

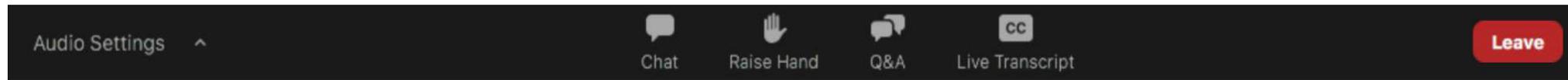


Learn About MEFA Pathway's Work-Based Learning Tool

Spring 2026



How to Participate



The *Audio Settings* allow you to control the volume levels

The *Chat* feature is disabled. To communicate with the host, please use the Q&A section

Have a question during the webinar? Type it in the Q&A section

Use the *Live Transcript* feature if you want to see closed captions

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About MEFA

State authority created by the Commonwealth of Massachusetts in 1982, helping families plan, save, and pay for college.



Agenda

Welcome & Introductions

DESE

- Work-Based Learning & MyCAP

MEFA Pathway

- Platform Features
- Getting Started

Work-Based Learning Demo

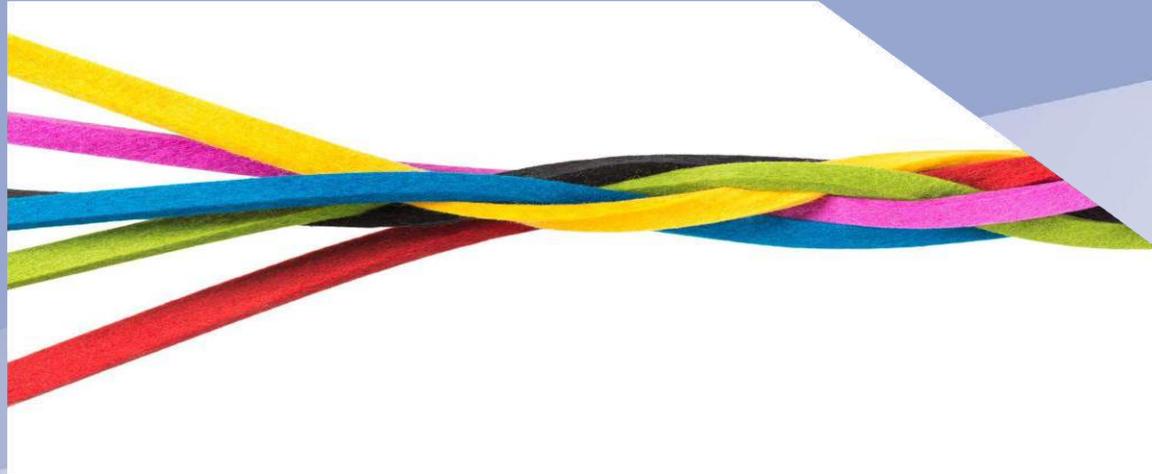
Wrap up and Q&A

Work-Based Learning and MyCAP

Joe Wyman, CCTE Liaison

Massachusetts Department of Elementary and Secondary Education

Work-Based Learning



Joe Wyman

joseph.wyman2@mass.gov

Agenda

- **What is MyCAP**
- **WBL as a culminating experience in MyCAP**
- **DESE Expectations for MEFA Pathway**

What is MyCAP

- **College, Career, and Civic Readiness**
- **Student Centered, holistic, planning process**
- **Backwards planning for post-secondary success**

MY CAREER & ACADEMIC PLAN (MyCAP)

MyCAP Process

- Student-directed: whole school involved
- Implemented in varied settings in-school and virtually- classrooms, seminars, workshops, etc., as well as independently
- Caring and encouraging mentor
- Connect academic learning with future plans
- Scope of grade-level learning objectives and sequence of MyCAP lessons

MyCAP Instrument

- The MyCAP instrument documents the learning, planning, goals, objectives, reflections and achievements
- The instrument may act as an ePortfolio capturing artifacts of growth and learning
- The free state recommended platform is MEFA Pathway
 - Or you may use MassCIS, Naviance, Scoir or others

Why MyCAP and WBL?

- **Improve student engagement by making education more relevant and real world**
 - Building personal/social skills
 - Aligning personal strengths/passions with career development for authentic postsecondary planning
 - Connecting course-taking with career choices
- **High quality post-secondary planning**

WBL as part of MyCAP

- **Use MyCAP to explore careers/choose pathways**
- **Develop career readiness Skills**
- **WBL experience**
 - Apply skills
 - Get Feedback
 - Career Immersion

Resources to be developed

- **Learning Objectives across grade span**
- **Learning targets, artifacts, lessons for each grade level**
- **MyCAP Plan (who, what, where and when)**
- **MyCAP Calendar**

Role of MyCAP in WBL

Self-Discovery

What am I interested in? What am I good at?

