

**Work-Based Learning
Workbook**

GASTON COLLEGE

Student's Name _____

Semester _____ 20 _____ Course _____

Faculty Coordinator _____ Grade _____

Employer _____

Supervisor _____

Company Address _____

Phone _____

Completed Workbook due to Faculty Coordinator by

Vision Statement

Gaston College will be viewed as the premier post-secondary educational resource in the region, consistently recognized as an exceptional community college and known in the state and nation for successful and innovative programs.

Mission Statement

Gaston College is an open-door public community college, located in Gaston and Lincoln counties, that promotes student success and access to lifelong learning through high-quality, flexible, affordable, and comprehensive educational programs and services responding to economic and workforce development needs.

Accreditation

Gaston College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Gaston College.

The Commission on Colleges should be contacted only on matters related to the accreditation status of Gaston College and not for general College information.

Notice of Non-discrimination

Gaston College is committed to equal opportunity in employment and educational programs and activities and does not discriminate against current or potential employees or students on the basis of race, color, religion, sex, national origin, age, or disability. Gaston College supports protections under all applicable state and federal laws including, but not limited to, the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008.

Inquiries regarding equal opportunity should be directed to: Chief Administrative Officer (Employees) or Vice President for Student Affairs and Enrollment Management (Students), 201 Highway 321 South, Dallas, NC 28034 or call 704.922.6200.

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About This Workbook:

Welcome to WBL!

This workbook is an official record of your participation in and completion of the requirements associated with Work-Based Learning (WBL) at Gaston College.

Completion of the Workbook is a requirement of the course – it must be completed in its entirety, signed where indicated, and returned by the due date in order for you to “pass” the course and receive academic credit for completing the requirements.

At the end of the semester, the Workbook must contain the following: (Use the blanks to the side of each item to keep track of which ones are complete.)

	Student	Fac. Coordinator
1. Completed WBL application	_____	_____
2. Completed WBL agreement (must have all 3 signatures dated on or before start date of WBL)	_____	_____
3. Copy of job description(s)	_____	_____
1. MLO's (must have all 3 signatures)	_____	_____
2. Completed time sheets (months 1-4 as needed w/signatures)	_____	_____
3. Completed Visitation form	_____	_____
4. Mid-term evaluation	_____	_____
5. Student self-evaluation	_____	_____
6. Employer evaluation	_____	_____
7. Final Grade	_____	_____

Gaston College Work-Based Learning Work Agreement

The following statements constitute the agreement on which participation in the Work-Based Learning Program at Gaston College is based:

Placement and Employment Procedures

Gaston College and the cooperative employer agree to observe placement procedures and employment practices which conform to all federal, state, and local laws and regulations (including nondiscrimination toward any participant or employee because of race, color, religion, sex, veteran's status, handicap, or national origin).

College Responsibilities

- Assess the student's skills, capabilities, and career objectives.
- Refer the student to interested employer(s).
- Provide consultation and coordination service between the student, the employer, and the College.
- Approve and evaluate the student's Measurable Learning Objectives (MLO's) for each training period.
- Make arrangements for and conduct on-site visits with the student and his/her supervisor.

Employer Responsibilities

- Provide meaningful and challenging work for the student which is closely related to the student's academic program of study.
- Provide a minimum of at least 160 or 320 hours of employment per semester depending on course credit assigned.
- Insure that duties remain in accordance with the job description.
- Provide thorough supervision of student employee.

- Assist the student in developing Measurable Learning Objectives (MLO's).
- Permit on-site visits by a Gaston College representative(s).
- Notify the Work Based Learning Office at least one week before any action which might result in the termination or change of employment status of the student.
- Encourage the student to continue his or her higher education to completion.
- Pay WBL student at a level consistent with regular employees in a similar training situation unless volunteering.
- Provide the WBL student a safe working environment and Workmen's Compensation Liability Insurance during the training period or if volunteering, student should sign a release form.

