CURRICULUM PROCEDURES REFERENCE MANUAL

SECTION 20

Work-Based Learning

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SECTION 20

Work-Based Learning

Section 20 serves as a policy guide for colleges offering work-based learning curriculum courses which have the WBL course prefix. Colleges may *add* additional criteria to satisfy unique, local education needs or institution requirements.

It is the responsibility of colleges to develop and implement local procedures to ensure compliance with the following guidelines which are included in State Board of Community College Code.

Definition and Program Hours Allowed *(1D SBCCC 400.10 (e)(6)(A)):*

(A) Work-Based Learning is the development of job skills and an opportunity for career exploration by providing the non-captive or non-special credit curriculum student with employment that is coordinated with the educational program. Credit of one semester hour is awarded for each 160 hours of Work-Based Learning i.e. WBL curriculum prefix courses. Work-Based Learning curriculum courses may be included in a program of study with the following range of semester hours of credit:

(i) Certificate: Maximum of two semester hours of credit

(ii) Diploma: Maximum of four semester hours of credit. Students participating in an apprenticeship registered under the State's Apprenticeship Program may use up to sixteen semester hours of credit in the diploma program.

(iii) Associate in Applied Science: Maximum of eight semester hours of credit. Students participating in an apprenticeship registered under the State's Apprenticeship Program may use up to sixteen semester hours of credit in the associate in applied science program.

(iv) Associate in Arts, Science, Engineering and Fine Arts in Music, Theatre and Visual Arts: Maximum of one semester hour credit which may be utilized as the 61st hour.

(v) Associate in General Education: Maximum of seven semester hours of credit.

(vi) Associate in General Education Nursing: Work-Based Learning shall not be included.

Student Membership Hours (1G SBCCC 200.93 (f)(1))

Student membership hours for student work experience and clinical practice shall not generate budget/FTE without prior approval by the System Office for such activities through the appropriate curriculum standard.

Earning Budget/FTE (1G SBCCC 200.93(f)(2))

Work experience for curriculum courses shall earn budget/FTE at the 100 percent rate of assigned work experience hours and shall not exceed a maximum of 320 membership hours per student per semester.

REQUIREMENTS (Reference: 1D SBCCC 400.10 (e)(6)(C)

A. WORK-BASED LEARNING DOCUMENTATION

Student activity in Work-Based Learning is planned and coordinated by a college representative. The employer is responsible for the control and supervision of the student on the job.

Colleges will retain a file on record for students containing the following items:

a. A current student transcript or Final Grade Report (FGRP).
b. A student time/wage report worksheet.
c. A completed work-based learning application.
d. A measurable learning objectives (MLOs) worksheet signed by the student, employer and college coordinator **or** job description. The minimum number of MLOs that must be completed and evaluated are:
   i. 160 contact hours (1 SHC) = 1 MLO
   ii. 320 contact hours (2 SHC) = 2 MLOs
   iii. 480 contact hours (3 SHC) = 3 MLOs
e. Documentation of an employer evaluation.
f. Documentation of employer consultation.

Colleges may substitute a NCCCS apprenticeship program worksheet or similar documentation in lieu of requirements (c-f) for individuals enrolled in a college program and actively participating in a NCCCS registered apprenticeship program.

Each Work-Based Learning student must receive one (1) mandatory site visit for consultation. Alternative methods of consultation with the employer and student may be utilized if a physical visit is not feasible.

B. STUDENT ELIGIBILITY

Colleges may establish minimum criteria for each student seeking academic credit for work- based learning while they learn the requisite skills of a job. The employer ultimately makes the decision as to whether or not an individual is deemed appropriate for their organization.

C. AGE REQUIREMENT

Students must meet age and employment requirements established by the NC Department of Labor (DOL).

Minimum age to participate in work-based learning is subject to the rules and regulations of the North Carolina Department of Labor Youth Employment Laws, the United States Department of Labor Fair Labor Standards Act, as well as SBCCC that apply to students participating in curriculum courses in general.

NOTE: Reference 1D SBCCC 400.2(a) Admission to Colleges

> Each college shall maintain an open-door admission policy to all applicants who are legal residents of the United States and who are either high school graduates or are at least 18 years of age. Community colleges shall not solicit or use information regarding the accreditation of a secondary school located in North Carolina that a person attended as a factor affecting admission to the college or to any program of study, loans, scholarships, or other educational activity at the community college, unless the accreditation was conducted by a State agency. For purposes of this Section, the term "accreditation" shall include certification or any other similar approval process. Officials of each college shall perform student admission processing and placement determinations. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older. Provisions with respect to admission of minors are set forth in 1D SBCCC 200.95 and 1D SBCCC 300.4.

