

# Experiential Learning Workbook

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Student's Name: \_\_\_\_\_

EMPL ID: \_\_\_\_\_ Hire Date: \_\_\_\_\_ Term: \_\_\_\_\_

Faculty Co-Op Advisor (Credit Only): \_\_\_\_\_

EL/JPC (Non-Credit): \_\_\_\_\_

Job Supervisor: \_\_\_\_\_

Date of Work Site Contact (by Advisor]: \_\_\_\_\_

Total Number of Hours Worked: \_\_\_\_\_

Total Number of Hours Required: \_\_\_\_\_

Total Number of Credits Earned: \_\_\_\_\_ Grade: \_\_\_\_\_

Faculty Co-Op Advisor Signature: \_\_\_\_\_

EL for Credit Program Leader Signature: \_\_\_\_\_

EL/JPC Signature: \_\_\_\_\_

[WWW.vhcc.edu/explearning](http://www.vhcc.edu/explearning)

## Introduction to Experiential Learning

### What is Experiential Learning?

Experiential Learning is an excellent opportunity for students to gain real-world experience while enrolled at VHCC. It incorporates classroom learning with real world experience. Participating students have the opportunity to improve post-graduate job prospects and to learn valuable job-search skills including how to write an effective resume and prepare for a job interview. Successful students can also help to mitigate employers' concerns about hiring individuals with little or no experience.

Below are the Experiential Learning options available at Virginia Highlands Community College:

- On-Site Training – for college credit
- Cooperative Education – for college credit
- Externship – not for college credit
- Service Learning Projects

### What are the benefits of Experiential Learning?

The main objective of any Experiential Learning Program is to better prepare students for the workforce by providing them with a skill set that makes them increasingly more marketable to potential employers. Although that is the primary goal, there are many other benefits to participating in an Experiential Learning Program. Below you will find a list of the benefits afforded through Experiential Learning:

- Explore career interests and clarify future career goals.
- Network with professionals in your field and identify potential mentors.
- Obtain career-related experience.
- Improve your post-graduation job prospects.
- Incorporate classroom theories with applied learning experiences.
- Improve essential job search skills like professional resume writing and interviewing techniques.
- Earn recognition for your experience through course credit or transcript notation (non-credit courses).
- Develop professional references for your future career.
- Increase self-confidence and knowledge of your interests, abilities, and values.
- Gain experience through a program sanctioned by Virginia Highlands Community College and supported on your behalf regarding safety, ethical practice and quality assurance issues.

### How do I find Experiential Learning Opportunities?

Although some students may (with appropriate approval) use a current employer and job as a work site, students with employment needs are encouraged to seek assistance from the Office of the Experiential Learning/Job Placement Coordinator (EL/JPC). Other valuable resources include: the VHCC Career Development Office which can provide assistance with searching for a job, writing a resume, and preparing for a job interview; the EL/JPC Facebook and blog sites; campus-wide digital monitors; VHCC e-mail announcements; and other traditional media (i.e. classified ads and career/job fairs). Please remember that all work sites must be related to career goal(s) and must be approved by the Experiential Learning/Job Placement Coordinator or the Faculty Co-op Advisor.

### How do I enroll in the Experiential Learning Program?

Students who choose to enroll in the Experiential Learning Program must schedule an individual meeting with the Experiential Learning/Job Placement Coordinator (Non-Credit) or the Experiential Learning For Credit Program Leader (Credit) to obtain the appropriate Experiential Learning Program Application.



**Experiential Learning Program Time Line (INTE 1101,197, 297 courses)  
SEMESTER**

LAST DAY TO ADD COURSE.

LAST DAY TO DROP COURSE, CHANGE FROM AUDIT TO CREDIT, OR RECEIVE TUITION REFUND.

LAST DAY TO COMPLETE AND SUBMIT THE APPROPRIATE EXPERIENTIAL LEARNING PROGRAM APPLICATION AND ATTAIN AN EXPERIENTIAL LEARNING WORKBOOK FROM THE EL/JPC (NON-CREDIT) OR YOUR FACULTY CO-OP ADVISOR AND/OR THE EXPERIENTIAL LEARNING FOR CREDIT PROGRAM LEADER (CREDIT).

***DURING THE FIRST TWO (2) WEEKS OF THE EXPERIENTIAL LEARNING EXPERIENCE:*** STUDENT MUST SUBMIT SIGNED EXPERIENTIAL LEARNING JOB PLACEMENT AGREEMENT AND MEASURABLE LEARNING OBJECTIVES FORMS TO THEIR APPROPRIATE ADVISOR FOR REVIEW, APPROVAL, AND SIGNATURES (DO NOT SEPARATE THE WORKBOOK).

APPROPRIATE CONTACT(S) AND MEETING WITH STUDENT AND/OR JOB SUPERVISOR(S) SCHEDULED BY EL/JPC OR FACULTY CO-OP ADVISOR.

