADLINE

November 27, 2024

Intern Ben & Jerry's

CAREER CATEGORY

Internship

CAREER CATEGORY

Agriculture, Food & Natural Resources

PAID

None Provided

APPLICATION DEADLINE

November 20, 2024

Marketing Intern

CAREER CATEGORY

Internship

CAREER CATEGORY

Science, Technology, Engineering & Math

PAID

Yes

APPLICATION DEADLINE

January 31, 2025

MEFA Academy Internship Program

CAREER CATEGORY

Internship

CAREER CATEGORY

Education & Training

PAID

Yes

APPLICATION DEADLINE

December 20, 2024

Microsoft Discovery Program

CAREER CATEGORY

Internship

CAREER CATEGORY

Science, Technology, Engineering & Math

PAID

Yes

APPLICATION DEADLINE

August 1, 2024

### MEFA Academy Internship Program

TYPE

Internship

CAREER CATEGORY

Education & Training

PAID

Yes

LOCATION

In Person

START/END DATES

January 6, 2025  
June 6, 2025

DEADLINE

December 20, 2024

#### Description

MEFA Academy Internship Program provides High School students with valuable work experience in public sector/city government operations. The program provides an opportunity for students to explore future career possibilities as well as gain real-world work experience. ESSENTIAL DUTIES Perform assigned duties specific to the operational needs of the operating department where the internship is performed under the supervision of Aspire Staff Perform various office clerical functions inclu

#### Eligibility

Qualifications: Willing and able to perform the job duties. Must be at least 15 years of age at the time of employment. Must be a current MEFA Academy High School student.

#### How to Access This Opportunity

Hours: 6 hours/week  
Location: In Person  
Application Deadline: December 20, 2024  
Application URL: <https://www.mefa.org/college-career-planning/mefa-pathway/>  
Company/Organization Name: MEFA Academy  
Contact Name: Charles Schulz  
Contact Title: Principal  
Contact Email: [cschulz@mefaacademy.test](mailto:cschulz@mefaacademy.test)  
Company/Organization Address: 60 State Street  
City: Boston  
State, Zip: MA, 02109  
Phone: 617-224-4827  
Company/Organization Website: <https://www.mefa.org/>

#### Attachment

Not Provided

# My Opportunities

- On their *My Opportunities* page, students can update the status of each opportunity including their intention to attend, or if they have applied or been hired.
- Students can favorite opportunities and pin them to the top of their list by clicking the heart icon.
- If a student updates the status to *hired* or *will attend*, the option to launch *My Plan* appears.

## MY OPPORTUNITIES

You have **4 Opportunities** on your list

[ADD MORE OPPORTUNITIES](#)

Name	Career Category	Type	Location	Paid	Deadline Date	Status	My Plan	Remove	Add To Favorites
Baystate Springfield Educational Partnership (BSEP)	Health and Human Services	Co-Op	Hybrid	No	August 30, 2024	Will Atte...	<a href="#">Open</a>	x	
MEFA Academy Internship Program	Education & Training	Internship	In Person	Yes	December 20, 2024	Hired	<a href="#">Open</a>	x	
Intern, kidSPACE Museum Engagement	Hospitality & Tourism	Internship	In Person	No	Not Provided			x	
Baystate Children's Hospital Volunteer	Health and Human Services	Volunteer	In Person	No	Not Provided			x	

- None
- Applied
- Denied
- Hired
- Interested
- Will Attend

- For each opportunity in which they participate, students can create their own *My Plan*, which enables them to set goals and evaluate their skill growth through mid-point and final evaluations.
- Student progress is shared with the educator at their school overseeing work-based learning experiences.

### Mid-Point Self-Evaluation

Start Date: 6/1/2025 End Date: 6/6/2025

Student	
Name:	Joseph Test
Email:	joseph@meffa.org
School/Program:	MEFA Academy
School Supervisor:	Mrs. Smith

Company/Organization	
Company Name:	MEFA Academy
Opportunity Name:	MEFA Academy Internship R.
Worksite Supervisor Name:	Charles Smith
Worksite Supervisor Email:	charles@meffaacademy.com

**INSTRUCTIONS:**  
The Mid-Point Self-Evaluation should be completed halfway through your non-credit learning experience. Review the Personal & Social Habits and Characteristic, the Career Development, the Learning, and the Reflection sections regarding your learning and experience.

