



WORK BASED LEARNING PROGRAMS

The State Board encourages the use of instructional modes or programs that integrate the resources of the campus and the workplace in order to provide students with supervised learning experiences in employment settings that relate to their educational and career objectives.

The State Director is authorized, in consultation with the college districts, to establish and maintain guidelines and procedures pertaining to cooperative education, clinical experience, internships, or other forms of work-based learning.

Definition of Terms Pertaining to Work-Based Learning

- A. **Work-based learning**— Instructional modes or programs, except apprenticeship, that integrate the resources of the campus and the work site in order to provide students with supervised learning experiences in an employment setting that relates to their educational and/or career objectives. (While apprenticeship is considered work-based learning, apprenticeship regulations are covered under specific standards approved by the Washington State Apprenticeship and Training Council.) Such instructional programs will include, but not be limited to, the following:
 1. Cooperative education
 2. Clinical experience
 3. Internships
- B. **Work-based learning agreement**— A written agreement among a student, work site supervisor, and an instructor-coordinator which specifies the student's employment responsibilities and related training objectives. The agreement precedes the student's placement in a work-based learning situation.
- C. **Work site**— The learning situation, at a site removed from the formal college classroom or laboratory, where the student applies classroom knowledge, theory and skills to practical application in an employment setting.
- D. **Instructor coordinator**— The faculty member participating in the learning agreement with a student and the work site supervisor. The instructor-coordinator has responsibility for awarding academic credit and for evaluating the student's performance.
- E. **Work site supervisor**— The representative from a local business or community agency who contributes to the supervision and evaluation of the student's performance.

Guidelines Governing Work-Based Learning

Guidelines for use prior to student placement

1. All work-based learning shall be under the direct supervision of the college.
2. The college and the work-based work site supervisor must ensure that students participating in work-based learning situations will not displace regular employees doing comparable work and that the employer will comply with applicable state and federal minimum wage laws for all compensable positions.
3. Prior to placement, the student should meet the prerequisites established by each department or obtain permission from a faculty advisor.
4. A written agreement shall be drawn involving each participating work site, the student, and the college. Such agreements shall stipulate the respective responsibilities and conditions under which the learning experiences will take place, as well as identifying the student's objectives and work experiences needed to achieve that goal. The agreement should be signed by the work site supervisor, instructor coordinator and the student.
5. A student may receive both credit and monetary reimbursement for relevant educational experiences acquired at the work site.
6. The following shall apply to all students enrolled in programs utilizing the cooperative education method of instruction.
 - a. The student shall receive at least the minimum hourly wage as established by the United State Department of Labor and the Washington State Department of Labor and Industries for all compensable positions.
 - b. The student shall be covered under State Industrial Insurance or other applicable insurance against injury incurred at the work site.
 - c. The student shall not be placed in hazardous work except as the placement conforms to minimum age requirements for such work.
7. The instructor-coordinator shall ensure that at least two on-site visits occur per quarter and that conferences and/or seminars are held for at least the equivalent of two hours per week.

Guidelines pertaining to program administration

1. Student placement should be coordinated by staff with expertise in the area of instruction. The ratio of students to instructor coordinator should be such as to ensure quality of experiences in the respective programs.
2. Special training and workshops for instructor-coordinators are encouraged.

Guidelines concerning student supervision and evaluation

1. The instructor-coordinator should meet regularly with the student(s) in conferences or in seminars at agreed upon times and regularly participate in on-site visits.
2. Grading procedures should be pre-determined, based on the evaluation of the work site supervisor and the instructor-coordinator, and the evaluation kept by the instructor-coordinator.

Guidelines for Transferability of Credits

A student intending subsequent enrollment in a four-year institution should not anticipate transfer of more work-based credits than the number specified in the Inter-College Relations Commission (ICRC) recommendations.