

Student Participation

To participate in the Work-Based Learning Program, the work place experience must be related to your major field or career goals. The participation process follows these steps ***prior to the beginning of the WBL Internship:***

1. Contact the Course Instructor before the beginning of the semester in which you intend to register to discuss course requirements, eligibility and course availability.
2. Secure your work place experience location with approval of the Course Instructor. (Students have until the _____ week of the semester to have a confirmed work place position or they will be asked to drop the course.)
3. Student must have the College's required ***Memorandum of Understanding*** (MOU) signed by an Affiliate Partner Organization authorized representative and original paper document sent to the Administrator of Work Based Learning prior to student internship engagement. Only one MOU is required for any/all students per the Affiliate Partner Organization.

OPTIONAL COURSE INSTRUCTOR MATERIALS

4. Student will submit the completed ***Learning Objectives Agreement*** to the Course Instructor. Employers/Supervisors (Mentors) are strongly encouraged to become involved in the establishment of learning objectives. With Course Instructor approval, student may register for the Work Based Learning Internship course.
5. Student will contact the Course Instructor during the semester in the form of ***Progress Checks*** towards completion of learning objectives (email, phone call, or face-to-face visit).
6. Student has Employer/Supervisor (Mentor) complete and send to the Course Instructor the ***Student Work Review*** by the Friday before the last day of the semester.
7. Student has Employer/Supervisor (Mentor) complete and send to the Course Instructor the ***Student Performance Evaluation*** by the Friday before the last day of the semester.
8. The Course Instructor may request a pre-WBL resume and post-WBL resume.

OPTIONAL STUDENT RECORDS

9. Student will submit to the Course Instructor a ***Final Paper of Reflection by the Friday before the last day of the semester along with an updated resume reflecting the engagement at the Work Based Learning internship work site.***

Student Responsibilities

There are certain rules and regulations that the student must follow and responsibilities he/she must assume. It is possible that the student will not receive academic credit for the work experience if these guidelines are not observed.

1. If a student is currently working, he/she may keep the job for the work place experience if it is related to his/her major field of study. The student must be able to continue to learn on the job with the ability to establish good learning objectives. The Course Instructor must approve all work place experiences secured by students.
2. A student is required to immediately report to the Course Instructor of any changes in work assignments within the company if they impede the obtainment of the learning objectives.
3. Once a student secures a position, he/she is expected to remain in the job for the duration of the semester.

4. Any student who exits a work place experience without first conferring with the Course Instructor and Employer/Supervisor (Mentor) will not earn college credit for the course.
5. In case of illness or emergency, the student must notify his/her Employer/Supervisor (Mentor) as well as the Course Instructor.

**Work Based Learning
forms follow below. Please
scroll down to access these
printable documents.**

To Be Completed by the Student and Employer/Supervisor (Mentor)

**Volunteer State Community College
Student Work Agreement**

Course Number/Name _____ Section Number _____

Date _____ Semester _____

Name of Student _____ Telephone () _____

Student ID _____

Name of Employer/Supervisor (Mentor) _____

Title _____

Company _____

Address _____

City/State _____ Zip _____

Telephone () _____ Fax () _____

I will employ the above college student for _____ semester and agree to provide **a minimum of 135 hours** of work experience during this period. If at any time the student breaks company rules or policies, I will notify the Course Instructor (615-230-_____).

Signed _____ (Student)

Signed _____ (Employer/Supervisor Mentor)

Dates of Employment

From _____ To _____

Note: The student should return a copy of this agreement to the Course Instructor.

VSCC, a Tennessee Board of Regents Institution, is an equal opportunity institution, and ensures equal opportunity for all persons without regard to race, color, religion, sex, national origin, disability status, age, sexual orientation or status as qualified veteran with a disability or veteran of the Vietnam era.

To Be Completed by the Employer/Supervisor (Mentor)

**Volunteer State Community College
Student Work Review**

Course Number/Name _____

Section Number _____

STUDENT NAME _____

Date _____

COMPANY NAME:

EMPLOYER/SUPERVISOR (MENTOR) NAME

Has he/she been an asset to your organization?

What has given you the most satisfaction about his/her work performance?

Did the student develop skills during this internship? YES NO

Would you recommend him/her for a job? YES NO

On a scale of 1 to 10 (with 10 being the highest) how would you rate this intern?