**ACHIEVEMENT LEVEL:**  
A 5-point response to the achievement of the behaviors and skills and content objectives.

[BACK TO MY PLAN](#)

### Final Self-Evaluation

Start Date: 6/1/2025 End Date: 6/6/2025

Student	
Name:	Joseph Test
Email:	joseph@meffa.org
School/Program:	MEFA Academy
School Supervisor:	Mrs. Smith

Company/Organization	
Company Name:	MEFA Academy
Opportunity Name:	MEFA Academy Internship R.
Worksite Supervisor Name:	Charles Smith
Worksite Supervisor Email:	charles@meffaacademy.com

**INSTRUCTIONS:**  
The Final Self-Evaluation should be completed at the end of your non-credit learning experience. Review the Personal & Social Habits and Characteristic, the Career Development, the Learning, and the Reflection sections regarding your learning and experience.

**ACHIEVEMENT LEVEL:**  
A 5-point response to the achievement of the behaviors and skills and content objectives.

[BACK TO MY PLAN](#)

### WORK-BASED LEARNING OPPORTUNITY: Initial Self-Evaluation

Start Date: 6/1/2025 End Date: 6/6/2025

Student	
Name:	Joseph Test
Email:	joseph@meffa.org
School/Program:	MEFA Academy
School Supervisor:	Mrs. Smith

Company/Organization	
Company Name:	MEFA Academy
Opportunity Name:	MEFA Academy Internship R.
Worksite Supervisor Name:	Charles Smith
Worksite Supervisor Email:	charles@meffaacademy.com

**INSTRUCTIONS:**  
Students, please complete the following questions BEFORE starting your work-based learning experience. If you need help answering these questions, please contact the staff person responsible for work-based learning at your school.

[GO TO](#) [SUBMIT](#)

### WORK-BASED LEARNING OPPORTUNITY: Mid-Point Self-Evaluation

Start Date: 6/1/2025 End Date: 6/6/2025

Student	
Name:	Joseph Test
Email:	joseph@meffa.org
School/Program:	MEFA Academy
School Supervisor:	Mrs. Smith

Company/Organization	
Company Name:	MEFA Academy
Opportunity Name:	MEFA Academy Internship R.
Worksite Supervisor Name:	Charles Smith
Worksite Supervisor Email:	charles@meffaacademy.com

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**ACHIEVEMENT LEVEL:**  
A 5-point response to the achievement of the behaviors and skills and content objectives.

[GO TO](#) [SUBMIT](#)

### WORK-BASED LEARNING OPPORTUNITY: Final Self-Evaluation

Start Date: 6/1/2025 End Date: 6/6/2025

Student	
Name:	Joseph Test
Email:	joseph@meffa.org
School/Program:	MEFA Academy
School Supervisor:	Mrs. Smith

Company/Organization	
Company Name:	MEFA Academy
Opportunity Name:	MEFA Academy Internship R.
Worksite Supervisor Name:	Charles Smith
Worksite Supervisor Email:	charles@meffaacademy.com

**INSTRUCTIONS:**  
The Final Self-Evaluation should be completed at the end of your non-credit learning experience. Review the Personal & Social Habits and Characteristic, the Career Development, the Learning, and the Reflection sections regarding your learning and experience.