Explore career fields

What opportunities exist local, regionally, nationally

What fields are growing

Develop career skills

Personal Social

Soft skills

Participation in pathways

Identify potential pathways

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

About MEFA Pathway

- **A free college and career planning tool that helps students in grades 6-12 plan for academic and career success**
- **DESE has adopted MEFA Pathway for work-based learning student planning and district reporting**
- **By SY2027-2028 all students in designated career pathways and federal and state funded or designated career-connected learning programs should be completing work-based learning plans in MEFA Pathway**

Getting Started with MEFA Pathway

Jennifer Bento-Pinyoun

Director, K-12 Services, MEFA

MEFA Pathway

FREE college and career planning tool

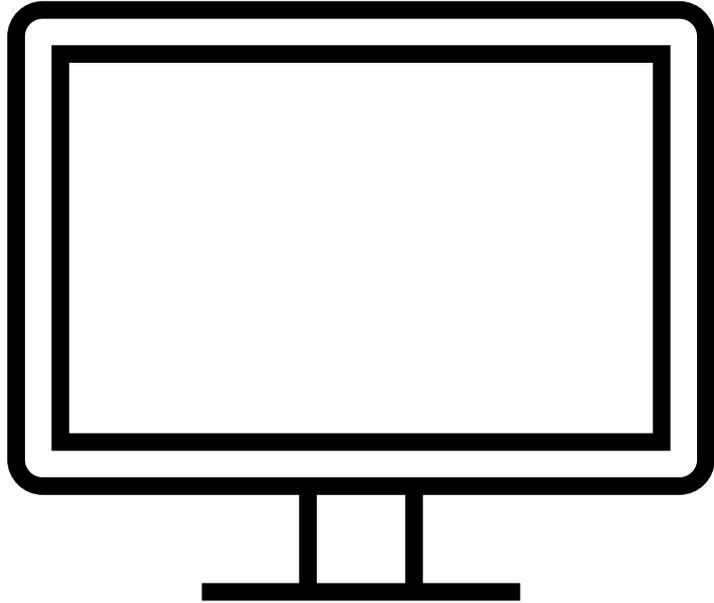
Resources Include:

- 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 MEFA Pathway

- ❑ Schools must sign our MEFA Pathway Agreement to gain access to the educator portal
 - Interested schools should complete our [Request a Demo](#) form
 - The K-12 Services Team will provide a demo and share the agreement directly with the school
- ❑ For Participating Schools: Review available user roles for School & MassHire Staff
 - WBL Data Manager
 - Access to WBL Database
 - WBL Manager
 - Access to WBL page on a student's record
 - Access to WBL Reports
 - Access to WBL Database
- ❑ Send an email to k12support@mefa.org with a list of staff names, email addresses, and user roles to be added to your MEFA Pathway school account.



