

# **Instructor Guidebook**

**to**

# **Work-based Learning**

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## **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.

## **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

<b>TYPE</b>	<b>COMPENSATION</b>	<b>LENGTH OF EXPERIENCE</b>	<b>COMPETENCIES</b>	<b>SUPERVISION</b>	<b>COORDINATOR</b>	<b>OUTCOME</b>
<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 the College participate in Work-based Learning?**

- Assists in graduate placement
- Increases equipment availability to students
- Keeps education current with employer needs
- Increases community support

## **What are the College's responsibilities?**

- Refer students who meet at least the minimum requirements for Work-based Learning
- Provide the student with Work-based Learning forms and information about the company in preparation for the interview
- Provide the employer with the student resume, application, and Work-based Learning contracts as requested
- Assist in the development of learning objectives for the student
- Monitor the student's progress throughout the semester by visiting the worksite a minimum of two times, in addition to periodic telephone contact
- Advise the employer of the student's grades and other college achievements
- Provide feedback to the employer and counseling to the student with regard to work conflicts

## **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.

### **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.

### **Are presentations available for students and instructors to learn more about Work-based Learning?**

The Cooperative Work Experience and Apprenticeship Coordinator is available to discuss Work-based Learning in day or evening classes, as well as in staff and faculty meetings.

### **What is the process from start to finish?**

Work-based Learning can evolve from two routes:

- 1) The employer will list the opening with the Coordinator. The openings are distributed to instructors. The instructor will refer qualified candidates back to the Coordinator. The student will complete a Work-based Learning Application (see Appendix A) and an Information Release Authorization (see Appendix B). A student earning college credit will also complete a Student Agreement (see Appendix C) and an Instructor Reference Form (see Appendix D). The Coordinator will refer the student to the employer. The employer will interview and select from that pool of candidates. The selected student must be referred back to the Coordinator before working on-site 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 employer may refer a current employee of the firm for participation in the Work-based Learning program. Instructors should also poll students to see if any are working in the field of study. If so, the instructor will make the student aware of Work-based Learning programs; the instructor will review the student's transcript for possible CWE credits to be awarded. 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 (see Appendix G). 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 may 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 H), a daily Journal (see Appendix I), a Student Evaluation (see Appendix J), and a Semester Learning Contract Evaluation (see Appendix K). The student will submit these forms in a timely manner to the Coordinator.

At the final visit, the employer will complete the Employer Evaluation of Student form (see Appendix L) 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

Since Work-based Learning is flexible and may begin at any point in the semester, the student may not complete the required hours at the close of the semester. The instructor will submit a “CF” (Carry Forward) on the grade roster. Once the hours and assignments are complete, the instructor will use the Student Grade Change form to assign the appropriate letter grade. If the student is unable to complete the assignment, the student is responsible for meeting with the instructor and Coordinator regarding the conflict. The student must follow the proper channels to be withdrawn from class with a “W.” Depending upon the nature of the circumstances, the instructor has the discretion to award a grade of “F” or “W.”

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 M) 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 N).

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

## Appendices

- A – Application
- B – Information Release Authorization
- C – Student Agreement
- D – Instructor Reference Form
- E – Employer Agreement
- F – Semester Learning Contract
- G – CWE Course Listing
- H – Student Midterm Report
- I – Journal
- J – Student Evaluation
- K – Semester Learning Contract Evaluation
- L – Employer Evaluation of Student
- M – Instructor Midterm Evaluation
- N – 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

**GENERAL INFORMATION**

NAME:	DATE:
ID NUMBER:	HOME TELEPHONE NO:
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: \_\_\_\_\_

\_\_\_\_\_  
Faculty/Advisor Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Coordinator Signature

## 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"/> Student Health Form       |
| <input type="checkbox"/> Recommendations forms or letters | <input type="checkbox"/> Criminal Background Check |
| <input type="checkbox"/> Transcript                       |  |
| <input type="checkbox"/> Instructor Progress Reports      |  |

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 class 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. There shall be no discrimination on the basis of race, national origin, religion, creed, sex, age, sexual orientation, veteran status, disability or other legally protected classification in either the selection of students, or as to any aspect of training; however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude the student's effective participation in the program.

