



### Administrative Policy

<b>Policy Title:</b>	Work-Based Learning
<b>Policy Number:</b>	1041
<b>Date Adopted:</b>	5/15/2013
<b>Version:</b>	5.0
<b>Review Cycle:</b>	Biennially
<b>Date Last Reviewed:</b>	11/05/2020
<b>Office Responsible:</b>	Academic Deans Reviewing Committee:
<b>Academic Council</b>	
<b>Related Policies:</b>	NA
<b>Related Laws:</b>	NA

**Policy Summary:** Jackson College (JC) recognizes the educational and professional benefits that students gain during the opportunity to explore career options and apply their learning to real-world situations. Work-Based Learning experiences offer a quality educational experience that involves professional exploration and integrating academic learning with the performance of meaningful activities in a professional and mentored work setting. This policy is intended to be a general coverage of WBL policies to give guidance on the minimum requirements, for these experiences to be applied to any college program.

**Scope:** This policy applies to college, courses, faculty and students.

### **Definitions:**

**Work-Based Learning (WBL)**- Is an educational strategy that places a student in a professional work setting where they can explore career options, increase academically learned and professional skills, and develop their employability.

**Job Shadow**- During a Job Shadow experience a student goes through a work day shadowing a competent worker in a specific field. This work experience is a temporary, unpaid, non-credit earning exposure to the workplace in an occupational area of interest to the student.

**Externships**- During an Externship, students participate in an extended Job Shadowing experience; typically lasting a week in length. This work experience is a temporary, unpaid, credit earning exposure to the workplace in an occupational area of interest to the student

**Internships**- An internship is a type of work experience for entry-level job-seekers. Internships involve working in your expected career field, either during a semester or over the summer. Internship may be paid or unpaid.

**Cooperative Education (Co-Op)**- A Co-Op is an opportunity for a student to fully submerge themselves in a work setting while still gaining the training that will help them improve upon their classroom learning. Participating students typically stop taking classes to work in a paid full-time position for anywhere between three to twelve months.



**Policy Statement:** Students may choose to participate in a WBL experience that combines study, observation and employment with a business, non-profit organization or governmental agency. The purpose of the experience is to provide an opportunity for students to apply educational, leadership, communication and technical concepts and theories in a practical context. Students are afforded the opportunity to apply lessons learned in the classroom to a real-world experience set in a professional environment. In addition to offering students the opportunity to demonstrate and develop their technical skills, it allows students to develop professional skills such as teamwork, effective communication, an understanding of business procedures, leadership and critical thinking, while confirming their career goals and aspirations.

The following goals should be met during all WBL opportunities:

- Any experience done in relation to the College should be **Career Related** to the student's area of study
- Any experience done should **Advance the student** academically and/or professionally
- Any experience done should be **Mentored** by a qualified professional in the designated field
- Any experience done should be **Evaluated** and feedback given to the student, worksite supervisor, and faculty sponsor/program coordinator

When a student is seeking credit for a WBL experience:

- The student, worksite supervisor and faculty sponsor/program coordinator develop an individual plan.
- Students may enroll for an Internship in more than one discipline (ie. ACC; BUA; CIS); however, hours worked may only be counted toward completion of one Internship. The same hours may not be used to fulfill the requirements of multiple Internships.
- For every credit hour a student must participate in 50 hours of observation and activities at the worksite.
- Internships are intended to be new learning experiences for students that broaden their knowledge and skills. Students who want to complete an Internship should seek to complement or build their employment record with a new internship site that allows the student to develop and hone new skills or take on a special project within their current employment. This project must be outside of their existing job duties and/or provide an opportunity for advanced leadership within the organization.
- Participation in an Internship does not allow the student intern to file for unemployment compensation at the termination of the internship/externship. In addition, participation in an internship commits neither party to the other upon completion of the Internship/Externship.



**Change Log:**

<b>Date of Change</b>	<b>Version</b>	<b>Description of Change</b>	<b>Responsible Party</b>
2/2/13	1.0	Initial Release	Deans Office
4/18/13	2.0	Academic Council	Deans Office/J Frew
11/2/16	3.0	Edits	H. Marshall
05/09/18	4.0	Edits	H. Marshall
11/5/20	5.0	Edits	VP of Academics/Student Services