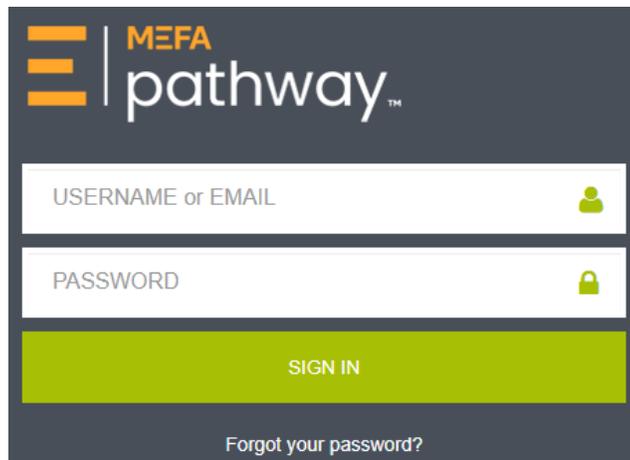
Live Demo

Getting Started with Work-Based Learning

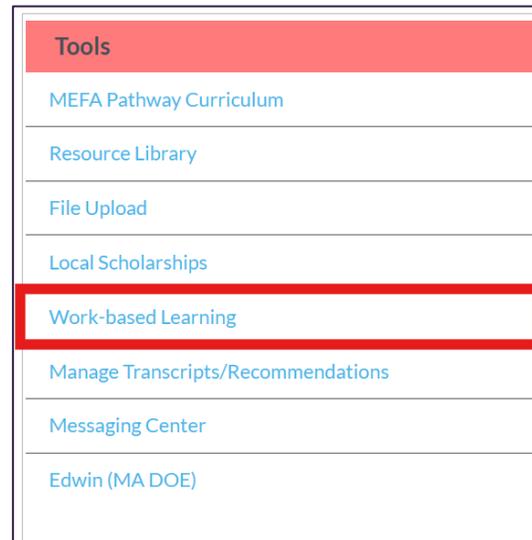
Setup instructions for educators and staff supporting work-based learning

Accessing the Counselor Portal

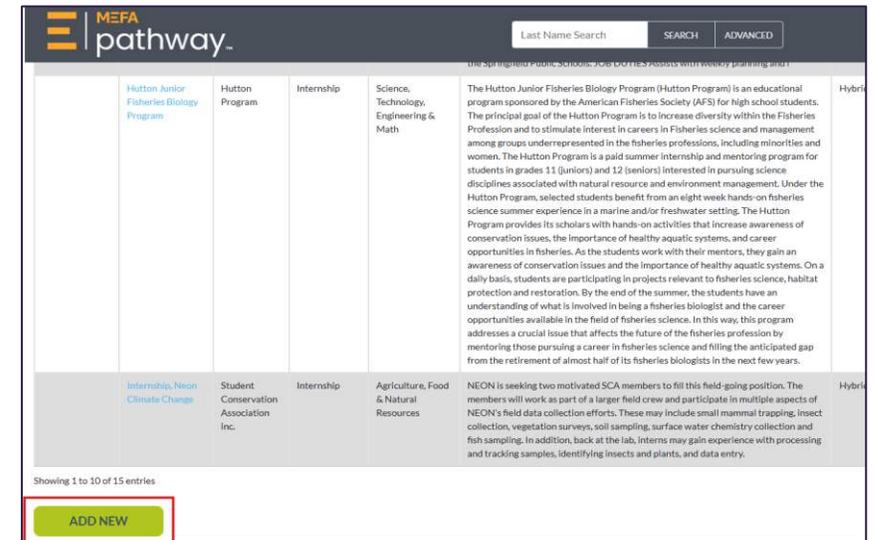
- Educators can get started posting their school's opportunities by visiting mefapathway.org and logging into the counselor portal.
- Under the *Tools* section, they can select *Work-Based Learning* to set up their school's database. From there, educators should click *Add New* to add a new work-based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



The login form features the MEFA pathway logo at the top left. Below it are two input fields: 'USERNAME or EMAIL' with a person icon and 'PASSWORD' with a lock icon. A green 'SIGN IN' button is positioned below the password field. At the bottom, there is a link for 'Forgot your password?'.



A vertical list of tools with a red border around the 'Work-based Learning' option. The items are: MEFA Pathway Curriculum, Resource Library, File Upload, Local Scholarships, Work-based Learning, Manage Transcripts/Recommendations, Messaging Center, and Edwin (MA DOE).



The dashboard shows a table of work-based learning opportunities. The 'Work-based Learning' menu item from the previous screenshot is highlighted in red. The table has columns for program names, descriptions, and categories. A green 'ADD NEW' button is highlighted in red at the bottom left of the table area.

Program Name	Description	Category
Hutton Junior Fisheries Biology Program	The Hutton Junior Fisheries Biology Program (Hutton Program) is an educational program sponsored by the American Fisheries Society (AFS) for high school students. The principal goal of the Hutton Program is to increase diversity within the Fisheries Profession and to stimulate interest in careers in Fisheries science and management among groups underrepresented in the fisheries professions, including minorities and women. The Hutton Program is a paid summer internship and mentoring program for students in grades 11 (Juniors) and 12 (seniors) interested in pursuing science disciplines associated with natural resources and environment management. Under the Hutton Program, selected students benefit from an eight week hands-on fisheries science summer experience in a marine and/or freshwater setting. The Hutton Program provides its scholars with hands-on activities that increase awareness of conservation issues, the importance of healthy aquatic systems, and career opportunities in fisheries. As the students work with their mentors, they gain an awareness of conservation issues and the importance of healthy aquatic systems. On a daily basis, students are participating in projects relevant to fisheries science, habitat protection and restoration. By the end of the summer, the students have an understanding of what is involved in being a fisheries biologist and the career opportunities available in the field of fisheries science. In this way, this program addresses a crucial issue that affects the future of the fisheries profession by mentoring those pursuing a career in fisheries science and filling the anticipated gap from the retirement of almost half of its fisheries biologists in the next few years.	Hybrid
Internship, Neen Climate Change	NEON is seeking two motivated SCA members to fill this field-going position. The members will work as part of a larger field crew and participate in multiple aspects of NEON's field data collection efforts. These may include small mammal trapping, insect collection, vegetation surveys, soil sampling, surface water chemistry collection and fish sampling. In addition, back at the lab, interns may gain experience with processing and tracking samples, identifying insects and plants, and data entry.	Hybrid

