

GASTON COLLEGE

Work-Based Learning (WBL) Workbook

Student's Name _____

Semester _____ 20 _____ Course _____

Faculty Coordinator _____ Grade _____

Employer _____

On-site Supervisor _____

Supervisor Email Address _____

Company Address _____

Supervisor's Phone _____

Completed Workbook due to Faculty Coordinator by

Accreditation

Gaston College is accredited by the Southern Association of Colleges and Schools Commission on Colleges 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.

Equal Opportunity/Affirmative Action

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.

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 WBL 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.

Faculty Coordinator Responsibilities

- Assist the student and/or supervisor in establishing MLO's.
- Visit the worksite to ensure safety and quality of WBL experience.
- Conduct either 1 on-site and 3 phone/e-mail contacts OR 2 on-site and 1 phone/e-mail.
- Enter student hours in Web Attendance.
- Check student workbook for completion.
- Solicit employer input for grading purposes.
- Make an appointment to submit completed workbook to WBLP office.
- Determine a grade for the WBLP experience and award college credit based on the student's performance and completion of required documentation.

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 320 hours of employment per semester depending on course credit assigned.
- Provide job description and ensure 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 Worker'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.
- Complete 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.
- If withdrawal from program occurs, the student should return the workbook to his/her faculty coordinator with up-to-date information. (This should include the Work-Based Learning Work Agreement, MLO's, time report, and/or supervisor's evaluation.)

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

(Volunteer Only)

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.

WBL MEASURABLE LEARNING OBJECTIVES

- Measurable Learning Objectives (MLO's) are goals that a student plans to accomplish by the end of the semester.
- MLO's should be completed **WITHIN TWO WEEKS** of the start date of work.
- At the end of the work term, the on-site supervisor will evaluate how well you accomplished each of the objectives by assigning a percentage rating to each.

New Employer: The Measurable Learning Objectives (MLO's) must clearly describe what you intend to accomplish during your work term and be **reviewed, approved, and signed** by you, your on-site supervisor, and your faculty coordinator.

Current Employer: The Measurable Learning Objectives (MLO's) must be clearly based on new responsibilities that will be accomplished during your work term. They must be **reviewed, approved and signed** by you, your on-site supervisor (who can suggest modifications), and your faculty coordinator.

Please provide a list of current job duties for current employer.

By the end of the semester, the student will accomplish the following objectives.
1.
2.
3.

Student's Signature

Date

On-site Supervisor's Signature

Date

Faculty Coordinator's Signature

Date

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						

Assign a percentage rating for each Measurable Learning Objective on page 4, based on how well the student achieved the objective.

MLO #1: (0-100%) _____ MLO #2: (0-100%) _____ MLO#3: (0-100%) _____

Additional Comments:

Signature of WBL On-site Supervisor/Employer

Student's Signature

Time Report

It is the student's responsibility to provide an accurate time report. Before academic credit can be granted, **ALL SIGNATURES** are required. Your attendance is recorded on the time report and signed by you and your on-site supervisor. If the Time Report is not completed correctly, a grade of "I" or "F" will be given. Time sheets must be given to the faculty coordinator and emailed to WBLP@gaston.edu. An electronic time report is available online.

Student's name (print) _____ **Total work hours** _____

1 credit = 160 work hours, 2 credits = 320 work hours

Please use the following measurements to record your work hours: .25=15 minutes, .50=30 minutes, and .75=45 minutes.

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

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

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

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

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

Student's Signature

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 _____

Explain how your Work-Based Learning experience has improved your ability to work in your area of study. List skills you have learned or improved.

During this Work-Based Learning experience, describe a specific learning experience related to your MLO's that was helpful.

Describe any significant positive or negative experience(s) that helped you learn something important.

Describe how your supervisor/employer helped you during your Work-Based Learning experience?

Was your Gaston College Faculty Coordinator available to you during your Work-Based Learning experience to answer questions or address your concerns? How did your Faculty Coordinator help you during your work experience?

Were you hired by your Work-Based Learning employer after you completed your work experience?

Yes No

* This was my employer before I started my work experience. Yes No

If no, Would you accept a position with this employer after graduation? Yes No

Would you recommend this position for other WBL students? Yes No

How can the WBL staff improve its service to student?

Overall, were you satisfied with your Work-Based Learning experience? Yes No

Do you have additional comments?

Student Signature: _____

Faculty Coordinator

Please make sure the following areas have been completed:

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

Comments:

Final Grade

Faculty Coordinator's Signature

Date

WBL Representative Signature

Date