

**YORK TECHNICAL COLLEGE
Work-based Learning
Student Agreement**

I have discussed the Work-based Learning Program with the Coordinator, and I understand that in order to receive CWE credit I must:

- have approval from my Department Manager. I will locate a work site or the Coordinator will secure an assignment for me. If I locate a site, I will get Coordinator approval as to whether the duties relate to my field of study.
- have at least a 2.5 Grade Point Average and 12 curriculum credits from York Technical College.
- keep the Coordinator and instructor informed of any problems related to college or the CWE assignment.
- officially drop the CWE course if I am discharged for cause or voluntarily leave my place of employment. I will notify the Coordinator before dropping the course. I will receive a grade of "F" if I do not drop the course.
- contact the Coordinator if I have any questions or if there is any change in the status of the CWE assignment.
- keep all scheduled appointments and submit paperwork in a timely fashion.
- understand that I will receive a grade for this work experience and the Coordinator, my supervisor, and the instructor will have input into my overall grade.
- understand that the Coordinator will visit the work site to consult with the supervisor regarding my participation and performance in the assignment.
- understand that I will successfully complete one learning objective for each credit hour to be earned and complete 80 hours for each credit that I am attempting.
- act consistently with the values of the College and to obey local, state, and federal laws. The Coordinator needs to be aware of any criminal involvement among applicants and participants because of ethical obligations to employers.
- ensure that the following forms are in my file at the completion of the assignment:

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|------------------------------|-------------------------------|--|
| A. Student Application | E. Employer Agreement | I. Semester Learning Contract Evaluation |
| B. Information Release | F. Semester Learning Contract | J. Journal |
| C. Student Agreement | G. Employer Evaluation | K. Student Evaluation |
| D. Instructor Reference Form | H. Student Midterm Report | |

Student Signature _____ Date _____

Coordinator Signature _____ Date _____

For Office Use Only:

Course #: _____ to substitute for: _____ Semester: _____

- Cooperative Work Experience Internship Industry Apprenticeship Federally Registered Apprenticeship