



SARASOTA
COUNTY SCHOOLS



WORK-BASED ACTIVITIES PLAN

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1. Overview

Work-Based Activities at Suncoast Technical College are structured learning activities conducted in a setting that involves the public. This includes clients who are served by the institution in the Cutting Edge Salon, Bistro 502, and Tech Tots Preschool which are all operated on our main campus. Work-Based Activities also include activities conducted in a supervised work setting external to the institution such as clinical rotations with healthcare and public service agencies and externships at local businesses.

2. Programs

The following Post-Secondary Adult Vocational (PSAV) programs at STC participate in work-based activities as defined above:

PROGRAM	DEPARTMENT
Accounting Operations	Business & Human Services
Administrative Office Specialist	
Advanced Esthetics	
Business Management & Analysis	
Cosmetology	
Early Childhood Education	
Facials Specialty	
Legal Administrative Specialist	
Medical Administrative Specialist	
Nails Specialty	
Emergency Medical Technician	Health & Public Service
Nursing Assistant	
Paramedic	
Practical Nursing	
Surgical Technology	
Commercial Foods & Culinary Arts	Industrial Education
Air Conditioning, Refrigeration, & Heating Technology	
Electricity	
Marine Service Technologies	
Plumbing Technology	
Precision Machining & CNC Automation	
Veterinary Assisting	

3. Participation, Objectives, Experiences, & Competencies

Participation

Admission to a work-based activity while enrolled in an STC program is not guaranteed. Students must meet specific criteria determined by the Florida Department of Education's curriculum and STC staff. Examples of these criteria include, but are not limited to, attendance, grade point average, and specific measurable employability skills. Some programs have work-based activities built into the program's curriculum and instruction thus program completion is not possible without successfully completing the activities. Refer to STC Program Managers for specifics regarding work-based activity participation requirements and scope.

Objectives

All work-based activities conducted through STC have two main objectives:

- Provide students with the opportunity to develop and apply a 'real-world' work experience using the knowledge and skills they attain in their program of study
- Provide the institution with objective input from potential employers or customers of program graduates

Additional objectives for students in work-based activities are determined by STC instructors in collaboration with employers and agencies hosting the students. These objectives vary based on the program of enrollment and/or the work-based activity placement. Refer to STC Program Managers for specifics regarding work-based activity objectives.

Experiences

Particular experiences for each work-based activity differ based on the STC program of enrollment. Detailed documentation of expected experiences and tasks performed by students are completed prior to the start of the activity. These are agreed upon by STC teachers, administrators, and employers. Refer to Program Managers for specifics regarding work-based activity experiences.

Competencies

Students must demonstrate mastery of specific competencies while participating in STC work-based activities. These competencies are aligned with the program's current curriculum frameworks established by the Florida Department of Education. Some frameworks speak specifically about activities conducted in a supervised work setting external to the institution while others simply require demonstration of mastery of a skill.

Evaluation

Each work-based activity student experience is evaluated upon its conclusion. This is done by the program instructor or designated staff member. The evaluation process varies depending on the student's program of enrollment. Refer to Program Managers for specifics regarding work-based activity evaluations.

4. Supervision

Each STC program's written agreement for work-based activities designates responsibilities for the student participant, employer, and supervisor. The student participant has specific tasks and behaviors they are held accountable to through the employer and supervisor. Each host agency or business designates an employee to act as liaison and to communicate with the student and the STC activity supervisor, whom in most cases is the student's STC instructor.

5. Written Agreements

Students, STC staff, and local businesses and agencies that participate in work-based activities at STC agree to numerous things through written agreements. The form these written agreements take varies depending on the student's program of enrollment. These written agreements are revised and evaluated annually by STC instructors and administrators with collaboration from local agencies and employers. Refer to STC Program Managers for specifics regarding work-based activity written agreements.