Student Responsibilities

- Report punctually and regularly for work.
- Strive to do the best job possible for the employer.
- Conduct yourself at all times in accordance with the employer's work rules.
- Notify the employer promptly if unable to work for any reason.
- Develop Measurable Learning Objectives (MLO's) in conjunction with on-site supervisor and Gaston College faculty coordinator.
- Maintain a minimum 2.0 GPA or Work-Based Learning Office approval.

Statement of Cooperation

I fully understand the responsibilities of all parties involved in this Work-Based Learning Agreement and shall make a sincere and reasonable effort to make this a successful learning experience.

Student _____

On-site Supervisor _____

Faculty Coordinator _____

Release Agreement

I, _____, understand that I have been accepted for a Work-Based
WBL Student's Name

Learning work assignment. The work and learn partnership will involve **Gaston College** and

_____. I acknowledge that the college will assume no financial
WBL Employer

responsibility in the event of any accident or illness suffered by said student as a result of the student's educational activities while enrolled in the WBL class at **Gaston College**.

I also understand that I am personally responsible for seeing that arrangements are made through personal insurance or private funds to cover costs incurred for the medical, surgical, or emergency treatment of an accident or illness suffered while involved in the WBL partnership between the college and the employer.

The presence of the student's signature on this form acknowledges that the student understands the information stated in the release agreement. This agreement must be signed at the time of the initial enrollment in the WBLProgram.

Student Signature _____

Faculty Coordinator Signature _____

WBL Representative Signature _____

Family Rights and Privacy Act- Release of Student Information

Gaston College has a long-standing commitment to the protection of students' rights and privacy of information. Gaston College complies with the provisions of the Federal Family Educational Rights and Privacy Act of 1974, State of North Carolina Law, and the State Department of Education Division of Community College rules. These federal and state requirements relate to accessibility and confidentiality of student records.

Gaston College Policy & Procedures Manual, section 4-31, Confidentiality and Access of Student Records, provides pertinent and detailed information concerning classification of student records. Detailed information is also provided in the Gaston College Student Handbook.

Summary of WBL Regulations

As a WBL student you are expected to meet the following requirements:

Academic Requirements

- Have a 2.0 overall grade point average (GPA) (may be higher depending on department) or departmental approval and maintain that GPA while participating.
- Meet the eligibility requirements for WBL in your curriculum area and be recommended for WBL by a faculty member.

Participation Requirements

- Complete all paperwork and return to the WBL office.
- Attend all meetings and seminars required by the WBL program.
- Inform WBL staff of acceptance of WBL position, any changes in address, withdrawal from program, or any problem which may arise.
- Remain in the work experience for the entire period unless special arrangements are made with the WBL office and the employer.
- Complete the Work Agreement, MLO's, and the WBL Workbook and return to the faculty coordinator.
- If withdrawal from the program occurs, the student should return the workbook to his/her faculty member with up-to-date information. (This should include the Work-Based Learning Work Agreement, MLO's, time report, and/or supervisor's evaluation.)

College Requirements

- Register for the appropriate WBL course each semester.
- Adhere to all College regulations to remain in good standing with the institution.
- Fulfill all obligations concerning registration.

WBL Grading Policy

A passing grade (A, B, C, D) will be assigned **only** after the complete workbook has been received. Determining your final grade is the responsibility of the WBL faculty coordinator. The following factors will be considered in determining your final grade:

- The employer's overall evaluation of the objectives.
- Input received from your on-site supervisor during visits.
- Input received from you during the on-site visits.
- A thorough completion of the student's self-evaluation and time/wage report form.

The Meaning of Work-Based Learning

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

The program involves a cooperative effort between employers and the college: the college teaches basic skills and principles useful in practical work situations; the employer provides a specific and practical work experience. Through combining on-site job training with classroom learning, Gaston College students are better prepared to meet the challenges of a changing technological society. This develops a well-rounded student who finds the transition from college to the world of work easier.