**ACHIEVEMENT LEVEL:**  
A 5-point response to the achievement of the behaviors and skills and content objectives.

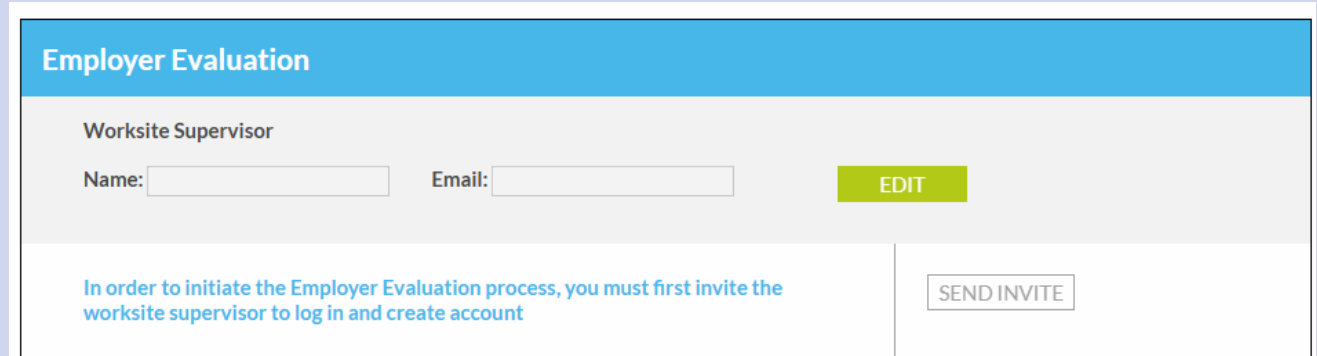
[GO TO](#) [SUBMIT](#)



# Employer Portal Work-Based Learning

# Employer Portal

- On the My Plan page, students can request their Employer Evaluation.
- Employers receive an email and are prompted to create an account for the Employer Portal.



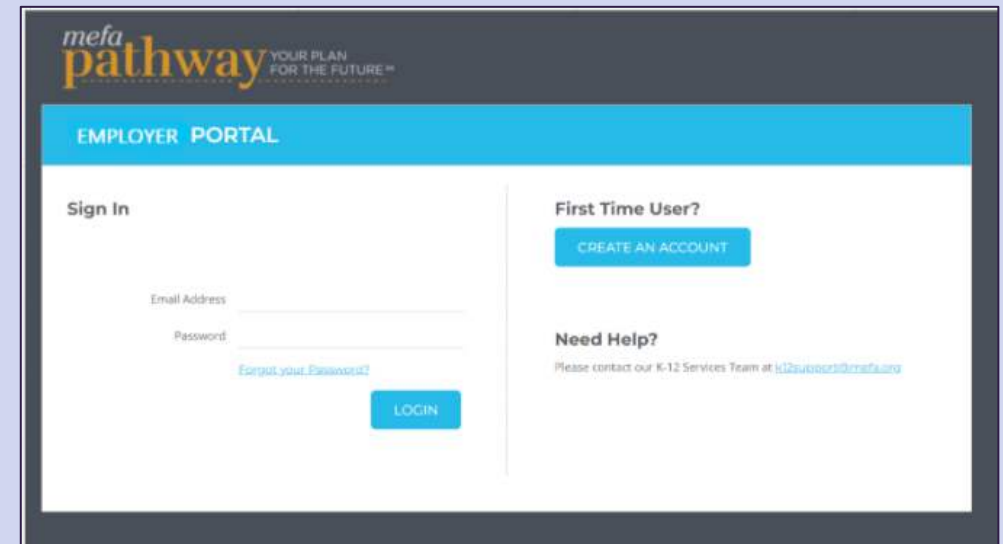
This screenshot shows the 'Employer Evaluation' form. It has a blue header with the title. Below it, there's a section for 'Worksite Supervisor' with input fields for 'Name' and 'Email', and a green 'EDIT' button. At the bottom, there's a blue instruction text and a 'SEND INVITE' button.

**Employer Evaluation**

Worksite Supervisor

Name:  Email:  **EDIT**

*In order to initiate the Employer Evaluation process, you must first invite the worksite supervisor to log in and create account* **SEND INVITE**



This screenshot shows the 'MEFA Pathway' Employer Portal. The header includes the logo and tagline. The main content area is divided into two columns. The left column is for 'Sign In' with fields for 'Email Address' and 'Password', a 'Forgot your Password?' link, and a 'LOGIN' button. The right column has a 'First Time User?' section with a 'CREATE AN ACCOUNT' button, and a 'Need Help?' section with contact information for the K-12 Services Team.