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

Import/Export Upload Feature

- To easily update or multiple WBL opportunities to your database, use the Import/Export function
- Ease of use for districts or MassHire needing to add the same opportunities to multiple schools

The screenshot displays the MEFA Pathway interface for Work-based Learning. At the top, there is a navigation bar with the MEFA logo, a search bar, and links for MESSAGES, DASHBOARD, WORKLISTS, and ADMIN. The user is identified as Apella Joseph. Below the navigation bar, the 'Work-based Learning' section is visible, showing a table of opportunities. A red box highlights the 'Export List' button in the top right corner of the table. A modal dialog is open in the foreground, titled 'Select a File Type', with a dropdown menu set to 'Work-based Learning Opportunities.csv'. Below this, there is a 'Select a File to upload' section with a 'Choose File' button and the text 'No file chosen'. At the bottom of the dialog are two buttons: 'UPLOAD SELECTED FILE' and 'CANCEL'.

Attachment	Opportunity Name	Company Name	Type	Career Cluster	Description	Location	Application Deadline	Eligibility	Status	External Id
Intern-kidSPACE-Museum-Engagement-Unpaid.pdf	Intern, kidSPACE Museum Engagement	Cincinnati Museum Center	Internship	Hospitality, Events, & Tourism	Purpose: Assist floor staff in running KidSPACE while also learning behind the scenes, informal education, and customer service skills. Background: KidSPACE is an exhibit in the Children's Museum. KidSPACE is a place where Science, Play, Art, Creativity, and Exploration come to life through hands-on making, experimenting and tinkering. As a space that focuses on STEAM education, we are looking for someone who is passionate about working with children, sparking curiosity, and facilitating playful	In Person	2025-02-28	Requirements: -Recently or currently enrolled in an Education, Art, Design, Science, History, Engineering program or field (or has equivalent experience). -Team player and independent worker. -Written and verbal communication skills. -Adaptable and loves learning new things. -Loves organization. -Must be comfortable working in a fast-paced environment. -Making experience skills in art, science, and STEAM a plus. -Be able to bend, stoop, crawl, stand, or walk for periods of time and lift	Active	115
	Baystate Children's Hospital Volunteer	Baystate Health						...you must: Complete a check Complete a and provide proof of a volunteer orientation	Active	164

Getting Started with Work-Based Learning

Setup instructions for educators and staff supporting 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

TYPE | Int

MEFA Academy Internship Program
SAVE

▼ 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	CAREER CATEGORY	PAID	APPLICATION DEADLINE
Internship	Hospitality & Tourism	No	November 13, 2024

Aircraft Conceptual Design Intern

CAREER CATEGORY	CAREER CATEGORY	PAID	APPLICATION DEADLINE
Internship	Science, Technology, Engineering & Math	Yes	November 1, 2024

Hutton Junior Fisheries Biology Program

CAREER CATEGORY	CAREER CATEGORY	PAID	APPLICATION DEADLINE
Internship	Science, Technology, Engineering & Math	Yes	November 27, 2024

Intern Ben & Jerry's

CAREER CATEGORY	CAREER CATEGORY	PAID	APPLICATION DEADLINE
Internship	Agriculture, Food & Natural Resources	None Provided	November 20, 2024

Marketing Intern

CAREER CATEGORY	CAREER CATEGORY	PAID	APPLICATION DEADLINE
Internship	Science, Technology, Engineering & Math	Yes	January 31, 2025

MEFA Academy Internship Program

CAREER CATEGORY	CAREER CATEGORY	PAID	APPLICATION DEADLINE
Internship	Education & Training	Yes	December 20, 2024