The Workbook

The purpose of the *Work-Based Learning Workbook* is to:

- Help the student focus on "learning" during the WBL work experience.
- Provide the student with a basis through which the goals to be accomplished during the work experience may objectively be established.
- Provide for the evaluation of MLO's and work habits.
- Provide for the maintenance of an accurate record of work hours and wages earned during the semester.

Steps to Complete Workbook

1. Provide information required on the outside cover.
2. Write Measurable Learning Objectives (MLO's) on **pages 6 or 7** and sign your name in the space provided.
3. Obtain an approval signature on your MLO's from your **on-site supervisor**.
4. Make arrangements to review the MLO's with your **Faculty Coordinator** to obtain an approval signature.
5. **Maintain workbook** while working toward accomplishing your MLO's during the semester.
6. Have your on-site supervisor complete the employer evaluation on **page 10**.
7. Complete time/wage form on **pages 11-13**. The form **must be signed and verified** by your on-site supervisor.
8. Complete student's self-evaluation on **pages 14-16**.
9. Submit completed workbook **on or before** the date indicated on the front cover of the WBL workbook or acquire special approval from your faculty coordinator. If the workbook is not turned in on time, the Cooperative Education Office will give an incomplete (**I**) grade.

MLO INSTRUCTION SHEET

What are Measureable Learning Objectives (MLO)?

Measurable Learning Objectives (MLO's) are goals that a student plans to accomplish by the end of the semester. During the WBL job orientation, the employer and the student should agree on MLO's for the work period. The MLO's must be directly related to the student's classroom studies and enhance the student's creative, problem solving, and technical skills as well as personal improvement. Faculty Representative and Supervisor must approve the MLO's.

Credit is granted for *learning* that occurs as a result of working and not for actual work done on the job. Learning objectives are the most effective method to assess the extent and value of this type of learning.

Writing MLO Guidelines

Students should carefully review the job duties and responsibilities with the supervisor at the WBL work site, noting areas in which the student can gain or develop new skills, increase their knowledge or improve their work ethic. Broad general statements should be avoided and limit objectives to those that can be accomplished during a single semester.

The structure of an MLO statement combines four major components to form a single sentence. The components are:

- **Activity** – the desired outcome or expected achievement. Use action words such as:
demonstrate describe develop draw design
operate perform discuss summarize increase
- **Forecast** - the proposed level of accomplishment (expressed numerically whenever possible)
- **Time Frame** – the expected completion date (by date)
- **Evaluation** – the stated method of measurement (evaluated by - - -)

Examples of well written MLO's:

By the end of the semester (Time), I will perform managerial activities of day-to-day operations (Activity) while job shadowing my director (Forecast) to the satisfaction of my supervisor (Evaluation).

By the end of the semester (Time), I will plan and implement two socially interactive activities with staff (Activity) to promote teamwork on a weekly basis (Forecast).

By the end of the semester (Time), I will increase my typing speed (Activity) from 50 to 60 wpm while maintaining or decreasing my present error rate (Forecast) as judged by my supervisor (Evaluation).

By the end of the semester (Time), I will be able to accurately balance charges and payments (Activity) for each doctor at the end of the day.

Student's Measurable Learning Objectives (MLO) New Employer

WITHIN TWO WEEKS of your work experience start date your Measurable Learning Objectives (MLO's) must clearly describe what you intend to accomplish during your work term and be **reviewed, approved, signed, and dated by you, your on-site supervisor, and your faculty coordinator.**

Student's signature

On-site supervisor's signature

Faculty Coordinator's Signature

AT THE END OF THE SEMESTER, your supervisor will evaluate how well you accomplished each of the objectives by **assigning a percentage figure (0% -100%)** in the columns provided below.

