

Carver Career and Technical Education Center
Work-Based Instructional Plan

Goals and Objectives

The objective of the work-based instructional plan is to provide both the employer and the student a quality and positive work/study relationship. Through this experience, students learn work habits essential for an occupation related to their field of study.

Activities to Achieve the Objectives

The student is to demonstrate the competencies gained from the institution. In return, the employer and the instructor/coordinator evaluates the student on items such as appearance, manner, initiative, accuracy, cooperation, responsibility, enthusiasm, and progress.

The steps of the plan are as follows:

1. The student must meet all of the requirements for a work-based learning experience as outlined in the school/program handbook.
2. The student develops a resume under the guidance and supervision of the instructor/coordinator.
3. The instructor/coordinator selects an appropriate placement for the student to complete their work-based learning assignment.
4. The training agreement is completed and signed by the student, the job-site employer, and the instructor, the counselor, the administration, and the job placement coordinator.
5. The student signs the responsibilities contract document.
6. The student agrees to the conditions of class attendance and submission of weekly report sheets as outlined in the 'Student Responsibilities Contract'.

Personnel Responsible for Overseeing the Plan

After all six steps have been completed and approval has been granted by the job-site employer, the instructor, and job placement coordinator, the student then begins interning/on-the-job training (OJT) at the job site. Once on the job site, the student works for the required number of hours, five days a week. All work is "live," and the student performs his/her duties the same as a regular employee and eventually works with little to no supervision.

Personnel involved in this process are the job-site employer, the instructor, and the job placement coordinator.

Timelines for Review, Evaluation, and Revision of the Plan

Students turn in weekly sheets and other work-based learning evaluation forms to the instructor. The instructor reviews the documents for the purpose of continuous improvement of the work-based learning process.

Work-based student records are maintained in the classroom/office of the instructor and work-based agreements are kept on file by both the instructors and the job placement coordinator.