**mefa pathway** YOUR PLAN FOR THE FUTURE™

**EMPLOYER PORTAL**

**Sign In**

Email Address

Password

[Forgot your Password?](#)

**LOGIN**

**First Time User?**

**CREATE AN ACCOUNT**


**Need Help?**

Please contact our K-12 Services Team at [k12support@mefa.org](mailto:k12support@mefa.org)



# Employer Evaluation Forms

- The Dashboard shows a complete list of students who have requested employer evaluations.
- Employers can complete evaluations for students by clicking on the status to launch the form.

 <span>MANAGE EMPLOYER EVALUATIONS</span> <span>H Roger Phillips</span>				
Student List				
Student Name	School	Initial Evaluation	Mid-point Evaluation	Final Evaluation
Joyce, Stephen	Chelsea High School	<a href="#">Not Started</a>	<a href="#">Not Started</a>	<a href="#">Not Started</a>
Commonapp, Sally	Maynard High School	<a href="#">In Progress</a>	<a href="#">Not Started</a>	<a href="#">Not Started</a>
Peterson, Aidan	Barnstable High School	<a href="#">Completed</a>	<a href="#">In Progress</a>	<a href="#">Not Started</a>

**WEEK-BASED LEARNING COMPONENT**  
**Mid-Point Self-Evaluation**

Start Date: 6/1/2024 End Date: 6/30/2024

**Student**  
Name: Joseph Lee  
Email: josephlee@mea.edu  
School Program: MEFL Leadership  
School Supervisor: Mrs. Smith

**Company/Organization**  
Company Name: MEFL Leadership  
Opportunity Name: MEFL Leadership Internship  
Worksite Supervisor Name: Christine  
Worksite Supervisor Email: christine@mea.edu

**INSTRUCTIONS**  
The Mid-Point Self-Evaluation should be completed halfway through your work-based learning experience. Review the Personal & Social Habits and Characteristics, the work-based learning experience, and the reflection to complete your evaluation and achievement.

**ACHIEVEMENT LEVEL**  
1. Never expresses an understanding of the behaviors and all but does not exhibit them.  
2. Sometimes exhibits the behaviors and all in some of the day-to-day work.  
3. Most of the time regularly demonstrates the behaviors and all in most of the day-to-day work.  
4. Always exhibits behaviors and all in most of the day-to-day work.

**PERSONAL & SOCIAL HABITS AND CHARACTERISTICS**

**Reflection**  
I can demonstrate a positive attitude and show flexibility.  
I can respect and work with people of different backgrounds and abilities.  
I can demonstrate a willingness to help others.  
I can demonstrate a willingness to help others in a positive and showing flexibility in thinking and behavior.

**Reflection**  
I can take responsibility for my actions and can provide sufficient notice if unable to report my work experience or hours.  
I can demonstrate a willingness to help others in a positive and showing flexibility in thinking and behavior.  
I can respect confidentiality.  
I can demonstrate a willingness to help others in a positive and showing flexibility in thinking and behavior.  
I can take initiative in my work and can work independently.

**PROFESSIONAL SKILLS**

**Communication**  
I can clearly and effectively exchange information, ideas, facts, and perspectives in verbal or written form.

**Decision-making**  
I can demonstrate the ability to work with peers and employees as a member of a team. Examples include: participating in decision-making, setting goals and deadlines, responding to questions and feedback, responding thoughtfully.

**Problem-solving**  
I can develop an appropriate response to a workplace problem or situation.  
I can design, evaluate, and implement strategies to answer questions or solve a problem.

**INDUSTRY SPECIFIC & TECHNICAL SKILLS**

**Initial**  
In your reflection, provide an example of a technical skill required in your work-based learning experience and how you are working on developing it.

**Final**  
In your reflection, provide an example of a technical skill required in your work-based learning experience and how you are working on developing it.

