

Work-Based Learning

Photo Journal Assignment

You will be responsible for developing a photo journal to put into your portfolio. Some of you have already taken a lot of pictures of your site, and you may include those in this assignment. You must be in at least 4 of the pictures

Using a digital camera, take 6-12 pictures that illustrate the following:

- ✿ Description of your workplace: picture of the building, office, desk, etc. Picture of the building. Include the company name and logo in a picture.
- ✿ Chain of command of the site: Example picture of owners, co-workers, department heads, etc. There may be only 2 people who work there and there may be 20. Do what is relevant for your site. Get as specific as you can without over-stepping your boundaries. Your mentor/supervisor should be in a picture along with you.
- ✿ Description of your work area and various duties that you perform. You should be in these pictures or you can take pictures of forms, tools, etc.
- ✿ Show pictures and explain the products/service that your site provides to the public.
- ✿ Include in this project a statement of the “Most Valuable Lesson” you have learned thus far in your job.

Each picture should have a description explaining the shot. You should cover all of the areas listed above. If you want, you can go beyond the steps above and show other things.

Turn project *and this page* in to coordinator saved on a flash drive, along with a printed copy. You may choose Handouts Layout (6 per page), if you use PowerPoint. Flash drive and printed copy will be returned. Printed copy should be included in the Portfolio portion of your WBL notebook. Project may be saved in PowerPoint or other format. Please save on your flash drive as PhotoProject_(Your Last Name)

Project Due Date: _____

Note: Obtain permission from work site before doing this project. Follow rules set by worksite in making pictures.

Should you have questions or need help please notify me. We can set up a work-session to help with any procedures. You must do this ***two-weeks prior*** to the due date.

Grading Rubric		
Item	Point Value	Points Earned
On Time	20	
6-12 Photos	25	
Caption/Information for each Picture	25	
“Most Valuable Lesson” statement	10	
Saved as Directed	10	
Printed Copy as Directed	10	
Total	100	