

Work-Based Activity Plan

An agreement between

_____ and Southeastern Technical Institute

Preceptor: _____

STI Instructor: _____

Student: _____

Objectives:

- Student has opportunity to develop and apply real-world work experience using knowledge and skills attained in their program of study
- Provide institution with objective input from potential employers or customers of graduates

Each work-based activity will include the following components to address student learning and validate student competencies:

1. Instructional Plan

- a. Each instructional plan will have learning objectives that align with the course curriculum
- b. Specific learning activities aligned with the instructional plan
- c. Specific competencies are assessed throughout the learning experience
- d. Students receive formative and summative feedback based on evaluation/assessment criteria

2. Written Agreement with External Partners

- a. Designated roles and responsibilities of STI staff and administration
- b. Designated roles and responsibilities of the work-based site staff and administration
- c. Are current

3. Responsible Individual for Work-based site staff

- a. Oversee and guide student learning aligned with learning objectives
- b. Participate in the students' written evaluations/assessments
- c. Forward the students' evaluation/assessment to the STI Instructor
- d. Contact the designated STI Instructor if the student is not meeting the competency standards, if the student becomes ill or injured while at the work-based site, or if there are other circumstances that may impact the students' ability to complete their work-based activity at an acceptable level

4. STI Instructor

- a. Possess the proper qualifications (*licensure, certification, or title*)
- b. Work on behalf of the student and in conjunction with the work-based site to properly place and support each students' learning
- c. Supervise work-based activity
- d. Determine a final grade for each student based upon the onsite and STI Instructor evaluations/assessments, as well as, other evaluations/assessments that are components of the course

Adopted: 5/12

Reviewed: 3/18

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