Colleges should inform students under the age of 18 that they must complete an online NCDOL Youth Employment Certificate. The responsibility for filing the certificate lies with the employer

D. MEASURABLE LEARNING OBJECTIVES (MLOs) or JOB DESCRIPTION

The employer, the college, and the student, will develop Measurable Learning Objectives (MLOs) or may utilize a Job Description. The MLOs are agreed upon experiences the student will obtain while working. The MLOs must enhance the student's creative, problem-solving, and technical skills, as well as personal improvement. The MLOs must be developed within the first two (2) weeks of employment.

MLO worksheets must be signed by the student, the employer, and the faculty coordinator (or work-based learning director). In situations where work-based learning courses are a requirement of a program of study, then the learning objectives associated with the learning experience must align to the academic program.

The **minimum** number of MLOs that must be completed and evaluated are:

a. 160 contact hours (1 SHC) - 1 MLO
b. 320 contact hours (2 SHC) - 2 MLOs
c. 480 contact hours (3 SHC) - 3 MLOs

The ***job description*** is a list of general tasks, or functions, and responsibilities of a position, available through resources such as those provided by the Department of Labor or created by the employer and/or by college staff in collaboration with the employer. The job description may be utilized as a substitution for MLOs.

E. EMPLOYER CONSULTATION

Consultation between the college, employer and student should occur during the work-based learning experience. Each work-based learning student will receive **one (1) mandatory site visit** which should be documented**.** If a physical site visit is not feasible, consultation may occur using alternative methods. Documentation of the consultation and the alternative method utilized should be maintained.

F. EVALUATIONS AND REPORTS

Evaluation*

An employer evaluation must be completed by the end of the work-based learning experience and returned to the faculty coordinator for review. After final approval by the work-based learning staff, the evaluation must be placed in the student's work-based learning folder.

Time/Wage Report*

The employer must complete a Time/Wage Report which must be submitted to the faculty coordinator at the end of the work-based learning experience. Upon review by work-based learning staff, the completed report must be placed in the student's work-based learning folder.

NOTE: Students must be advised that they are responsible for informing the college's Financial Aid Office of employment wages earned during the work-based learning experience as it may affect their financial aid.

*Where verification or signature is required, documentation may be provided electronically.

G. SPECIFIC JOB REQUIREMENTS

Potential work-based learning students should be informed beforehand of any special employer job requirements that could restrict or prevent their participation such as drug screening, tool or equipment, age, transportation, licensure, health, or criminal record check requirements. Participation in a work-based learning experience is ultimately at the employer's discretion. Students may work at multiple job sites under multiple employers.

H. REPORTING WORK-BASED LEARNING HOURS FOR BUDGET FTE

Work-Based Learning curriculum courses must be included in a program of study which has been approved by the System Office.

The following students **may not** participate in work-based learning courses:

- Students in Correctional Settings (excepting WBL 110 World of Work)
- Special Credit Students

Students must meet class membership requirements and must also begin the WBL experience before a college may claim class hours for budget FTE.

In work-based learning activities, the college/student must have a work-based learning experience activity set up prior to the beginning of the work-based learning class. The college may report student hours either as **membership hours** or **contact hours** if the following criteria are met:

1. A student is considered to be in **class membership** when the student meets the following criteria:
   a. Enrolled as evidenced by payment of applicable tuition and fees, or obtained a waiver as allowed for in G.S. 115-D-5(b);
   b. Attended one or more classes prior to or on the 10 percent point in the class; and,
   c. Has not withdrawn or dropped the class prior to or on the 10 percent point.

2. **Contact hours.** Students may begin/end the work-based learning at any time during the semester/term enrolled. Colleges report only hours (contact) that are actually worked within the term.

   Student enrollment or transcript may be checked to determine if a student is enrolled in work-based learning classes.

3. **Work-Based Learning Orientation.** In situations where a college chooses to offer a work-based learning orientation, no more than two contact hours of work-based learning orientation may be counted toward the student's work-based learning experience hours. The orientation may occur prior to the beginning of the semester (although those hours may not be counted towards FTE) provided that the college has a written policy for such services.

I. NCDOL Apprenticeship Program

The North Carolina Community College System administers the apprenticeship program. The apprenticeship program combines on-the-job training with coordinated classroom instruction.

A student enrolled in a WBL course may utilize the course experience towards the on-the-job training component of the apprenticeship program. When an apprentice is enrolled in a WBL course and plans to utilize the apprentice experience towards WBL credit, a college may forego establishing or retaining items c-f (as listed on page three) in the student's file.

A college may evaluate previous apprentice "hands-on-training" experience to determine if it is appropriate to award WBL credit.