

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

**Ashley Segal**

**Cooperative Work Experience and Apprenticeship Coordinator**

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

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

**E-mail: [asegal@yorktech.edu](mailto:asegal@yorktech.edu)**

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

## 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?.....	5
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? .....	6
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. It is the policy of York Technical College not to discriminate on the basis of age, sex, race, religion, veteran status, national origin or disability in its educational programs, activities, or employment policies.

## 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	Digital Design
Computer Technology	Network Operations
General Business	Legal Office
Management	Paralegal
Administrative Office Technology	Unit Secretary
Medical Office	Medical Office Assisting
Environmental Science	Patient Care Technician
Industrial Mechanics	Insurance and Coding
Machine Tool Technology	Early Childhood Development
Welding	HVAC
Industrial Electricity/Electronics	Automotive Technology
Mechanical Engineering Technology	Engineering Graphics Technology
Electronics Engineering Technology	Computer Engineering Technology
Building Construction Trades	<i>Other majors as requested</i>

## 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

## YORK TECHNICAL COLLEGE Work-based Learning Application

<b>FOR OFFICE USE:</b>	<input type="checkbox"/> COOPERATIVE WORK EXPERIENCE	<input type="checkbox"/> INTERNSHIP
	<input type="checkbox"/> FEDERALLY REGISTERED APPRENTICESHIP	<input type="checkbox"/> INDUSTRY APPRENTICESHIP

NAME:	DATE:
ID NUMBER:	HOME TELEPHONE NO:
STREET ADDRESS:	CELL PHONE NO:
(CITY, STATE, ZIP)	E-MAIL ADDRESS:

**EMPLOYMENT INFORMATION (Present Employer)**  CHECK HERE IF UNEMPLOYED

JOB TITLE:	WORK TELEPHONE NO:
EMPLOYER:	SUPERVISOR'S NAME:
STREET ADDRESS:	DATE OF EMPLOYMENT:
(CITY, STATE, ZIP)	# HOURS WORKED PER WEEK:
PROVIDE BRIEF DESCRIPTION OF YOUR JOB:	

**WORK-BASED LEARNING INFORMATION**

PROGRAM OF STUDY:		CURRENT GPA:	
NUMBER OF ENROLLED HOURS: (NOT INCLUDING CWE HOURS)	NUMBER OF CUMULATIVE HOURS YOU HAVE EARNED AT YORK TECHNICAL COLLEGE:	NUMBER OF CURRICULUM HOURS:	NUMBER OF CWE HOURS EARNED IN THE PAST:
ATTENDANCE: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME		WHAT SEMESTER WOULD YOU PREFER TO EARN CWE CREDIT?  <input type="checkbox"/> FALL <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER    YEAR: _____	
<input type="checkbox"/> DAY <input type="checkbox"/> EVENING <input type="checkbox"/> ONLINE			
TYPE OF WORK EXPERIENCE INTERESTED IN: <input type="checkbox"/> ALTERNATING (WORK FULL TIME/NO CLASSES THAT SEMESTER) <input type="checkbox"/> PARALLEL (WORK PART TIME/ATTEND CLASSES PART TIME OR FULL TIME)  <input type="checkbox"/> EXTENDED DAY (WORK FULL TIME/ATTEND CLASSES PART TIME)			
CHECK THE DAYS YOU WOULD BE AVAILABLE TO WORK: <input type="checkbox"/> MONDAY <input type="checkbox"/> TUESDAY <input type="checkbox"/> WEDNESDAY <input type="checkbox"/> THURSDAY <input type="checkbox"/> FRIDAY <input type="checkbox"/> SATURDAY <input type="checkbox"/> SUNDAY			
LIST THE HOURS YOU WOULD BE AVAILABLE TO WORK:			
WHAT GEOGRAPHICAL LOCATIONS WOULD YOU PREFER? <input type="checkbox"/> YORK COUNTY <input type="checkbox"/> LANCASTER COUNTY <input type="checkbox"/> CHESTER COUNTY <input type="checkbox"/> MECKLENBURG COUNTY <input type="checkbox"/> OTHER _____			

I affirm that the above information is correct:

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Faculty/Advisor Signature	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Student Signature  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Coordinator Signature
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## Work-based Learning Information Release Authorization

In accordance with Federal Regulations, York Technical College must have your written authorization to release the contents of your file. It will be necessary for you to complete the form below so that information may be transmitted to employers upon their request and in accordance with your directions.

