

NUMBER: 695

SUBJECT: WORK-BASED ACTIVITY PLAN

APPROVAL DATE OF LAST REVISION: NOVEMBER 23, 2015; JUNE 19, 2017

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695.1 – PLAN

All training at Utah System of Technical Colleges (USTC) campuses is *competency*-based. Competency-based education utilizes hands-on experiences allowing students to master skills required for successful employment. Work-based activities including internal lab opportunities and/or external externship/clinical opportunities provide real or simulated job experiences. These experiences are an integral part of the learning at the College. Work-based activities are utilized to provide a continuation of classroom learning where real world projects, provided by the public, solidify previous learning. Programs that use work-based activities as part of the program will follow this written, instructional work-based activity plan.

Council on Occupational Education Definition – Work-Based Activities are defined as: “structured learning activities conducted in supervised work settings external to the institution or in a setting that involves the public (for example: clients who are served by the institution in cosmetology clinical or automotive technology settings) that are components of educational programs (e.g., externships, internships, clinical experiences, industrial cooperative education, and similar activities). These activities must be planned with at least two objectives:

1. To provide students with opportunity to develop and apply a ‘real-world’ work experience using the knowledge and skills they attained in their program of study; and,
2. To provide the institutions with objective input from potential employers or customers of program graduates.”

695.2 – COLLEGE RESPONSIBILITIES

As work-based activities are part of the educational programs, the College will maintain liability insurance, provided by Risk Management, for each student while they are participating in these experiences either internal or external to the institution. All work-based activities conducted by the institution will be supervised by the department head or his/her qualified designee. If not the department head, it is his/her responsibility to designate the person with appropriate qualifications who will function as the work-based activities supervisor. This supervisor will:

- a. function as the liaison for the College, student, and externship/clinical site
- b. approve work-based activities
- c. ensure students have the necessary qualifications
- d. provide evaluative tools
- e. resolve issues, concerns, or behavioral problems in a timely manner as reported by the On-site Employer Representative
- f. designate an on-site employer representative (where applicable) responsible for guiding and overseeing the students learning experiences and will evaluate the final performance of the student in cooperation with the On-Site Employer Representative (where applicable)
- g. award applicable hours for activities/work performed, not to exceed the maximum hours available

695.3 – STUDENT RESPONSIBILITIES

For participation in work-based activities, programs may have additional criteria. However, at a minimum students will:

- a. be in good standing (demonstrated good attendance, good work habits, good attitude, and professionally appropriate appearance)
- b. possess the skill and ability to perform the work required
- c. be approved by the program instructor or department head
- d. pay all required tuition and fees (if applicable)
- e. conform to all policies, regulations, and requirements of the employer
- f. adhere to the College Code of Conduct
- g. display integrity and adhere to work confidentiality requirements
- h. agree to maintain a good work ethic in all areas pertaining to the job

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695.4 – EXTERNSHIP/CLINICAL SITE RESPONSIBILITIES

Work-based activities (e.g., externships, internships, clinical experiences, industrial cooperative education, and similar activities) provide an important role in the education of the student. External sites expand opportunities for “real-world” experiences. In becoming a work-based site, each business agrees to:

- a. admit students without discrimination (race, sex, cred, or national origin)
- b. orient students to expectations and standards
- c. provide a safe work environment
- d. provide work projects that contribute to the student’s learning experience and related to the student’s program of study
- e. allow visitations by applicable faculty to observe student work and verify student progress
- f. comply with state and federal employment laws
- g. identify an On-site Employer Representative
- h. ensure the On-site Employer Representative possess appropriate qualifications

695.4.1 – ON-SITE EMPLOYER REPRESENTATIVE RESPONSIBILITIES

The work-based activity plan will designate an On-site Employer Representative (when applicable) responsible for guiding and overseeing the students’ learning experiences and participating in the students’ written evaluations.

The On-site Employer Representative must:

- a. possess appropriate qualifications
- b. be an employee of the work site
- c. supervise and evaluate students’ learning experiences and performance (if applicable)
- d. provide on-the-job assistance/instruction as needed by the student
- e. evaluate student performance
- f. complete necessary evaluations and forms
- g. keep student information, including performance evaluations, confidential
- h. contact Department Head or his/her designee if a student’s performance is unsatisfactory