Microsoft Discovery Program

CAREER CATEGORY	CAREER CATEGORY	PAID	APPLICATION DEADLINE
Internship	Science, Technology, Engineering & Math	Yes	August 1, 2024

TYPE
Internship

CAREER CATEGORY
Education & Training

PAID
Yes

LOCATION
In Person

START/END DATES
January 6, 2025
June 6, 2025

DEADLINE
December 20, 2024

SAVE

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@mefacademytest.com
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

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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

9 Opportunities Saved on your list

ADD MORE OPPORTUNITIES

Name	Career Cluster	Type	Location	Deadline Date	Added By	Status	My Plan	Remove	Add To Favorites
Office Manager	Digital Technology	Youth Employment	In-Person	Not Provided	Student	Hired	Open	x	♥
Ben & Jerry's Internship	Financial Services	Internship	In-Person	Not Provided	Student	Denied	Open	x	♥
College Speaker Series: Engineering Majors	Supply Chain & Transportation	Guest Speaker	In-Person	Not Provided	Counselor	Hired		x	♥
Internship, Neon Climate Change	Advanced Manufacturing	Internship	Hybrid	May 20, 2024	Counselor	Interested		x	♥
Intern, kidSPACE Museum Engagement	Arts, Entertainment, & Design	Internship	In-Person	April 1, 2025	Student	Will Attend	Open	x	♥
Apple Intern: Computer Science and Engineering Internship Opportunity for High School Students Only	Marketing & Sales	Co-Op	Hybrid	Not Provided	Student	Completed		x	♥
Apple Media Products (AMP) Intern	Construction	Internship	In-Person	March 7, 2025	Student	Hired	Open	x	♥
Hutton Junior Fisheries Biology Program	Digital Technology	Internship	Hybrid	April 4, 2025	Student	Hired	Open	x	♥
Career Fair: Healthcare Careers	Healthcare & Human Services	Career Fair	In-Person	Not Provided	Counselor	None		x	♥

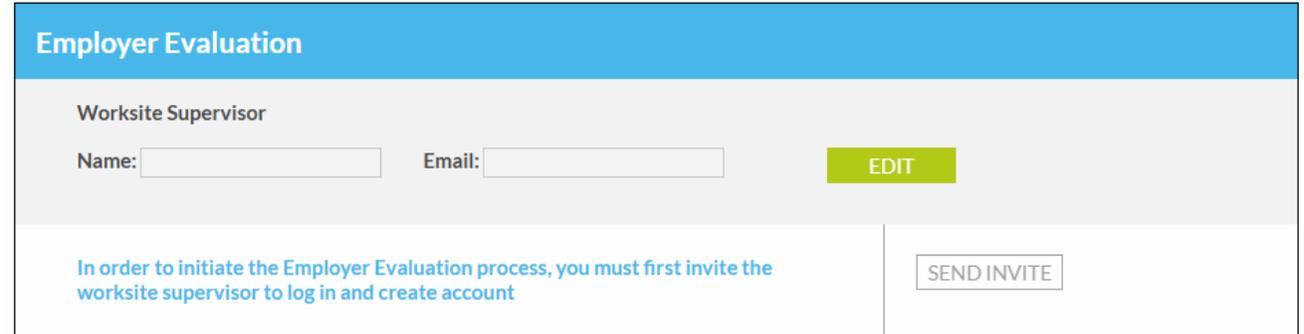
My Plan

- 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.