I, \_\_\_\_\_, do hereby authorize York Technical College to make the following information available to Work-based Learning employers. Check the following:

<input type="checkbox"/> Resume <input type="checkbox"/> Instructor Release Form <input type="checkbox"/> Transcript <input type="checkbox"/> Instructor Progress Reports	<input type="checkbox"/> Student Health Form <input type="checkbox"/> Criminal Background Check
--	--

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- **What is Work-based Learning?**

Work-based learning is a structured academic program that enhances a student's education through integration of academic study and related hands-on experience.

- **What are the requirements for participation in Work-based Learning?**

Employers look for a student who demonstrates the ability to complete tasks, display initiative, and use critical thinking skills. They expect the student to be dependable, honest, and have integrity. The student is expected to have good communication skills in addition to academic excellence. Above all, the student should be able to get along with others. Credit students must have successfully completed twelve (12) credit hours in the curriculum program at York Technical College and earned at least a 2.5 GPA in the curriculum program. Continuing Education students must have completed the entire program of study.

- **What kind of grade will the student receive?**

The traditional grading system applies to work-based learning just as it does in any curriculum course. Students may receive CWE course credit in the cooperative work experience and internship programs. The grade will be based on the achievement of one objective for each credit hour earned, timely completion of all required paperwork, and an evaluation from the worksite supervisor.

- **What are the types of Work-based Learning plans?**

**Alternating:** Student will work full time and not attend classes for that semester.

**Parallel:** Student will work part time and attend classes part time or full time.

**Extended Day:** Student will work full time and attend classes part time.

## 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:

- |                              |                               |  |
|------------------------------|-------------------------------|--|
| 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

## YORK TECHNICAL COLLEGE Work-based Learning Instructor Reference Form

Date \_\_\_\_\_

I, \_\_\_\_\_, do hereby authorize the following York Technical College instructor, \_\_\_\_\_, to make this information available to the Work-based Learning Office.

(NOTE: If you are receiving this form via email, the original form with the student's signature is on file with the Work-based Learning Office.)

**PLEASE RATE THE STUDENT'S CLASSROOM PERFORMANCE USING THE SCALE BELOW:**

1 = Poor      2 = Fair      3 = Good      4 = Very Good      5 = Excellent

Please **highlight** the appropriate number.

Attitude	①	②	③	④	⑤
Ability to Learn	①	②	③	④	⑤
Dependability	①	②	③	④	⑤
Initiative	①	②	③	④	⑤
Quality of Work	①	②	③	④	⑤
Relations with Others	①	②	③	④	⑤
Maturity	①	②	③	④	⑤
Quantity of Work	①	②	③	④	⑤
Judgment	①	②	③	④	⑤
Attendance	①	②	③	④	⑤
Punctuality	①	②	③	④	⑤

How long have you known this student?   1 Semester    2 Semesters    3 Semesters

Additional comments or concerns:

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Student \_\_\_\_\_

Date \_\_\_\_\_

Company \_\_\_\_\_

**The College will provide the student with instruction and training to gain the skills of the chosen field of study.**

The student agrees to perform diligently as an employee of the firm during the periods of on-the-job training to capitalize on every opportunity to improve in efficiency, knowledge, and personal traits.

The firm agrees to employ the student and to provide the student with opportunities to work and learn in those areas that complement instruction and training at the College. The work will be consistent with the student's agreed upon learning objectives.

Beginning wage will be \$ \_\_\_\_\_ per hour for \_\_\_\_\_ hours per week.

This training period will be from \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Employer's Signature**

\_\_\_\_\_  
**Co-op and Apprenticeship Coordinator's Signature**

This agreement is voluntary and may be terminated at the discretion of the employer and/or the College. It is the policy of York Technical College not to discriminate on the basis of age, sex, race, religion, veteran status, national origin or disability in its educational programs, activities, or employment policies.

