

Work-based Learning Instructor Guidebook

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What is Work-based Learning?

Work-based learning integrates classroom study with hands-on experience. A student will have specific periods of attendance at York Technical College and specific periods of employment.

What are the types of Work-based Learning programs?

- 1) Internship: "A one-on-one relationship to provide <hands-on' learning in an area of student interest. A learning contract outlines the expectations of and responsibilities of both parties..." (Federal School-to-Work Opportunities Act of 1994); nonpaid, typically one semester.

Examples: program practicums (ECD, NUR, RAD, MLT, SUR, DAT); technical college externship courses (TPT, DHG); business, computer, industrial and engineering technology and MOA workplace experiences (CWE)

- 2) Cooperative Work Experience: "A work-based learning experience which includes a set of defined competencies to be completed at a work site that is directly related to the occupational program of study. . . ." (Federal School-To- Work Opportunities Act of 1994); paid, typically one semester

Examples: CWE courses

- 3) Apprenticeships: 2 types

Industry (Not federally registered): "A learning experience that. . . combines classroom instruction (school-based) with on-the-job learning (work-based)... that results in certification of mastery of work-based skills." (Federal School-to-Work Opportunities Act of 1994); paid, typically several semesters

Example: Automotive experiences, Machine Tool experiences; CWE courses

Federally Registered Apprenticeship: "A work-based adult apprenticeship program that is registered with the Bureau of Apprenticeship Training" (Federal School-to-Work Opportunities Act of 1994); paid, typically several semesters

Examples: Machine Tool experiences, Industrial Mechanics experiences

WORK-BASED LEARNING
York Technical College
1998-99

TYPE	COMPENSATION	LENGTH OF EXPERIENCE	COMPETENCIES	SUPERVISION	COORDINATOR	OUTCOME
INTERNSHIP Required	Nonpaid	Varies by department and type of experience	Determined by program requirements; variable structure	Primary: Faculty Secondary: Employer	Faculty or Coop/Apprenticeship Coordinator	Technical College Course Credit (Program Prefix)
Elective	Nonpaid	80-600 hrs/semester	Determined by employer, program and student needs; variable structure	Primary: Employer Secondary: Faculty	Faculty or Coop/Apprenticeship Coordinator	Technical College Course Credit (CWE Prefix)
COOPERATIVE WORK EXPERIENCE	Paid	80-600 hrs/semester Maximum: 25% credits applied toward graduation	Determined by employer, program and student needs; variable structure	Primary: Employer Secondary: Faculty	Coop/Apprenticeship Coordinator	Technical College Course Credit (CWE)
APPRENTICESHIPS Industry (Not federally registered)	Paid	Theory: 144 hrs/yr. Minimum Work experience: Minimum 1 year/2000 hrs Maximum: 25% credits applied toward graduation	Determined by employer, program and student needs: highly structured	Co-Supervision: Employer and Faculty	Coop/Apprenticeship Coordinator	Theory: Technical College Course Credit (Program prefix) Work experience: Technical College Course Credit (SWE or CWE)
Federally Registered (U.S. Dept. of Labor)	Paid	Theory: 144 hrs/yr. Minimum Work experience: Minimum 1 year/2000 hrs Maximum: Varies	Determined by employer, program and student needs; highly structured; meets USDL requirements	Co-Supervision: Employer and Faculty	Coop/Apprenticeship Coordinator	Federally Registered Apprenticeship

All models provide work-based experiences for students which supplement and/or substitute for traditional college classroom/laboratory experiences in specified programs. All work-based experiences require departmental approval.

Why should the College participate in Work-based Learning?

- Assists in graduate placement
- Increases equipment availability to students
- Keeps education current with employer needs
- Increases community support

What are the College's responsibilities?

- Refer students who meet at least the minimum requirements for Work-based Learning
- Provide the student with Work-based Learning forms and information about the company in preparation for the interview
- Provide the employer with the student resume, application, and Work-based Learning contracts as requested . Assist in the development of learning objectives for the student
- Monitor the student's progress throughout the semester by visiting the worksite a minimum of two times, in addition to periodic telephone contact
- Advise the employer of the student's grades and other college achievements
- Provide feedback to the employer and counseling to the student with regard to work conflicts

What are the academic requirements for a student's participation?

- A student must maintain at least a 2.5 grade point average
- A student must complete at least twelve (12) credit hours of core courses at York Technical College

What about insurance coverage?

York Technical College provides insurance coverage for a student involved in school-related functions and sanctioned activities. The Student Accident Policy covers a student who is currently enrolled part time or full time at York Technical College.

A student working off campus in the internship program (nonpaid) may qualify for worker's compensation through York Technical College. The student must be enrolled in a CWE (Cooperative Work Experience) course.

What is the employer's obligation to the student?

Work-based Learning is an effective recruitment tool for the employer; however, there is no legal or moral obligation for the employer to make an offer of permanent employment after graduation.

Work-based Learning is also an effective placement tool for the student; however, the student is not obligated to accept an offer once the Work-based Learning period is complete.

What if the student does not perform satisfactorily?

Counseling with the student and Coordinator is the first step. If the student does not improve within a reasonable time frame, termination of the student by the employer is justified.

Does Work-based Learning have to follow the start of the semester?

Work-based Learning is a flexible program. The program can begin at any point in the year.

What hours can the student work?

The student must complete a minimum of 80 hours of work per credit attempted. The working schedule should meet the needs of both the employer and the student. The employer should allow for some flexibility with regard to exams and other college commitments. The student is expected to notify the employer in advance should a change be needed in that working schedule.

Work-based Learning can be accomplished under any of the following three formats:

1. Parallel – The student will work part time and attend classes part time or full time.
2. Extended – The student will work full time and attend classes part time or full time.
3. Alternating – The student will work full time and not attend classes for that semester.

