

*Work Based Learning  
Automotive System Technology  
Workbook  
Term I*

***GASTON COLLEGE***

*Student's Name*

*Semester*

*20*

*Course*

*Faculty Coordinator*

*Grade*

*Employer*

*Supervisor*

*Company Address*

*Phone*

*Completed Workbook due to Faculty Coordinator by*

*approximate date*

## **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 lifelong learning through high caliber, 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.

## **Equal Opportunity/Affirmative Action**

Gaston College is committed to affirmative action and equal opportunity in employment and education, and does not discriminate against current or potential employees or students on the basis of race, color, religion, sex, national origin, age, or disability. Inquiries or complaints concerning the college's affirmative action/equal opportunity policy should be directed to the following individuals: Human Resources Director or Director of Counseling, 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.)

	<u>Student</u>	<u>Fac. Coordinator</u>
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

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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.

### State 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 WBL  
Program.

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**Student Signature**

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**Faculty Coordinator Signature**

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**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 Co-op 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. Pre-determined Measurable Learning Objectives (MLO's) on **page 5** 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 evaluations on **pages 6 through 8**.
7. Complete time/wage form on **pages 9 through 11**. The form **must be signed and verified** by your on-site supervisor.
8. Complete student's self-evaluation on **pages 12 through 14**.
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 Work Based Learning Office will give an incomplete (**I**) grade.



## Measurable Learning Objectives

(To be completed at the end of the first WBL session)

The written objectives clearly describe what the student should accomplish during the work term. The objectives will be reviewed and discussed by the work supervisor and the faculty coordinator **during the first two weeks of the term**. Modifications to the predetermined objectives should be **noted and approved**. At the end of the session, the on-site supervisor will evaluate how well the student accomplished each of the objectives by assigning a percentage figure (0%-100%) in the column provided below.

By the end of the session, I will accomplish the following objectives as rated by my job supervisor.	On-site Supervisor's Rating (%)
1. <b>Engine Repairs:</b> With assistance from technician, the student will diagnose engine problems (noises, leaks, etc.); correctly disassemble, measure and evaluate internal components; correctly disassemble and evaluate performance.	
2. <b>Maintenance:</b> Student will advise on general preventive maintenance, and perform North Carolina safety, emissions, OBD II emissions inspections.	
3. <b>Suspension:</b> With assistance from technician, student will diagnose and repair suspension components (springs, shocks, ball joints, etc.). Adjust and perform operational check.	
<b>On-site Supervisor's initials</b>	

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**Student's signature**

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**On-site supervisor's signature**

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# Evaluation Procedures for Employer

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## Overview

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

---

Pre-determined Student's Measurable Learning Objectives **page 4**.

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

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Employer's Evaluation of Work Based Learning Student **page 7 and 8**.  
Student's Time/Wage Report **page 9-11**.

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 7 and 8** as objectively as possible
- verify the data in the time/wage report on **page 10 and 11** 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.

## Student Evaluation

(To be completed by the on-site supervisor  
by the end of the 4<sup>th</sup> week of the WBL Session)

Name of Student \_\_\_\_\_

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	Always	Usually	Sometimes	Never	Comments
1. Is student at work on time?					
2. Is student's work attendance satisfactory?					
3. Is student neat in appearance?					
4. Does student work well with other employees?					
5. Does student show concern for doing job correctly?					
6. Does student exercise proper care of equipment?					
7. Does student show initiative in solving problems?					
8. Is student's behavior conducive to a healthy business atmosphere?					
9. Does student follow directions?					
10. Does student complete paper work required by shop?					
11. Does student show progress toward professional goals?					

**Overall Performance:**

Outstanding	Very Good	Average	Marginal	Unsatisfactory

This report has been discussed with student. Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
**Signature of WBL on-site supervisor/employer**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Signature of Faculty Coordinator**

**Second Student Evaluation**  
 (To be completed by the on-site supervisor  
 by approximately the middle of the WBL Session)

Name of Student \_\_\_\_\_

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	Always	Usually	Sometimes	Never	Comments
1. Is student at work on time?					
2. Is student's work attendance satisfactory?					
3. Is student neat in appearance?					
4. Does student work well with other employees?					
5. Does student show concern for doing job correctly?					
6. Does student exercise proper care of equipment?					
7. Does student show initiative in solving problems?					
8. Is student's behavior conducive to a healthy business atmosphere?					
9. Does student follow directions?					
10. Does student complete paper work required by shop?					
11. Does student show progress toward professional goals?					

**Overall Performance:**

Outstanding	Very Good	Average	Marginal	Unsatisfactory

This report has been discussed with student. Yes \_\_\_\_\_ No \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature of WBL on-site supervisor/employer**

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Signature of Faculty Coordinator**

## 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.

Below is an example of the time/wage report:

Week Worked	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Total Hours Worked	Total Wages
8/17/14-8/23/14				4.50	4.0	4.0		12.50	87.50
8/24/14-8/31/14		3.0	3.0	3.25	3.0	3.75		16.00	112.00
<b>Total</b>								<b>28.50</b>	<b>199.50</b>

**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 \_\_\_\_\_

*Important: If the example on Page 9 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
<b>Total</b>									

Month _____, 20_____									
Week Worked	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Total Hours Worked	Total Wages
<b>Total</b>									

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

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
On-site supervisor's signature

Continuation of "Time/wage report"

**Important: If the example on Page 9 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
<b>Total</b>									

Month _____, 20____									
Week Worked	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Total Hours Worked	Total Wages
<b>Total</b>									

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

---

**Student's signature**

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**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 on page \_\_\_\_\_. Be specific. **Use attached sheet if needed.**

Objective #1 \_\_\_\_\_  
\_\_\_\_\_

Objective #2 \_\_\_\_\_  
\_\_\_\_\_

Objective #3 \_\_\_\_\_  
\_\_\_\_\_

Objective #4 \_\_\_\_\_  
\_\_\_\_\_

Objective #5 \_\_\_\_\_  
\_\_\_\_\_

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  
If no, please explain \_\_\_\_\_ No  
\_\_\_\_\_

8. Would you recommend this position for other WBL students? Why or Why not? \_\_\_\_\_  
\_\_\_\_\_

9. Did the WBL staff and the faculty coordinator assist you with this WBL? \_\_\_\_\_  
\_\_\_\_\_

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**