1 2 3 4 5 6 7 8 9 10

May I share this information with the intern? YES NO

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To Be Completed by the Employer/Supervisor (Mentor) and Student

**Volunteer State Community College
Student Learning Objectives Agreement**

Course Number/Name _____
Section Number _____
Semester _____
Date _____

The Employer/Supervisor (Mentor) will evaluate the employee's engagement and objectives to determine whether they have been met. The Course Instructor will determine the level of student engagement and course completion and award credit reflective of the student's work.

Student Employer/Supervisor (Mentor)

Learning Objective 1:

Learning Objective 2:

Learning Objective 3:

Examples of Measurable Learning Objectives

- By the end of the semester, I (student) will develop a new engagement strategy to reach middle school students about the hazards of drinking and smoking. I will develop this strategy collaborating with community partners selected by my mentor.
- By the end of the semester, I (student) will learn how to identify inventory procedures for Company X Cleaner in order to create and present my new procedure to the accounting department.

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To Be Completed by the Employer/Supervisor (Mentor)

**Volunteer State Community College
Work Based Learning Student Performance Evaluation**

Student Name _____

Semester _____

Employer/Supervisor (Mentor) _____

Date _____

Key Performance Indicator:

Check the most appropriate answer:

Career Preparedness/Industry

Awareness

- Career Ready
- Emerging Professional
- Becoming equipped
- Novice

Communication

- Career Ready
- Emerging Professional
- Becoming equipped
- Novice

Collaboration/Teamwork

- Career Ready
- Emerging Professional
- Becoming equipped
- Novice

Problem Solving/Critical Thinking

- Career Ready
- Emerging Professional
- Becoming equipped
- Novice

Please share any other comments you may have regarding the student's performance:

Employer/Supervisor (Mentor) Signature

Date

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Expectations of the Student at the close of the semester

Student will prepare a *typewritten* summary (pages determined by Course Instructor) of his/her work experience. Paper should be *double-spaced* using a *Times New Roman (or similar)* font of no larger than **12**. Margins on the document should be set at 1". It is unnecessary to produce an ornate document with bindings and cover sheets. Simply type and staple! Papers written by hand on notebook paper will NOT be accepted – NO EXCEPTIONS!

This paper should clearly identify your three learning objectives and describe, per learning objective, what you experienced, learned, and gained. Did you develop the student competencies you set out to? How do you plan to use your new working knowledge?

The paper, along with all other enclosed documents, is due by no later than **the last Friday of the semester at 4:30 P.M. Papers will NOT be accepted late – NO EXCEPTIONS.** Papers will be accepted electronically in course drop box.

If you have any questions, please feel free to email rick.parrent@volstate.edu or call 615-230-3321.

For Students with Disabilities:

It is the student's responsibility to self-identify with the Office of Disability Services to receive accommodations and services in accordance with Section 504 of The Rehabilitation Act and The Americans with Disabilities Act Amendments Act (ADA/AA). Only those students with appropriate documentation and who are registered with the Office of Disability Services will receive accommodations. For further information, contact the Office of Disability Services at (615) 230-3472, online by visiting <http://www.volstate.edu/disability> or visit the office, which is located in Room 108, Wood Campus Center.

Inclement Weather Policy (On Line Courses):

If Volunteer State Community College is officially closed postpone your proctored Midterm Term or Final Exam in the Learning Commons until the college reopens. Online assignments continue even if the campus is closed.

Attendance Reporting:

Students must communicate (via email in eLearn) with the Course Instructor before or during of the first week of the course to confirm course "Attending" status. The student must have read the course syllabus and confirm that assignment as having been completed in their email to the Course Instructor.

Early Alerts:

The student may receive “Early Alerts” during the semester from the Course Instructor to provide information about academic progress.

Faculty Response to Student Emails:

Faculty will respond to student’s emails within 48 hours excluding weekends and holidays.

Final Exam:

This course does **NOT** include a final examination, however, it requires all completed forms and documents as previously stated above submitted on time.

Frequently Asked Questions

If I already have a job related to my major, may I keep the job for this Work Based Experience Course?

Perhaps, provided you are continuing to learn on the job and can establish good learning objectives that represent experience that is currently not a part of your job responsibilities. The faculty member is responsible for acceptance or denial of the workplace decision.

Is any job good enough to qualify for this Work Based Learning Internship course?

No. The student must hold a job directly related to his/her major field of career goals.

Does the work place experience offer compensation?

The College will not negotiate any compensation for the student. If compensation is offered, it will depend on the compensation structure of the organization for which you work. It is also helpful to remember that your real reimbursement is the experience gained and contacts made.