

YORK TECHNICAL COLLEGE Work-based Learning Application

For office use:	<input type="checkbox"/> Cooperative Work Experience	<input type="checkbox"/> Internship
	<input type="checkbox"/> Federally Registered Apprenticeship	<input type="checkbox"/> Industry Apprenticeship

Name:	Date:
ID Number:	Home Telephone No:
Street Address:	Cell Phone No:
(City, State, ZIP)	E-mail Address:

EMPLOYMENT INFORMATION (Present Employer) CHECK HERE IF UNEMPLOYED

Job Title:	Work Telephone No:
Employer:	Supervisor's Name:
Street Address:	Date of Employment:
(City, State, ZIP)	# Hours Worked Per Week:
Provide brief description of your job:	

WORK -BASED LEARNING INFORMATION

Program of Study:		Current GPA:	
Number of enrolled hours: (not including CWE hours)	Number of cumulative hours you have earned at York Technical College:	Number of curriculum hours:	Number of CWE hours earned in the past:
Attendance: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Online		What semester would you prefer to earn CWE credit? <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year: _____	
Type of work experience interested in: <input type="checkbox"/> Alternating (Work full time/no classes that semester) <input type="checkbox"/> Parallel (Work part time/attend classes part time or full time) <input type="checkbox"/> Extended Day (Work full time/Attend classes part time)			
Check the days you would be available to work: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday			
List the hours you would be available to work:			
What geographical locations would you prefer? <input type="checkbox"/> York County <input type="checkbox"/> Lancaster County <input type="checkbox"/> Chester County <input type="checkbox"/> Mecklenburg County <input type="checkbox"/> Other _____			

I affirm that the above information is correct:

Faculty/Advisor Signature	Student Signature
Coordinator Signature	

Work-based Learning Information Release Authorization

In accordance with Federal Regulations, York Technical College must have your written authorization to release the contents of your file. It will be necessary for you to complete the form below so that information may be transmitted to employers upon their request and in accordance with your directions.

I, _____, do hereby authorize York Technical College to make the following information available to Work-based Learning employers.

Check the following:

<input type="checkbox"/> Resume	<input type="checkbox"/> Student Health Form
<input type="checkbox"/> Instructor Release Form	<input type="checkbox"/> Criminal Background Check
<input type="checkbox"/> Transcript	
<input type="checkbox"/> Instructor Progress Reports	

Signature: _____

Date: _____

- **What is Work-based Learning?**

Work-based learning is a structured academic program that enhances a student's education through integration of academic study and related hands-on experience.

- **What are the requirements for participation in Work-based Learning?**

Employers look for a student who demonstrates the ability to complete tasks, display initiative, and use critical thinking skills. They expect the student to be dependable, honest, and have integrity. The student is expected to have good communication skills in addition to academic excellence. Above all, the student should be able to get along with others. Credit students must have successfully completed twelve (12) credit hours in the curriculum program at York Technical College and earned at least a 2.5 GPA in the curriculum program. Continuing Education students must have completed the entire program of study.

- **What kind of grade will the student receive?**

The traditional grading system applies to work-based learning just as it does in any curriculum course. Students may receive CWE course credit in the cooperative work experience and internship programs. The grade will be based on the achievement of one objective for each credit hour earned, timely completion of all required paperwork, and an evaluation from the worksite supervisor.

- **What are the types of Work-based Learning plans?**

Alternating: Student will work full time and not attend classes for that semester.

Parallel: Student will work part time and attend classes part time or full time.

Extended Day: Student will work full time and attend classes part time.