Are presentations available for students and instructors to learn more about Work-based Learning?

The Cooperative Work Experience and Apprenticeship Coordinator is available to discuss Work-based Learning in day or evening classes, as well as in staff and faculty meetings.

What is the process from start to finish?

Work-based Learning can evolve from two routes:

- 1) The employer will list the opening with the Coordinator. The openings are distributed to instructors. The instructor will refer qualified candidates back to the Coordinator. The student will complete a Work-based Learning Application (See Appendix A.) and an Information Release Authorization (See Appendix B.). A student earning college credit will also complete a Student Agreement (See Appendix C.) and an Instructor Reference Form (See Appendix D.). The Coordinator will refer the student to the employer. The employer will interview and select from that pool of candidates. The selected student must be referred back to the Coordinator before working on-site in order to process contracts and insurance coverage. The contracts include an Employer Agreement (See Appendix E.) and a Semester Learning Contract (See Appendix F.).
- 2) The employer may refer a current employee of the firm for participation in the Work-based Learning program. Instructors should also poll students to see if any are working in the field of study. If so, the instructor will make the student aware of Work-based Learning programs; the instructor will review the student's transcript for possible CWE credits to be awarded. The student will meet with the Coordinator to complete Work based Learning paperwork.

Cooperative Work Experience, Internship, and Industry Apprenticeship participants may register for CWE courses. The student may earn one to eight hours of credit per semester. The student may earn up to 25% of the program of study through Work-based Learning with departmental approval. CWE courses can replace electives or core courses (See Appendix G.). The Department Manager is responsible for determining how the credit will apply. Credit can be integrated into the student's curriculum to become part of the total credit hours required for the diploma or degree. The Department Manager will complete a course substitution form once the CWE course is complete. When CWE course substitution is not feasible, the credit is an additive to the total credits. Federally Registered Apprentices and Industry Apprentices may register for courses within the chosen field of study.

The following procedures apply to Cooperative Work Experience, Internship, and Industry Apprenticeship participants who earn CWE credit:

The employer, the student, the Coordinator, and the Department Manager or appointed faculty member will agree upon learning objectives for that student to meet during a designated time period. All parties will sign the Semester Learning Contract.

The Coordinator and/or faculty member will make a minimum of two site visits to the employer, as well as make telephone contact regarding the student's performance.

The student will complete a Student Midterm Report (See Appendix H.), a daily Journal (See Appendix I.), a Student Evaluation (See Appendix J.), and a Semester Learning Contract Evaluation (See Appendix K.). The student will submit these forms in a timely manner to the Coordinator.

At the final visit, the employer will complete the Employer Evaluation of Student form (See Appendix L.) and rate the student's progress of the agreed upon learning objectives. The employer, the Coordinator, and the faculty member will discuss a grade to be awarded to the student.

The following percentages will be tied to each assignment in order to determine the CWE grade:

Student Midterm Report	5%
Journal	20%
Student Evaluation	5%
Semester Learning Contract Evaluation	20%
Employer Evaluation	50%

The following scale will be the standard for all programs of study (except Surgical Technology):

90-100	A
80-89	B
70-79	C
60-69	D
59 or below	F

The following scale will be the standard for Surgical Technology:

93-100	A
85-92	B
80-84	C
79 or below	F

Since Work-based Learning is flexible and may begin at any point in the semester, the student may not complete the required hours at the close of the semester. The instructor will submit a "CF" (Carry Forward) on the grade roster. Once the hours and assignments are complete, the instructor will use the Student Grade Change form to assign the appropriate letter grade. If the student is unable to complete the assignment, the student is responsible for meeting with the instructor and Coordinator regarding the conflict. The student must follow the proper channels to be withdrawn from class with a "W". Depending upon the nature of the circumstances, the instructor has the discretion to award a grade of "F" or "W".

The employer then has the option of hiring the student, terminating the Work-based Learning student, or extending the student's assignment. The student can choose to continue or not continue Work-based Learning once the CWE course is complete.

With an assignment renewal, a new Employer Agreement will be signed. Also, a new Semester Learning Contract will be created. Once again, the student must register for a CWE course to maintain appropriate insurance coverage.

The following procedures apply to Federally Registered Apprenticeships who do not earn CWE credit:

The employer will coordinate the apprenticeship with the Department of Labor, so the student will receive a Bureau of Apprenticeship and Training Certificate at the completion of the program. The employer will also work with York Technical College to choose a course of study for the student. The student should work closely with the faculty advisor to coordinate each semester's registration.

The student will meet with the Cooperative Work Experience and Apprenticeship Coordinator to complete a Work-based Learning Application and Information Release Authorization. With the student's written permission, the Coordinator will forward an Instructor Midterm Evaluation (see Appendix M) and transcript to the employer. The Coordinator will also make periodic checks with the employer regarding the student's progress. The employer will complete the Employer Evaluation of Apprentice at the end of each semester (See Appendix N.).

The following procedures apply to Industry Apprenticeships who do not earn CWE credit:

The same steps apply as with Federally Registered Apprenticeships, except the Department of Labor is not involved.

What college majors are served by Work-based Learning?

BCAS (Business, Computer, Arts & Sciences)	HHS (Health & Human Services)	IET (Industrial & Engineering Technologies)
Accounting Computer Technology General Business Management Office Systems Technology	Medical Office Assisting	Air Conditioning/Refrigeration Mechanics Automotive Technology Computer Engineering Technology Electronics Engineering Technology Engineering Graphics Industrial Electricity/Electronics Industrial Mechanics Machine Tool Mechanical Engineering Technology Welding
Other majors as requested	Other majors as requested	Other majors as requested

Appendices

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N	Employer Evaluation of Apprentice