

WORK-BASED EXPERIENCE

POLICY

It is the policy of Tulsa Technology Center (TTC) to provide structured and meaningful Work-Based Experience (WBE) for students. The Board of Education recognizes the value of providing the students with Work-Based Experience in addition to the traditional training received in the classroom, laboratory, and/or shop setting.

The student will participate in on-campus or on-site occupationally related activities conjoined with business/industry personnel when he/she demonstrates the appropriate level of readiness.

As a student, professional and ethical behavior must align with industry standards and requirements. Specific requirements by licensing, accrediting and governing agencies will be set forth in career major guidelines.

Students who do not follow specific career major requirements & guidelines may be subject to disciplinary action including but not limited to probation, suspension, and/or removal from the career major.

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REGULATIONS

SECTION I: GENERAL GUIDELINES

- A. The following options are approved for Work-Based Experience (WBE)
1. **Clinical:** A group of students assigned to worksites with the instructor being available onsite.
 2. **Cooperative Education:** a paid part-time work experience in which the student is released from school for part of the day.
 3. **Enterprise:** a small business operated within the career major that replicates a business in the larger community.
 4. **Expert in Residence:** an industry expert regularly visits the school to work with students and instructors, and hosts them at a worksite (also may be online “visits”).
 5. **Internship:** an on-the-job training experience that is often highly selective and intensive. It may require a commitment to additional training beyond high school or subsequent employment at the worksite, which may include mentoring or online experience, and service learning.
 6. **Integrated Project:** a special project integrating studies/experiences from two or more Tulsa Tech career major areas that explore career directions and connections.
 7. **Job Shadowing:** a student “shadows” an employee at a worksite to learn about a particular skill, occupation or industry.
 8. **Preceptorship:** In most cases, an individual student assigned to perform advanced job skills under the supervision of a worksite employee, without direct supervision from the instructor.
- B. Each TTC student should be given the opportunity to participate in one or more Work-Based Experiences, with the specific assignments chosen by the instructor and mutually agreed upon by the Sponsor Company and student.
1. In career majors that include a Work-Based Experience as a curriculum unit with a required length, one or more of the Work-Based Experience options may be used (or combined) to satisfy the requirement.

2. Work-Based Experience activities may be paid or unpaid.
3. The Work-Based Experience must be directly related to the career major competencies for which the student has been trained.
4. The student, instructor, and Sponsor Company will mutually agree upon the hours of participation of on-site WBE activities.
5. The student must be at least 16 years of age and provide transportation if performing as the only Tulsa Technology Center participant in an on-site WBE activity at a Sponsor Company.
6. Students driving personal vehicles must have a valid driver's license and liability insurance.
7. Student drivers transporting students are required to have written permission of all parent/guardians of minor age passengers.
8. Work-Based Experience activities may be assigned at any point during the career major, using the following guidelines:
 - a) The WBE must be appropriate for the student's level of academic development and competence
 - b) Schedules and training plan will be mutually agreeable between the student, Sponsor Company, and Tulsa Technology Center.
9. A student must meet satisfactory academic and attendance requirements to participate in an off-site work-based experience.)
10. A WBE Memorandum of Understanding or clinical contract must be on file signed by student and parent/guardian of minor age student.
11. A Work-Based Experience Agreement or clinical contract must be on file signed by a representative of the Sponsor Company.
12. A student performing in an onsite WBE must follow all industry standards & guidelines and sponsor company rules (for example: safety, HIPPA, confidentiality, parking, dress code, internet and cell phone usage, etc.)
 - a. Students in health clinical must follow HIPAA guidelines and refrain from using personal wireless telecommunication devices. These devices may need to be stored offsite and/or put on silent mode.

- b. Students at onsite WBE's must follow all safety precautions (i.e.: PPE equipment, OSHA guidelines, Tier I & II blood borne pathogens precautions, etc.)
- 13. Students in onsite WBE's must maintain professional relationships and refrain from utilizing services or benefits given to employees. (i.e.: free services or gifts)
- 14. Students in onsite WBE must follow their "scope of practice" as defined in their career major.
- 15. Some career majors may have additional requirements according to regulations, accreditation and or legal issues.
- 16. HIPAA violations can result in civil legal action and prosecution for violating criminal law.
- 17. Violation of any area of #12 through #18 can result in probation, suspension or removal from career major.
- 18. Students on onsite WBE's must follow the dress code of their sponsor company. Jewelry, tattoos, fragrances and artificial nails may also be restricted. Health students must wear uniforms/PPE equipment, ID badges/patches, appropriate hair/facial hair, as identified in their career major's syllabi.
- 19. If a student becomes injured or exposed to blood borne pathogens during an onsite WBE, he/she must complete a Student Accident Report form (obtained from instructor)

SECTION II. PROCEDURES

- A. Instructor(s) will determine the Work-Based Experience option(s) that are appropriate with the approval of campus administration.
- B. Instructor will verify that Work-Based Experience Agreements and Student Agreement and Information Forms (SAIF) are on file. Instructor verifies that Tulsa Tech has toured the sponsor company site and determined it to be appropriate for the WBE.
- C. Director/Assistant Director will be notified of the name of student(s) participating Work-Based Experience option, location, date, and time.
- D. Some WBE experiences require additional items like background checks, immunizations, drug screening, and/or other requirements as identified in the career majors' syllabi.

SECTION III. APPRAISAL

- A. An Appraisal will be completed by a representative of the Sponsor Company and/or instructor at the end of the activity or every two weeks for extended options.
- B. The Appraisals may be hand delivered, mailed, faxed, or conveyed electronically to the instructor. It is the responsibility of the student to assure the sequence of the above steps is completed.
- C. The ratings will be recorded in the instructor's grade book under the appropriate objective and identified as a Work-Based Experience.
- D. The grade will be recorded on the scope and sequence grade sheet under the appropriate course code and identified as a Work-Based Experience.
- E. Attendance is critical for students assigned to onsite WBE's. Students must notify both their instructor and clinical site if they will be late or absent. A student must never leave his/her WBE without notifying the instructor or supervisor.
- F. Failure to comply with WBE attendance requirements or a "no call, no show" may result in disciplinary action, including but not limited to probation, removal from WBE site or failure of the WBE objective/course.
- G. Career majors may have more specific guidelines for attendance, make-up time, grading or procedures according to regulations, accreditations or legal requirements. This information is outlined in the career major syllabus.
- H. A minimum grade of 80% is required to pass a health- related clinical course.
- I. "Minimum grade requirements for other courses/career majors are set forth in each course/career major syllabus."