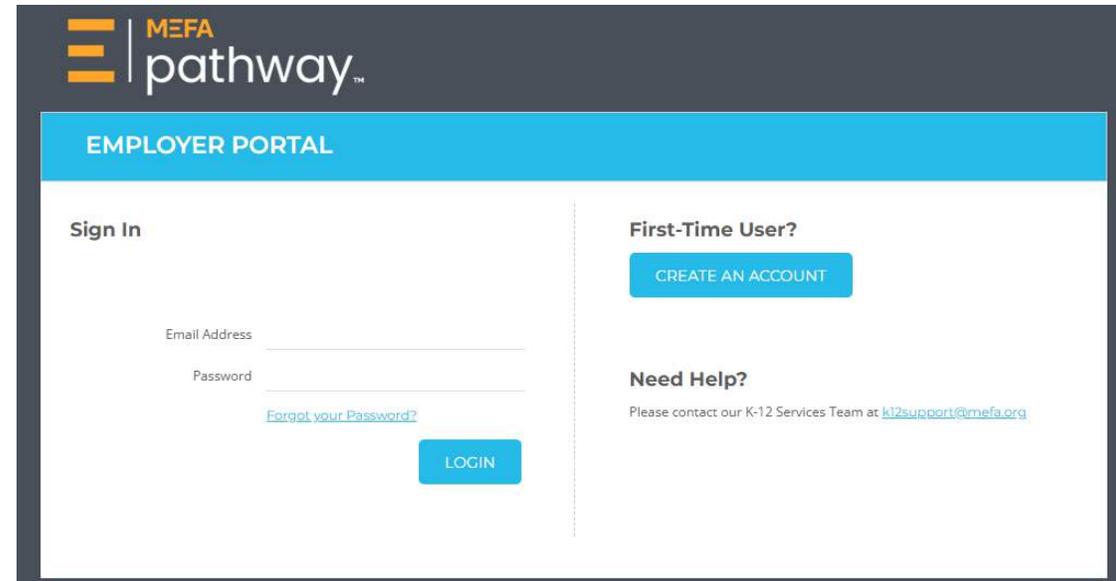
Employer Portal Work-Based Learning

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.



The screenshot shows a form titled "Employer Evaluation". At the top, it says "Worksite Supervisor". Below this, there are two input fields: "Name:" and "Email:". To the right of the "Email:" field is a green "EDIT" button. Below the input fields, there is a blue text instruction: "In order to initiate the Employer Evaluation process, you must first invite the worksite supervisor to log in and create account". To the right of this instruction is a "SEND INVITE" button.



The screenshot shows the "EMPLOYER PORTAL" sign-in page. At the top left is the MEFA pathway logo. The page is divided into two main sections. On the left, under "Sign In", there are input fields for "Email Address" and "Password", a blue "LOGIN" button, and a link for "Forgot your Password?". On the right, under "First-Time User?", there is a blue "CREATE AN ACCOUNT" button. Below that, under "Need Help?", there is text that says "Please contact our K-12 Services Team at 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.



Work-based Learning Plan

Show 10 entries

STUDENT NAME	SCHOOL	INITIAL EVALUATION
Bunny, Bugs	Northeast Metro Regional Vocational	Not Started
Joseph, Duke	MEFA Academy	Completed
O'Joseph, Le'Duke	MEFA Academy	Completed
Parker, Peter	MEFA Academy	Completed

Showing 1 to 4 of 4 entries

WORK-BASED LEARNING COMPONENT
Mid-Point Self-Evaluation

Start Date: 6/1/2026 End Date: 6/30/2026

Student Name: Joseph, Tee Email: joseph@meffa.com Address: 1000 Main St City: Boston	Company/Organization Company Name: MEFA Academy Opportunity Name: MEFA Academy Internship Address: 1000 Main St City: Boston
---------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------

INSTRUCTIONS:
The Mid-Point Self-Evaluation should be completed after you have completed your work-based learning experience. Review the Personal & Social Mindsets and Characteristics, and your achievement level in each one, and enter reflections on your learning and achievements.

ACHIEVEMENT LEVEL:
1. Never expressed an understanding of the behaviors and skills but does not exhibit them.
2. Sometimes exhibits the behaviors and skills in terms of the day-to-day work.
3. Most of the time regularly demonstrates the behaviors and skills in most of the day-to-day work.
4. Always displays behaviors and skills in most of day-to-day work.

PERSONAL & SOCIAL MINDSETS AND CHARACTERISTICS	ACHIEVEMENT LEVEL	REFLECTION: (Use text area to describe what you have learned, what you are proud of, and what you need to improve.)
Before work experience I can demonstrate a positive attitude and show flexibility. I can respect and control the space of others. I can demonstrate an awareness and respect for the attitudes of others. I can demonstrate an awareness of my own positive attitudes and showing flexibility in thinking and behavior.	1 2 3 4	
After experience I can take accountability for arriving on time and can provide a clear notice if unable to report to my work experience or internship. I can demonstrate compliance with industry-specific safety regulations including health and safety rules. I can respect confidentiality. I can follow and understand the rules and policies that make a complex, appropriate threat. I can take initiative when reporting to supervisors and can work independently.	1 2 3 4	
PROFESSIONAL SKILLS Communication I can clearly and effectively exchange information, ideas, facts, and perspectives in verbal or written form.	1 2 3 4	
Collaboration I can demonstrate the ability to contribute ideas and suggestions as a member of a team. I can include or address team members' concerns, including team goals and needs. I can give and respond to questions and feedback, responding thoughtfully.	1 2 3 4	
Problem Solving I can develop an appropriate response to a complex issue or problem. I can design, evaluate, and implement strategies to answer a question or address a goal.	1 2 3 4	
INDUSTRY SPECIFIC & TECHNICAL SKILLS Basic In your reflection, provide one example of a technical skill you have learned in your work-based learning industry and how you are applying or developing it. For example, you might say, "I'm learning about the importance of using the platform 'Sales' for digital team communication."	1 2 3 4	
Advanced In your reflection, provide another example of a technical skill you have learned in your work-based learning industry and how you are applying or developing it.	1 2 3 4	

