

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.

WORK-BASED EXPERIENCE

REGULATIONS

SECTION I: GENERAL GUIDELINES

- A. The following options are approved for Work-Based Experience (WBE) in all programs:
1. **Clinical:** in most cases, 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 program 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 worksite (also may be online “visits”).
 5. **Internship:** an on-the-job training experience that is highly selective and intensive. 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 program areas of TTC, exploring career directions and connections.
 7. **Job Shadowing:** a student “shadows” an employee at a worksite to learn about a particular skill, occupation or industry.
- 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 Sponsor Company and student.
1. In programs that include a Work-Based Experience as a curriculum unit with a required length, one or more of the seven 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 program 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 drivers license and liability insurance.
7. Drivers transporting students are required to have written permission of all parent/guardians of minor age passengers.
8. Minor age drivers must have parent/guardian authorization to transport students.
9. Work-Based Experience activities may be assigned at any point during the program, with the essential criteria being as follows:
 - a) The WBE must be appropriate for the student's level of development and competence
 - b) Schedules and training plan will be mutually agreeable between student, Sponsor Company, and Tulsa Technology Center.
10. A student performing as the only Tulsa Technology Center participant in an on- site option extending beyond two weeks must have maintained a 90% program attendance.
11. A student performing as the only Tulsa Technology Center participant in an on- site option extending beyond two weeks must maintain a minimum grade of "C" prior to participation.
12. A Memorandum of Understanding must be on file signed by student and parent/guardian of minor age student.
13. A Work-Based Experience Agreement must be on file signed by a representative of the Sponsor Company.

SECTION II. PROCEDURES

- A. An Appraisal will be completed by the student(s) participating in the Work-Based Experience at the end of the activity or every two weeks for extended options.
- B. An Appraisal will be completed by a representative of the Sponsor Company at the end of the activity or every two weeks for extended options.
- C. An Appraisal will be completed by the instructor at the end of the activity or every two weeks for extended options.
- D. 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.
- E. The ratings will be recorded in the instructor's grade book under the appropriate objective and identified as a Work-Based Experience.
- F. The grade will be recorded on the scope and sequence grade sheet under the appropriate course code and identified as a Work-Based Experience.

SECTION III. APPRAISAL

- A. An Appraisal will be completed by the student(s) participating in the Work-Based Experience at the end of the activity or every two weeks for extended options.
- B. An Appraisal will be completed by a representative of the Sponsor Company at the end of the activity or every two weeks for extended options.
- C. An Appraisal will be completed by the instructor at the end of the activity or every two weeks for extended options.
- D. 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.
- E. The ratings will be recorded in the instructor's grade book under the appropriate objective and identified as a Work-Based Experience.
- F. The grade will be recorded on the scope and sequence grade sheet under the appropriate course code and identified as a Work-Based Experience.