

WORK BASED LEARNING

Work Based Learning represents credit-bearing experience that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships, practicums, clinicals, and similar experiences integrated with a class or related to a major field of the student, give students the opportunity to gain valuable applied learning and make connections in professional fields they are considering for career paths, while giving employers the opportunity to guide and evaluate talent. (National Association of Colleges and Employers, 2011)

Work Based Learning (WBL) courses may be offered in Fall, Spring, and Summer semesters. For more detailed information go to: www.volstate.edu/work-based-learning.

WBL Course Instructor, PARTNER Organization, and Student Responsibilities

BEST PRACTICES

1. The Course Instructor is responsible for identifying qualified student candidates who meet Work Based Learning course requirements and exhibit appropriate professional soft skills. A vetting process may include a personal interview or other form of communication that clarifies a student's academic major associated with a WBL internship. The standard WBL Internship course credit hour to minimum contact hour ratio is as follows:
1 college credit hour=45 contact hours; 2 college credit hours=90 contact hours; 3 college credit hours=135 contact hours. A Student's WBL work schedule is to be determined by the PARTNER Supervisor/Mentor, Course Instructor and Student. A Student may exceed the minimum number of contact hours per above if both parties agree to a continuation of such work. However, the Student's academic performance will be assessed based upon the minimum number of contact hours associated with the college course credit hour(s).
2. The Course Instructor is responsible for communicating with the Administrator of Work Based Learning **each semester** the following: any WBL course(s) with enrolled student(s); **and prior to the beginning of the WBL internship, insure that the PARTNER Organization has an authorized representative sign the College's approved MEMORANDUM OF UNDERSTANDING (MOU), then send the original signed document to the Administrator of Work Based Learning and the Course Instructor may keep a copy of the document for their files. If the PARTNER Organization emails a scanned Memorandum of Understanding (MOU) to the Course Instructor, the original MOU document should be sent to the Administrator of Work Based Learning.** The MOU is a formal agreement between the College and the PARTNER Organization participating in a WBL internship and will serve as a **blanket agreement for all subsequent Students in the WBL internship.** The Course Instructor should communicate the name(s) of PARTNER Organization and name(s) of Students enrolled in WBL course(s) along with final course grade at semester end to the Administrator of Work Based Learning. The Course Instructor and PARTNER Organization Supervisor/Mentor may work collaboratively to create Learning Objectives used to assess Student performance during the WBL experience.
3. The Course Instructor also communicates throughout the semester with the Student Intern and PARTNER Organization Supervisor/Mentor to assure a quality experience for the organization and Student(s) and progress toward obtainment of Learning Objectives. At the end of the semester, the Course Instructor and Supervisor/Mentor will assess Student performance. A final course grade will be given by the Course Instructor.