**YORK TECHNICAL COLLEGE**  
**Work-based Learning**  
**Semester Learning Contract**

**Student Name:**

**Job Title:**

**Company Name:**

**Telephone Number:**

**Contact:**

**Job Description:**

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**Learning Objective #1**

**Learning Objective #2**

**Learning Objective #3**

**Learning Objective #4**

**Learning Objective #5**

**Learning Object #6**

**Learning Objective #7**

**Learning Objective #8**

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Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-op Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**YORK TECHNICAL COLLEGE**  
**Work-based Learning**  
**Student Midterm Report**

**Name** \_\_\_\_\_

**Company Name** \_\_\_\_\_

What new knowledge have you acquired from this assignment?

Describe the most challenging or interesting situation you have encountered so far and how you handled it.

What professional and personal skills have you used during this assignment so far?  
(Examples: organizational skills, keyboarding, blueprint reading)

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**YORK TECHNICAL COLLEGE**  
**Work-based Learning**  
**Journal**

Name \_\_\_\_\_

**Directions:**

The journal is a daily log of your thoughts and reactions to certain situations, persons, or events. Each visit to your worksite, write down thoughts, observations, and questions; reflect on what you saw and experienced.

Keep **DAILY** notes about the work assignment. Turn in the first half of the journal at the **midpoint** of your assignment **and** turn in the second half of the journal at the **completion** of your assignment. The journal is 20% of your grade. Do not include lunch/breaks in time worked. Choose 3 of the items below to respond to each day that you attend the worksite. Use complete sentences and proper grammar. Spell check your work!

Date: January 1, 2010

Hours worked: 9am-4pm (-1 hour lunch = 6 hours)

- The highlight of today was:
- Today made me think more about:
- I just don't understand why:
- The best concept I learned today was:
- Listed are tasks that I enjoyed performing today because:
- Listed are tasks that I did not enjoy performing today because:
- Here is a problem that I encountered today and how I attempted to solve the issue:
- If I could start my day over, here is what I would do differently:

# YORK TECHNICAL COLLEGE

## Work-based Learning Student Evaluation

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Semester: \_\_\_\_\_

The intent of this questionnaire is to provide you with an opportunity to evaluate the effectiveness of the work-based learning program in terms of your needs. Students are most qualified to provide us with suggestions for improvement and your candid responses to these questions would be appreciated.

### How did you first find out about the Work-based Learning program at York Technical College?

- \_\_\_\_\_ faculty/advisor
- \_\_\_\_\_ printed materials/literature/posters from Co-op office
- \_\_\_\_\_ employer
- \_\_\_\_\_ high school
- \_\_\_\_\_ another student
- \_\_\_\_\_ other (please specify)

### Why did you choose to participate in the program? (please check all that apply)

- \_\_\_\_\_ to get a job in a field related to my major
- \_\_\_\_\_ to earn academic credit
- \_\_\_\_\_ to move ahead in my present job
- \_\_\_\_\_ to have an income
- \_\_\_\_\_ for employment opportunity at worksite
- \_\_\_\_\_ other (please be as specific as possible)

### Based on your reasons for participating, did you receive the expected results?

Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please elaborate \_\_\_\_\_

### Please respond to the following statements as they relate to your assignment:

	Strongly Agree	Agree	Disagree	Strongly Disagree
♦ Work setting was a pleasant one in which to work.	_____	_____	_____	_____
♦ Provided opportunity to clarify career goals.	_____	_____	_____	_____
♦ Learning experience was challenging and meaningful.	_____	_____	_____	_____
♦ Expanded my knowledge and skills.	_____	_____	_____	_____
♦ Allowed me to apply classroom learning.	_____	_____	_____	_____
♦ My work contributed to overall department goals.	_____	_____	_____	_____

**Student Evaluation**

**Page Two**

**Were the responsibilities of the job similar to those described to you when you were interviewed and started the job?**

Yes \_\_\_\_\_ No \_\_\_\_\_ Somewhat \_\_\_\_\_

**Were you offered continued employment upon completion of the assignment?**

Yes \_\_\_\_\_ No \_\_\_\_\_

Did you accept? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, why not? \_\_\_\_\_