**WEEK-BASED LEARNING COMPONENT**  
**Final Self-Evaluation**

Start Date: 6/1/2024 End Date: 6/30/2024

**Student**  
Name: Joseph Lee  
Email: josephlee@mea.edu  
School Program: MEFL Leadership  
School Supervisor: Mrs. Smith

**Company/Organization**  
Company Name: MEFL Leadership  
Opportunity Name: MEFL Leadership Internship  
Worksite Supervisor Name: Christine  
Worksite Supervisor Email: christine@mea.edu

**INSTRUCTIONS**  
The Final Self-Evaluation should be completed at the end of your work-based learning experience. Review the Personal & Social Habits and Characteristics, the work-based learning experience, and the reflection to complete your evaluation and achievement.

**ACHIEVEMENT LEVEL**  
1. Never expresses an understanding of the behaviors and all but does not exhibit them.  
2. Sometimes exhibits the behaviors and all in some of the day-to-day work.  
3. Most of the time regularly demonstrates the behaviors and all in most of the day-to-day work.  
4. Always exhibits behaviors and all in most of the day-to-day work.

**PERSONAL & SOCIAL HABITS AND CHARACTERISTICS**

**Reflection**  
I can demonstrate a positive attitude and show flexibility.  
I can respect and work with people of different backgrounds and abilities.  
I can demonstrate a willingness to help others.  
I can demonstrate a willingness to help others in a positive and showing flexibility in thinking and behavior.

**Reflection**  
I can take responsibility for my actions and can provide sufficient notice if unable to report my work experience or hours.  
I can demonstrate a willingness to help others in a positive and showing flexibility in thinking and behavior.  
I can respect confidentiality.  
I can demonstrate a willingness to help others in a positive and showing flexibility in thinking and behavior.  
I can take initiative in my work and can work independently.

**PROFESSIONAL SKILLS**

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I can design, evaluate, and implement strategies to answer questions or solve a problem.

**INDUSTRY SPECIFIC & TECHNICAL SKILLS**

**Initial**  
In your reflection, provide an example of a technical skill required in your work-based learning experience and how you are working on developing it.

**Final**  
In your reflection, provide an example of a technical skill required in your work-based learning experience and how you are working on developing it.



# Work-Based Learning Reports

# Work-Based Learning Reports

- Available on the *Reports* page located under the *Tools* section on the *Dashboard*
- Reports available for all aspects of work-based learning (Student Portal, Employer Evaluations etc.)
  - Aggregate and detailed student level reports are available
  - Must select a date window when running a new report
  - Reports can be exported

The screenshot displays the MEFA Work-based Learning Reporting interface. On the left, a sidebar titled 'Standard Reports' includes links for Usage, About Me, Self-Discovery, Discover Careers, and Explore Colleges. The 'My Reports' section on the right lists 'My Reports' and 'My School's Reports', with a dropdown for 'Work-based Learning' showing various report types like 'Saved Opportunities School Count' and 'Student Evaluations Completed School Count'.

The main panel features a date range selector with 'Status Beg Date' set to 9/1/2024 12:00:00 AM and 'Status End Date' set to 5/27/2025 12:00:00 AM. Below this is a navigation bar with '1 of 1' and 'Find | Next' options. The MEFA pathway logo is visible on the left.

The main content area is titled 'Work-based Learning Reporting' and 'Student Evaluations Completed School Count'. It specifies the MA Department of Elementary and Secondary Education and the period 2024-09-01 thru 2025-05-27. The reported execution date/time is 5/27/2025 2:06:33 PM.

School Name	School Code	Student Count
MEFA Developers	00000001	2
Barnstable High School	00200505	16
MEFA Academy	99999999	1

Tuesday, May 27, 2025 2:06 PM  
Page 1

# Interested in using MEFA Pathway's Work-Based Learning Tool?

1. Request a demo
2. Sign the agreement
3. Schedule a training



**Questions? Contact us at: [k12support@mefa.org](mailto:k12support@mefa.org).**