By the end of the semester, I will accomplish the following objectives as rated by my job supervisor.	On-site Supervisor's Rating (%)
1. _____ _____ _____	
2. _____ _____ _____	
3. _____ _____ _____	
(Please Sign here at End of the Semester) On-site Supervisor's Signature _____	

**Student's Measurable Learning Objectives
Present Employer Only**

I. Describe Your Current Job Responsibilities With Your Employer (or Attach a Job Description):

II. New Responsibilities During Work-Based Learning Placement

The Measurable Learning Objectives (MLO's) must clearly be based on your new responsibilities that will be accomplished during your work term. They must be **reviewed, approved and signed** by your supervisor (who can suggest modifications) and by you and your faculty coordinator **WITHIN TWO WEEKS of the start date of co-op. At the end of the work term, your supervisor will evaluate how well you accomplished each of the objectives by assigning percentage ratings.**

By the end of the semester, I will accomplish the following Measurable Learning Objectives:	On-Site Supervisor's Rating (%)
MLO #1	
MLO #2	
MLO #3	

MLO'S must be **reviewed, approved and signed** by your supervisor, you, and your faculty coordinator **WITHIN TWO WEEKS of the start date of WBL placement.**

Student's Signature

On-site Supervisor's Signature

Faculty Coordinator's Signature

Evaluation Procedures for Employer

Overview

The following instructions give you, the on-site supervisor, guidelines for completing evaluation forms included in this workbook.

Student's Measurable Learning Objectives (Page 6 or 7)

Please evaluate how well the student has achieved each of the stated objectives. Rate the student with a percentage between 0% and 100%.

Employer's Evaluation of Work-Based Learning Student (Page 10) Student's Time/Wage Report (Pages 11-13)

Please take the following steps to ensure credit is given and wages are reported at the end of the semester.

- complete the evaluation form on **page 10** as objectively as possible
- verify the data in the time/wage report on **pages 12-13** as being accurate
- review the complete workbook (including evaluation) with the student
- return the workbook to the WBL student sometime during the week specified on the front cover.

NOTE:

The student is responsible for completing the self-evaluation and returning the workbook to the faculty coordinator by either the date specified on the front cover or one determined by the department.

Work-Based Learning Student's Mid-Semester Evaluation

Student Name _____
Last First MI Date

WBL Employer _____

Faculty Coordinator _____

Evaluation Questions	Yes	No
1. The WBL employment is related to my program of study.		
2. The WBL job provides a valuable learning experience.		
3. I will be able to achieve my Measurable Learning Objectives.		
4. My employer provides adequate training and supervision so I can perform my work responsibilities.		
5. This position is helping me achieve my career goals.		
6. I have received feedback concerning my performance on the job.		
7. I have been challenged by my work assignments.		
Please circle the appropriate answer.		
8. The overall quality of my current WBL employment position is: <div style="display: flex; justify-content: space-around; font-size: small;"> Excellent Good Average Fair Poor </div>		
9. Is there anything else you would like to tell the WBL staff and/or faculty coordinator?		
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/>		

This evaluation must be completed and turned into your faculty coordinator by _____.
Approximate Date

 Student's Signature

 Faculty Coordinator Signature

Employer Final Evaluation of WBL Student

Name of Student: _____

This form must be completed by the WBL on-site supervisor/employer.

Please evaluate the student objectively, comparing him or her with other students of comparable academic work or with other personnel assigned similar jobs, or with individual standards. Please check each box that applies to your WBL student.

Evaluation Criteria	Exceptional	Very Good	Average	Marginal	Not Applicable	Comments
Relationship with others						
Judgment						
Ability to Learn						
Communication skills						
Teamwork						
Dependability						
Quality of work						
Leadership ability						
Attitude						
Punctuality						
Attendance						
Potential for greater responsibility						

Describe the WBL student's strength _____

Comments _____

Signature of WBL On-site Supervisor/Employer

Student's Signature

Time and Wage Report

It is the student's responsibility to provide an accurate time and wage report. Before academic credit can be granted, **ALL SIGNATURES** are required.

The breakdown of credit hours is as follows:

- 1 credit hour = 160 work hours
- 2 credit hours = 320 work hours
- 3 credit hours = 480 work hours (**only by Director's approval**)

Grade of Incomplete (I)

Students who need extra time to complete the objectives of the WBL course because of unusual circumstances may receive a grade of an **"I" (Incomplete)**. The Faculty Coordinator must approve this in advance. The "I" is compiled in the GPA as **"0"** quality points, which means the student will not be on the President's List or the Dean's List and could affect financial aide and/or scholarships until it is removed. However, when a student completes the provisions necessary for the removal of an **"I"**, the **"I"** will be removed from the student's record and a grade awarded.

