

# **Student Guidebook to Work-based Learning**

**Ashley Segal**

**Cooperative Work Experience and Apprenticeship Coordinator**

**Telephone: (803) 981-7244**

**Fax: (803) 981-7193**

**E-mail: [segal@yorktech.com](mailto:segal@yorktech.com)**

**[www.yorktech.com](http://www.yorktech.com)**

## Table of Contents

What is Work-based Learning? .....	3
What are the types of Work-based Learning programs? .....	3
Why should students participate in Work-based Learning? .....	5
What are the student’s responsibilities?.....	5
What are the academic requirements for a student’s participation? .....	5
What about insurance coverage? .....	5
What is the employer’s obligation to the student?.....	6
What if the student does not perform satisfactorily? .....	6
How can the student create a positive first impression?.....	6
How can the student maintain a positive impression once employed?.....	6
Does Work-based Learning have to follow the start of the semester? .....	6
What hours can the student work?.....	7
What is the process from start to finish?.....	7
What college majors are served by Work-based Learning? .....	9
Appendices.....	10
A—Application	
B—Information Release Authorization	
C—Student Agreement	
D—Instructor Reference Form	
E—Employer Agreement	
F—Semester Learning Contract	
G—Student Midterm Report	
H—Journal	
I—Student Evaluation	
J—Semester Learning Contract Evaluation	
K—Employer Evaluation of Student	
L—Instructor Midterm Evaluation	
M—Employer Evaluation of Apprentice	

## 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
<b>INTERNSHIP</b>						
<b>Required</b>	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)
<b>Elective</b>	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)
<b>COOPERATIVE WORK EXPERIENCE</b>	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)
<b>APPRENTICESHIPS</b>						
<b>Industry (Not federally registered)</b>	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)
<b>Federally Registered (U.S. Dept. of Labor)</b>	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 students participate in Work-based Learning?**

- Provides professional experiences
- Accelerates professional maturity
- Develops career contacts
- Permits career sampling
- Provides financial assistance in some cases
- Allows college credits to be earned in Cooperative Work Experience, Internship, and Industry Apprenticeship programs
- Develops real-world understanding
- Offers permanent employment in some cases

## **What are the student's responsibilities?**

- Acknowledge that Work-based Learning involves cooperation among college, employer, and student; however, it is principally an educational program. The Cooperative Work Experience and Apprenticeship Coordinator should be consulted by the student and the employer before any decisions or requested changes in the program are made.
- Remain with the original employer unless a change in curriculum dictates a change of employer or unless dropped by either the college or employer.
- Give the employer a full day's work each day by being prompt, courteous, and conscientious.
- Conform to company policies and procedures, and follow safety rules explicitly.
- Report and depart from work site as scheduled by the employer and Cooperative Work Experience and Apprenticeship Office.
- Complete all required Work-based Learning paperwork and return that paperwork in a timely manner to the Coordinator.

## **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.

## **How can the student create a positive first impression?**

- Dress appropriately for the interview. If in doubt, ask the Coordinator.
- Never chew gum or smoke.
- Extend a firm handshake to the employer before and after the interview. An employer will perceive a weak handshake as a lack of confidence.
- State your name, and speak clearly.
- Maintain eye contact with the employer.
- Keep all conversation positive, particularly when giving reasons for leaving previous jobs.
- Work-based Learning is an educational program. Salary should not be a primary consideration for participation.

## **How can the student maintain a positive impression once employed?**

- Be punctual
- Maintain an excellent attendance record
- Display a positive attitude
- Listen and follow instructions
- Ask questions and learn from others
- Be loyal
- Have energy and enthusiasm
- Display initiative; always look for work to do
- Take pride in appearance and grooming
- Be productive

## **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:

Parallel—The student will work part time and attend classes part time or full time  
Extended—The student will work full time and attend classes part time or full time  
Alternating—The student will work full time and not attend classes for that semester

## **What is the process from start to finish?**

The student will meet the Cooperative Work Experience and Apprenticeship Coordinator to complete a Work-based Learning Application (see Appendix A) and an Information Release Authorization (see Appendix B). A student earning college credit in the Cooperative Work Experience, Internship, or Industry Apprenticeship program will also complete a Student Agreement (see Appendix C), and an Instructor Reference Form (see Appendix D).

Work-based Learning can evolve from two routes:

- 1) The student will submit a quality resume that meets York Technical College guidelines. The Coordinator will submit the student's resume only to employer openings for which the student is qualified. If employment listings are not currently available, the Coordinator will seek a suitable work site. Work-based Learning is a cooperative effort; therefore, the student will participate in the search to locate a work site. The student must attend all scheduled interviews. An interview no-show without a valid reason will discontinue a student's program eligibility. The student has the option not to accept a position with a valid reason. Once the student accepts a position, the student will meet with the Coordinator before working 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 student may be a current employee of the firm. To participate in Work-based Learning, the student's work must directly relate to the field of study. 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 with departmental approval. 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 will 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 G), a daily Journal (see Appendix H), a Student Evaluation (see Appendix I), and a Semester Learning Contract Evaluation. (see Appendix J). These forms will be submitted in a timely manner to the Coordinator.

At the final visit, the employer will complete the Employer Evaluation of Student form (see Appendix K) 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

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 L) 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 M).

*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?**

- Accounting
- Computer Technology
- General Business
- Management
- Office Systems Technology
- Medical Office Assisting
- Air Conditioning/Refrigeration Mechanics
- Industrial Mechanics
- Machine Tool
- Welding
- Industrial Electricity/Electronics
- Automotive Technology
- Computer Engineering Technology
- Electronics Engineering Technology
- Engineering Graphics
- Mechanical Engineering Technology
- Other majors as requested

## Appendices

- A—Application
- B—Information Release Authorization
- C—Student Agreement
- D—Instructor Reference Form
- E—Employer Agreement
- F—Semester Learning Contract
- G—Student Midterm Report
- H—Journal
- I—Student Evaluation
- J—Semester Learning Contract Evaluation
- K—Employer Evaluation of Student
- L—Instructor Midterm Evaluation
- M—Employer Evaluation of Apprentice