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

**Student Name:**

**Job Title:**

**Company Name:**

**Telephone Number:**

**Contact:**

**Job Description:**

---

**Learning Objective #1**

**Learning Objective #2**

**Learning Objective #3**

**Learning Objective #4**

**Learning Objective #5**

**Learning Objective #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**  
**Course Prefixes**

CWE 111	Cooperative Work Experience I	1 Credit
CWE 112	Cooperative Work Experience I	2 Credits
CWE 113	Cooperative Work Experience I	3 Credits
CWE 114	Cooperative Work Experience I	4 Credits
CWE 115	Cooperative Work Experience I	5 Credits
CWE 116	Cooperative Work Experience I	6 Credits
CWE 117	Cooperative Work Experience I	7 Credits
CWE 118	Cooperative Work Experience I	8 Credits
CWE 121	Cooperative Work Experience II	1 Credit
CWE 122	Cooperative Work Experience II	2 Credits
CWE 123	Cooperative Work Experience II	3 Credits
CWE 124	Cooperative Work Experience II	4 Credits
CWE 125	Cooperative Work Experience II	5 Credits
CWE 126	Cooperative Work Experience II	6 Credits
CWE 127	Cooperative Work Experience II	7 Credits
CWE 128	Cooperative Work Experience II	8 Credits
CWE 131	Cooperative Work Experience III	1 Credit
CWE 132	Cooperative Work Experience III	2 Credits
CWE 133	Cooperative Work Experience III	3 Credits
CWE 134	Cooperative Work Experience III	4 Credits
CWE 135	Cooperative Work Experience III	5 Credits
CWE 136	Cooperative Work Experience III	6 Credits
CWE 137	Cooperative Work Experience III	7 Credits
CWE 138	Cooperative Work Experience III	8 Credits
CWE 211	Cooperative Work Experience IV	1 Credit
CWE 212	Cooperative Work Experience IV	2 Credits
CWE 213	Cooperative Work Experience IV	3 Credits
CWE 214	Cooperative Work Experience IV	4 Credits
CWE 215	Cooperative Work Experience IV	5 Credits
CWE 216	Cooperative Work Experience IV	6 Credits
CWE 217	Cooperative Work Experience IV	7 Credits
CWE 218	Cooperative Work Experience IV	8 Credits
CWE 221	Cooperative Work Experience V	1 Credit
CWE 222	Cooperative Work Experience V	2 Credits
CWE 223	Cooperative Work Experience V	3 Credits
CWE 224	Cooperative Work Experience V	4 Credits
CWE 225	Cooperative Work Experience V	5 Credits
CWE 226	Cooperative Work Experience V	6 Credits
CWE 227	Cooperative Work Experience V	7 Credits
CWE 228	Cooperative Work Experience V	8 Credits

CWE 231	Cooperative Work Experience VI	1 Credit
CWE 232	Cooperative Work Experience VI	2 Credits
CWE 233	Cooperative Work Experience VI	3 Credits
CWE 234	Cooperative Work Experience VI	4 Credits
CWE 235	Cooperative Work Experience VI	5 Credits
CWE 236	Cooperative Work Experience VI	6 Credits
CWE 237	Cooperative Work Experience VI	7 Credits
CWE 238	Cooperative Work Experience VI	8 Credits
CWE 241	Cooperative Work Experience VII	1 Credit
CWE 242	Cooperative Work Experience VII	2 Credits
CWE 243	Cooperative Work Experience VII	3 Credits
CWE 244	Cooperative Work Experience VII	4 Credits
CWE 245	Cooperative Work Experience VII	5 Credits
CWE 246	Cooperative Work Experience VII	6 Credits
CWE 247	Cooperative Work Experience VII	7 Credits
CWE 248	Cooperative Work Experience VII	8 Credits
CWE 251	Cooperative Work Experience VIII	1 Credit
CWE 252	Cooperative Work Experience VIII	2 Credits
CWE 253	Cooperative Work Experience VIII	3 Credits
CWE 254	Cooperative Work Experience VIII	4 Credits
CWE 255	Cooperative Work Experience VIII	5 Credits
CWE 256	Cooperative Work Experience VIII	6 Credits
CWE 257	Cooperative Work Experience VIII	7 Credits
CWE 258	Cooperative Work Experience VIII	8 Credits
CWE 261	Cooperative Work Experience IX	1 Credit
CWE 262	Cooperative Work Experience IX	2 Credits
CWE 263	Cooperative Work Experience IX	3 Credits
CWE 264	Cooperative Work Experience IX	4 Credits
CWE 265	Cooperative Work Experience IX	5 Credits
CWE 266	Cooperative Work Experience IX	6 Credits
CWE 267	Cooperative Work Experience IX	7 Credits
CWE 268	Cooperative Work Experience IX	8 Credits

**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 three (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: 9 a.m. – 4 p.m. (-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:**

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
<input type="checkbox"/> Work setting was a pleasant one in which to work.	_____	_____	_____	_____
<input type="checkbox"/> Provided opportunity to clarify career goals.	_____	_____	_____	_____
<input type="checkbox"/> Learning experience was challenging and meaningful.	_____	_____	_____	_____
<input type="checkbox"/> Expanded my knowledge and skills.	_____	_____	_____	_____
<input type="checkbox"/> Allowed me to apply classroom learning.	_____	_____	_____	_____
<input type="checkbox"/> 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>
<input type="checkbox"/> Approachable/available to answer questions.	_____	_____	_____	_____
<input type="checkbox"/> Served as a professional role model.	_____	_____	_____	_____
<input type="checkbox"/> Discussed your performance with you.	_____	_____	_____	_____
<input type="checkbox"/> Supported your efforts to achieve learning objectives.	_____	_____	_____	_____
<input type="checkbox"/> 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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<b>Learning Objective #1</b>	<b>Rating</b> <input style="width: 40px; height: 30px;" type="text"/>
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**How?** \_\_\_\_\_

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

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<b>Learning Objective #2</b>	<b>Rating</b> <input style="width: 40px; height: 30px;" type="text"/>
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**How?** \_\_\_\_\_

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

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**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**

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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PERFORMANCE CHARACTERISTICS	Rating
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:**

- What characteristics do you consider to be this student’s greatest assets?
- List areas of improvement for this student.
- Please comment on other skills, such as listening, critical thinking, technical competency, safety, leadership, adaptability, etc.
- 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.</b> Yes            or            No	<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: \_\_\_\_\_

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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 \_\_\_\_\_