Time and Wage

In order for a WBL student to receive academic credit, an account of time and days worked must be recorded by the student (including wages earned, if applicable) and verified by the on-site supervisor. This information is **strictly confidential**.

Your attendance is recorded on the time and wage report and signed by you and your immediate on-site supervisor. If this is not properly done correctly, a grade of **"I"**, **"F"**, or **"X"** will be given. Time sheets must be sent to faculty coordinator and *morrow.joy@gaston.edu* weekly via email, fax or in person.

Below is an example of the time/wage report:

Week Worked	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Total Hours Worked	Total Wages
08/17/14-08/23/14				4.50	4.0	4.0		12.50	87.50
08/24/14-08/31/14		3.0	3.0	3.25	3.0	3.75		16.00	112.00
Total								28.50	199.50

IMPORTANT: Calculate and Report total hours worked each day.

Please use the following time measurements to record your work hours:

- .25 = 15 minutes
- .50 = 30 minutes
- .75 = 45 minutes

Time and Wage Report

Student's name _____ Total hours for semester _____

Employer _____ Total wages before taxes _____

Time sheets must be sent to faculty coordinator and *fox.melissa@gaston.edu* weekly via email, fax or in person.

Important: If the example on page 11 is not followed your workbook will be returned to your Faculty Coordinator.

Month: _____, 20____									
Week Worked	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Total Hours Worked	Total Wages
Total									

Month: _____, 20____									
Week Worked	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Total Hours Worked	Total Wages
Total									

I certify that the above time report is an accurate statement of the hours worked.

Student's signature

On-site supervisor's signature

Important: If the example on page 11 is not followed your workbook will be returned to your Faculty Coordinator.

Time sheets must be sent to faculty coordinator and *morrow.joy@gaston.edu* weekly via email, fax or in person.

Month: _____, 20____									
Week Worked	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Total Hours Worked	Total Wages
Total									

Month: _____, 20____									
Week Worked	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Total Hours Worked	Total Wages
Total									

Month: _____, 20____									
Week Worked	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Total Hours Worked	Total Wages
Total									

I certify that the above time report is an accurate statement of the hours worked.

Student's signature

On-site supervisor's signature

Student's Self-Evaluation

Please evaluate your WBL work experience. This information will be used to evaluate the position. It is for **WBL office use only** and will **not** be seen by employers.

Name _____

Job Title _____

1. What were your specific duties and responsibilities in your WBL position? **Use attached sheet if needed.**

2. Explain how you succeeded in meeting your Measurable Learning Objectives. Be specific. **Use attached sheet if needed.**

Objective #1: _____

Objective #2: _____

Objective #3: _____

3. Describe any significant positive or negative experience(s) that helped you learn something important. Use attached sheet if needed. _____

4. Explain how your WBL work experience has helped in your efforts to accomplish your career goals.

5. Did your supervisor show interest in your learning and professional growth? _____

6. What training was available? _____

7. Would you accept a position with this employer after graduation? Yes No
If no, please explain _____

8. Would you recommend this position for other WBL students? Yes No
Why or Why not? _____

9. Did the WBL staff and the faculty coordinator assist you with this experience? _____

10. How can the WBL staff improve its service to student? _____

11. Have you received any feedback concerning your performance on the job? _____

12. Do you have additional comments? _____

Use attached sheet if more space is needed.

Attached Sheet

Faculty Coordinator

Please make sure the following areas have been completed:

- Signatures of the student, on-site supervisor, and you
- Attendance (total hours and wages) assessment
- Visitation form with dates
- Mid-term Evaluation Assessment
- Employer Evaluation
- Student Self-Evaluation

Comments: _____

Final Grade

Faculty Coordinator's Signature Date

WBL Representative Signature Date