WORK-BASED LEARNING COMPONENT
Final Self-Evaluation

Start Date: 6/1/2026 End Date: 6/30/2026

Student Name: Joseph, Tee Email: joseph@meffa.com Address: 1000 Main St City: Boston	Company/Organization Company Name: MEFA Academy Opportunity Name: MEFA Academy Internship Address: 1000 Main St City: Boston
---------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------

INSTRUCTIONS:
The Final Self-Evaluation should be completed at the end of your work-based learning experience. Review the Personal & Social Mindsets and Characteristics, and your achievement level in each one, and enter reflections on your learning and achievements.

ACHIEVEMENT LEVEL:
1. Never expressed an understanding of the behaviors and skills but does not exhibit them.
2. Sometimes exhibits the behaviors and skills in terms of the day-to-day work.
3. Most of the time regularly demonstrates the behaviors and skills in most of the day-to-day work.
4. Always displays behaviors and skills in most of day-to-day work.

PERSONAL & SOCIAL MINDSETS AND CHARACTERISTICS	ACHIEVEMENT LEVEL	REFLECTION: (Use text area to describe what you have learned, what you are proud of, and what you need to improve.)
Before work experience I can demonstrate a positive attitude and show flexibility. I can respect and control the space of others. I can demonstrate an awareness and respect for the attitudes of others. I can demonstrate an awareness of my own positive attitudes and showing flexibility in thinking and behavior.	1 2 3 4	
After experience I can take accountability for arriving on time and can provide a clear notice if unable to report to my work experience or internship. I can demonstrate compliance with industry-specific safety regulations including health and safety rules. I can respect confidentiality. I can follow and understand the rules and policies that make a complex, appropriate threat. I can take initiative when reporting to supervisors and can work independently.	1 2 3 4	
PROFESSIONAL SKILLS Communication I can clearly and effectively exchange information, ideas, facts, and perspectives in verbal or written form.	1 2 3 4	
Collaboration I can demonstrate the ability to contribute ideas and suggestions as a member of a team. I can include or address team members' concerns, including team goals and needs. I can give and respond to questions and feedback, responding thoughtfully.	1 2 3 4	
Problem Solving I can develop an appropriate response to a complex issue or problem. I can design, evaluate, and implement strategies to answer a question or address a goal.	1 2 3 4	
INDUSTRY SPECIFIC & TECHNICAL SKILLS Basic In your reflection, provide one example of a technical skill you have learned in your work-based learning industry and how you are applying or developing it. For example, you might say, "I'm learning about the importance of using the platform 'Sales' for digital team communication."	1 2 3 4	
Advanced In your reflection, provide another example of a technical skill you have learned in your work-based learning industry and how you are applying or developing it.	1 2 3 4	

Student Case Management & Reporting

Student Case Management

Duke Joseph ◀ Prev Next ▶

Preferred Name: The Duke
Expected Graduation Year: 2027
Counselor Username: ajoseph

Opportunities

Opportunity Name ▼	Career Cluster ▼	Opportunity Type ▼	Opportunity Status ▼	Initial Self-Evaluation Status ▼	Mid-Point Self-Evaluation Status ▼	Final Self-Evaluation Status ▼	Actions
Intern, kidSPACE Museum Engagement	Arts, Entertainment, & Design	Internship	Hired	In Progress			
Apple Intern: Computer Science and Engineering Internship Opportunity for High School Students Only	Marketing & Sales	Co-Op					
Apple Media Products (AMP) Intern	Construction	Internship	Hired				
Ben & Jerry's Internship	Financial Services	Internship	Hired	Completed	Completed	Completed	
Career Fair: Healthcare Careers	Healthcare & Human Services	Career Fair					
College Speaker Series: Engineering Majors	Supply Chain & Transportation	Guest Speaker					
Hutton Junior Fisheries Biology Program	Digital Technology	Internship	Hired				
Office Manager	Digital Technology	Youth Employment	Hired	In Progress	In Progress		