Will this position be: \_\_\_\_\_full-time \_\_\_\_\_part-time  
\_\_\_\_\_permanent \_\_\_\_\_temporary

**Please respond to the following statements as they relate to your employer/supervisor:**

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
♦ Approachable/available to answer questions.	_____	_____	_____	_____
♦ Served as a professional role model.	_____	_____	_____	_____
♦ Discussed your performance with you.	_____	_____	_____	_____
♦ Supported your efforts to achieve learning objectives.	_____	_____	_____	_____
♦ Was reasonable and fair.	_____	_____	_____	_____

**Would you recommend that we continue to place students with this employer?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If no, why not? \_\_\_\_\_

**Did you have contact from Faculty/Department Advisor or Co-op Coordinator during the semester?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, how often and in what way?**

# \_\_\_\_\_ on-site visit    # \_\_\_\_\_ telephone calls    # \_\_\_\_\_ class meetings

**Was this contact helpful?**

Yes \_\_\_\_\_ In what way? \_\_\_\_\_  
No \_\_\_\_\_ Why not? \_\_\_\_\_

**Student Evaluation**

**Page Three**

**What assistance did you receive from the Cooperative Work Experience and Apprenticeship Office?**

- \_\_\_\_\_ general information about work-based learning
- \_\_\_\_\_ resume assistance and review
- \_\_\_\_\_ referrals for job interviews
- \_\_\_\_\_ did not seek any assistance

**Please rate the following:**

	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
Employer/Supervisor	_____	_____	_____	_____
Overall Program	_____	_____	_____	_____

**Add additional comments here:**

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**YORK TECHNICAL COLLEGE**  
**Work-based Learning**  
**Semester Learning Contract Evaluation**

**Student:** Your supervisor will rate the progress you have made on your previously agreed upon objective(s). Document how you met each learning objective as well as how your work is measured.

**Supervisor:** This evaluation will indicate how well the student achieved previously agreed upon objectives. Rate as follows:

- 0—No opportunity to assess progress
- 1—No significant progress toward objective
- 2—Made progress toward objective
- 3—Fully accomplished objective

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**Student Name:**

**Job Title:**

**Company Name:**

**Telephone Number:**

**Contact:**

**Job Description:**

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**Learning Objective #1**

**Rating**

**How?** \_\_\_\_\_

**Evaluated How?** \_\_\_\_\_

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**Learning Objective #2**

**Rating**

**How?** \_\_\_\_\_

**Evaluated How?** \_\_\_\_\_

**Learning Objective #3**

**Rating**

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**How?**

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**Evaluated How?**

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**Learning Objective #4**

**Rating**

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**How?**

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**Evaluated How?**

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**Learning Objective #5**

**Rating**

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**How?**

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**Evaluated How?**

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**Rating**

**Learning Objective #6**

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**How?**

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**Evaluated How?**

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**Rating**

**Learning Objective #7**

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**How?**

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**Evaluated How?**

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**Rating**

**Learning Objective #8**

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**How?**

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**Evaluated How?**

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Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-op Coordinator's Signature \_\_\_\_\_ Date \_\_\_\_\_

**YORK TECHNICAL COLLEGE**  
**Work-based Learning**  
**Employer Evaluation of Student**

Appendix K  
 LR. 13-2/23/09r

NAME	ID NUMBER	EMPLOYER
TRAINING PERIOD	COURSE #	PROGRAM

**INSTRUCTIONS:** The immediate supervisor should objectively evaluate the student's general work habits as compared to company standards and guidelines for trainees or entry-level personnel. The student's grade from the employer will be calculated from a total of points received in the categories below. This evaluation is only part of the overall grade the student will receive. **Please use the scale below.**

