Work-Based Activities/Instructional Plan

Purpose

Work-based learning activities play an integral part in the curriculum of Technical College of the Rockies career-technical training programs. These activities are planned with two objectives in mind. First, the activity provides students with the opportunity to develop and apply a "real world" experience using the knowledge and skills attained in their program of study. Second, the activity provides the institution with objective input from potential employers or customers of program graduates. Work-based activities designed with objectives, experiences, competencies, and required evaluations provide reinforcement of program competencies in a "real world" environment.

WORK-BASED ACTIVITY OBJECTIVES/EXPERIENCES

Unpaid in-School Shop/Lab Activities – Customer service experiences under the direction of the program faculty member(s).

Customer service, which is incorporated in Automotive Technician, Barbering, Cosmetology, Esthetician, Maintenance and Light Repair, Nail Technician, Cyber Technician, and other programs, involves the public and is an important component of each program. Students are under the direct supervision of the program faculty member(s).

Specific objectives for this type of experience are embedded in the curriculum frameworks for the particular program.

Unpaid Job Shadowing - in-school or off-campus employer-based experiences under the supervision of a qualified employer representative who is working closely with the program faculty member(s).

Job shadowing is a short-term learning experience for student observation of program-related activities performed by employees at an off-campus business or in an on-campus office. Job shadowing is an unpaid experience and should be no more than ten (10) days in length per site. One or more job shadowing experiences may be assigned during the student's training program.

Specific objectives for this type of experience are embedded in the curriculum frameworks for the particular program and/or could be an enhancement to the program based on the opportunity available to the student.

Unpaid Cooperative Training Experiences - at the employer's work location under the supervision of a qualified employer representative and under the direction of the program faculty member.

Cooperative training experiences are training opportunities available to provide the student with an alternate experience for education and training in basic professional skills and program-related competencies. It involves a business employer providing an off-campus hands-on learning opportunity for the student to develop and apply program skills and competencies in a reality-based setting. A student must finish 50% or more of the program competencies to be eligible for cooperative training. Specific objectives for this type of experience are embedded in the curriculum frameworks for the

particular program and/or could be an enhancement to the program based on the opportunity available to the student.

Unpaid Practicum (internship/externship/clinical) Experiences - found in most health care programs. Students are required to participate in administering direct patient care under the guidance of a faculty member and/or preceptor as well as some observational experiences.

Unpaid practicum (internship/externship/clinical) experiences are an integral part of most healthcare programs. Students are required to participate in administering direct patient care under the guidance of a faculty member and/or preceptor as well as some observational experiences. Students are assessed in their knowledge, technical skills, and professional skills while participating in these work-based learning experiences. Clinical and practicum sites are pre-arranged by the faculty member or program coordinator and are established by a contract with the facility.

Specific objectives for this type of experience are embedded in the curriculum frameworks for the particular program and/or could be an enhancement to the program based on the opportunity available to the student.

The paperwork required for the unpaid practicum experience is program-specific and based on the requirements and/or contract of the health care facility. Detailed procedures are available in the Nursing Assistant, Medical Clinical Assistant, Patient Care Technician, Phlebotomy, Surgical Technologist, Diagnostic Medical Sonography, Emergency Medical Technician, and Advanced Emergency Medical Technician programs.

Competencies

An instructional plan will be agreed upon by the faculty member, student, and on-site employer representative. Specific competencies will be outlined using the Instructional Plan for Work-Based Activities form. This is to be completed at the start of the work-based activity.

Evaluation

Periodic evaluations will be completed by the employer representative and will reflect the student's progress made on the identified competencies and professional skills. Faculty will make regular face-to-face visits and phone calls to verify student progress. A contact record will be maintained.

On-site employer representative

An on-site employer representative will agree to utilize the student in training-related activities. Work will be performed under state regulations and legal conditions.
Adequate supervision will be provided, all non-discrimination laws will be followed, and the representative will complete a student evaluation sheet and verification of hours worked.

Activities by institution

TCR will provide a comprehensive training program ensuring that students are prepared to engage in work-based activities. Faculty will allow students to resume full-time classroom training at any time with employer approval. Credit will be granted for competencies successfully completed at the job site. Faculty will abide by non-discrimination laws. Finally, faculty will visit or make contact with the on-site employer representative on a regular basis to verify student progress.

Written agreements with agencies

Written agreements as appropriate to each type of work-based activity will be maintained by the faculty for a period of three years. Updates to agency agreements are made on an annual basis by program coordinators as needed.

Reviewed: June 10, 2026, by TCR Administration