[Add New Opportunity](#)

View all saved work-based learning opportunities on a student's record by searching for the student and selecting Work-Based Learning from the tabs on the left side

Edit the information related to each opportunity including the status and evaluations

Student Case Management

Add New Opportunity

Select opportunities from the list below to add to the student's case:

Show entries Search:

Select	Opportunity Name	Company Name	Type	Career Cluster	Deadline
<input type="checkbox"/>	Apple Intern: Computer Science and Engineering Internship Opportunity for High School Students Only	Apple Inc	Co-Op	Marketing & Sales	
<input type="checkbox"/>	Apple Media Products (AMP) Intern	Apple Inc	Internship	Construction	2025-03-07
<input type="checkbox"/>	Ben & Jerry's Internship	Ben & Jerry's	Internship	Financial Services	
<input type="checkbox"/>	Career Fair: Healthcare Careers	MEFA Academy	Career Fair	Healthcare & Human Services	
<input type="checkbox"/>	Career Speaker Series: Accountant	Turbo Tax	Guest Speaker	Construction	
<input checked="" type="checkbox"/>	Career Speaker Series: Flight Attendant	Delta Airlines	Guest Speaker	Public Service & Safety	
<input type="checkbox"/>	College Speaker Series: Engineering Majors	College of Engineering	Guest Speaker	Supply Chain & Transportation	
<input type="checkbox"/>	Hutton Junior Fisheries Biology Program	Hutton Program	Internship	Marketing & Sales	2025-04-04
<input type="checkbox"/>	Intern, kidSPACE Museum Engagement	Cincinnati Museum Center	Internship	Arts, Entertainment & Design	2025-04-01
<input checked="" type="checkbox"/>	Internship, Neon Climate Change	Student Conservation Association inc.	Internship	Advanced Manufacturing	2024-05-20

Showing 1 to 10 of 15 entries

First Previous Next Last

Add opportunities directly to a student's case by selecting the *Add Opportunities* button

Select the check box next to each opportunity you'd like to add

Students receive notification that a new opportunity has been added when they login into their account

DESE 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.
- 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 'Custom Reports' interface. On the left, a sidebar lists navigation options: 'My Reports', 'My School's Report', 'Work-based Learning', 'Saved Opportunities', 'Opportunity Status History', 'Students with any Evaluation', 'All Student Evaluations', 'All Employer Evaluations', 'All Student and Employer Evaluations', 'Student Opportunities', and 'Student Evaluation Growth Report'. The main area shows a filter form for 'My School's Report' with the following settings: Pathway Program Type (CVTEch74Participation), Opportunity Status (None, Accepted, Applied, Attended), Start Date (9/1/2024 12:00:00 AM), WBL Type (Apprenticeship, Capstone Project, C), Evaluation Status (None, Not Started, In Progress, Completed), Program Area (None, Agricultural Mechanics, Anim), Partner Program Name (None, Connecting Activities, Conn), End Date (9/25/2025 12:00:00 AM), and Evaluation Type (Student, Employer). Below the filters, the report title is 'MEFA Academy Student Evaluation Growth Report' for the period 2024-09-01 thru 2025-09-25. Two student reports are shown. The first is for 'Student: Testing, Timmy' with WBL Type: Internship, WBL Status: Applied, and Status Date: 2024-09-30. The second is for 'Student: [Name]' with WBL Type: Externship, WBL Status: Hired, and Status Date: 2024-09-30. Both reports include two tables: 'Student Evaluation Scores' and 'Employer Evaluation Scores'. The tables have columns for 'Mid Point' and 'Final' scores across categories: Status, Social Awareness, Self Management, Communication, Collaboration, and Problem Solving.

	Student Evaluation Scores		Employer Evaluation Scores		
	Mid Point	Final	Mid Point	Final	
Status	None	None	Status	None	None
Social Awareness			Social Awareness		
Self Management			Self Management		
Communication			Communication		
Collaboration			Collaboration		
Problem Solving			Problem Solving		

	Student Evaluation Scores		Employer Evaluation Scores		
	Mid Point	Final	Mid Point	Final	
Status	Missing Dict.		Status	None	None
Social Awareness			Social Awareness		
Self Management			Self Management		
Communication			Communication		
Collaboration			Collaboration		
Problem Solving			Problem Solving		

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.

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