<b>1 – UNSATISFACTORY</b>	<b>2 – POOR</b>	<b>3 – ADEQUATE</b>	<b>4 – GOOD</b>	<b>5 – EXCELLENT</b>
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<b>PERFORMANCE CHARACTERISTICS</b>		<b>RATING</b>
ATTENDANCE		
PUNCTUALITY		
ATTITUDE		
ABILITY TO LEARN		
INTEREST IN LEARNING		
PERSONAL APPEARANCE AND GROOMING		
ENTHUSIASM		
COURTESY		
WILLINGNESS TO RECEIVE GUIDANCE		
ABILITY TO WORK WITHOUT SUPERVISION WHEN APPROPRIATE		
SPEED OF COMPLETING RESPONSIBILITIES		
MATURITY: RESPONDS TO THE CIRCUMSTANCES OR ENVIRONMENT IN AN APPROPRIATE MANNER		
RELATIONS WITH OTHERS: WORKS EFFECTIVELY AND COOPERATIVELY WITH OTHERS TO ACHIEVE ORGANIZATIONAL GOALS		
COMMUNICATION ABILITY: PRESENTS CLEAR AND ACCURATE INFORMATION BOTH VERBALLY AND WRITTEN		
RELIABILITY: CONSISTENTLY DELIVERS WHAT IS REQUIRED WITHIN DEADLINES AND INSTRUCTIONS		
DEPENDABILITY: MEETS WORK SCHEDULES AND FULFILLS JOB RESPONSIBILITIES AND COMMITMENTS		
QUALITY OF WORK: NEATLY, THOROUGHLY, AND ACCURATELY COMPLETES ASSIGNMENTS WITH MINIMAL ERRORS		
INITIATIVE: STARTS ASSIGNMENTS WITHOUT PROMPTING AND INDEPENDENTLY CONTRIBUTES IDEAS		
JUDGMENT: REASONS, COMPARES, UNDERSTANDS, AND THINKS RATIONALLY		
OVERALL PERFORMANCE		

**Total Points:** \_\_\_\_\_

**PERFORMANCE COMMENTS:**

1. What characteristics do you consider to be this student's greatest assets?
2. List areas of improvement for this student.
3. Please comment on other skills, such as listening, critical thinking, technical competency, safety, leadership, adaptability, etc.
4. Based on this internship or co-op, is this student the type of individual you would want to hire permanently? Yes\_\_\_\_\_ No\_\_\_\_\_

<b>THIS REPORT HAS BEEN DISCUSSED WITH THE STUDENT. _____ YES OR _____ NO</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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**YORK TECHNICAL COLLEGE**  
**Work-based Learning**  
**Instructor Midterm Evaluation**

\_\_\_\_\_ has authorized York Technical College to make this information available to the Apprenticeship Employer, \_\_\_\_\_. This student's Information Release Form is housed in the Cooperative Work Experience and Apprenticeship Office.

Please rate the student's performance using the following scale:

	<b>1-Poor</b>	<b>2-Fair</b>	<b>3-Good</b>	<b>4-Very Good</b>	<b>5-Excellent</b>
Attitude	1	2	3	4	5
Ability to learn	1	2	3	4	5
Dependability	1	2	3	4	5
Initiative	1	2	3	4	5
Quality of Work	1	2	3	4	5
Relations with Others	1	2	3	4	5
Maturity	1	2	3	4	5
Quantity of Work	1	2	3	4	5
Judgment	1	2	3	4	5

Please include any homework, classwork, or test grades to date:

Additional comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Course Title \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**YORK TECHNICAL COLLEGE**  
**Work-based Learning**  
**Employer Evaluation of Apprentice**

Student Name \_\_\_\_\_ Company Name \_\_\_\_\_

Rate apprentice's performance with the following scale:

	<b>1-Poor</b>	<b>2-Fair</b>	<b>3-Good</b>	<b>4-Very Good</b>	<b>5-Excellent</b>
Reports prompt/good attendance	1	2	3	4	5
Demonstrates initiative	1	2	3	4	5
Demonstrates interest and enthusiasm	1	2	3	4	5
Demonstrates honesty and integrity	1	2	3	4	5
Quality of work	1	2	3	4	5
Quantity of work	1	2	3	4	5
Maintains a positive attitude	1	2	3	4	5
Cooperates with supervisor/co-workers	1	2	3	4	5
Complies with company policies	1	2	3	4	5
Follows proper chain of command	1	2	3	4	5
Appearance and grooming	1	2	3	4	5
Uses feedback to improve	1	2	3	4	5

Comments: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_