LAST DAY TO WITHDRAW WITHOUT ACADEMIC PENALTY.

STUDENT CONTACTS EXPERIENTIAL LEARNING/JOB PLACEMENT COORDINATOR OR FACULTY CO-OP ADVISOR TO DETERMINE THE NEED FOR A SECOND CONFERENCE.

STUDENT COMPLETES AND SUBMITS EXPERIENTIAL LEARNING WORKBOOK TO EL/JPC OR FACULTY CO-OP ADVISOR.

FINAL EXAMINATIONS. FACULTY CO-OP ADVISOR ASSIGNS GRADE AND SUBMITS COMPLETED EXPERIENTIAL LEARNING WORKBOOK TO THE EXPERIENTIAL LEARNING FOR CREDIT PROGRAM LEADER.

**Experiential Learning Grading System**

**For Credit**

A – Excellent  
B – Above Average  
C – Average  
D – Below Average  
F – Failing  
I – Incomplete

**Non-Credit**

S - Satisfactory  
G – Progress (used only in unique circumstances)  
U - Unsatisfactory  
I – Incomplete  
N – No Show  
X – No Grade (course was taken for purpose of learning subject matter only)

**Semester Credit – Hours Work Ratio**

1 Credit=75 Hours  
2 Credits=150 Hours  
3 Credits=225 Hours

4 Credits=300 Hours  
5 Credits=375 Hours

## Externship Course of Study

### COURSE NUMBER AND TITLE

Experiential Learning/Job Placement Coordinator  
P.O. Box 828  
Abingdon, VA 24212-0828  
Telephone: (276)739-2400  
Toll Free: (877)207-6115  
Web Site: <http://www.vhcc.edu>

INTE 1101 - Externship  
Experiential Learning

### COURSE DESCRIPTION

Experiential Learning is an academic program designed to provide work-based learning through a practical work experience. The primary purpose of the Externship is to integrate experiential learning with classroom instruction and to give inside views of the real world of work. A period of time is spent with a seasoned expert, observing everything that he or she does that is related to the work that is expected to be accomplished as part of the daily routine of the job. Students work part-time in supervised and structured job settings that relate to the chosen programs of study and/or career goal(s). The Externship is offered as a non-credit course through the Division of Workforce Training and Continuing Education. Prerequisite: See COURSE ELIGIBILITY below.

### COURSE OBJECTIVES

- Integrate classroom theory and workplace practice.
- Improve employment marketability by gaining valuable job-site experience to mitigate employer's concerns regarding hiring those without experience.
- Obtain valuable job search skills, such as experience evaluating a career, writing a resume, and preparing for a job interview.
- Complete Career Readiness Certification (CRC).
- Develop inter-personal skills and professional work habits.
- Evaluate career objectives, clarify goals, and provide academic motivation.
- Earn potential income.
- Procure and utilize the soft skills necessary for success in an ever changing global job marketplace.
- Network with professionals in a chosen career path.

### COURSE ELIGIBILITY

- Students must be enrolled in a curriculum, complete the initial Intake Form, and complete the Experiential Learning Program Application and the Assumption of Risk Form.
- Students must have completed Work Keys Assessment and obtained a Career Readiness Certification.
- Students must submit an accurate, up to date resume with three references.
- Students must meet the requirements to complete a work experience in his/her program of study (see the program requirements section of the VHCC Catalog) or have special permission from the Experiential Learning/Job Placement Coordinator or the Dean of the Workforce Training and Continuing Education Department.
- Students must possess a minimum grade point average of 2.0 in their curriculum and/or provide comparable demonstration of academic proficiency.
- Students must have his/her work site approved by the Experiential Learning/Job Placement Coordinator.

### COURSE CONTENT

- Students must complete required semester activities per the Externship Education Timeline.
- Students must be employed at a work site which relates to his/her course of study or career goals. This is approved by the Experiential Learning/Job Placement Coordinator.
- Students must develop approved Measurable Learning Objectives
- Students must complete a minimum of 75 hours of work at approved location.
- Students must be supervised and evaluated by the Job Supervisor (the Mentor) and assigned a grade by the Experiential Learning/Job Placement Coordinator.
- Students receiving pay must be paid at least the minimum wage or the prevailing wage.

- Students must submit a completed Experiential Learning Workbook to the Experiential Learning/Job Placement Coordinator.

#### COURSE PROCEDURES AND POLICIES

Students must be familiar with and adhere to all the policies, activities, and procedures detailed in the Experiential Learning Workbook.

#### METHOD OF EVALUATION/GRADE CRITERIA

At the end of the academic semester a grade of S, G, U, I, N, or X will be assigned. This grading rubric is in accordance with the VHCC Non-Credit Grading Policy. Work experience grades are determined by the Experiential Learning/Job Placement Coordinator after the Experiential Learning Workbook has been reviewed and contact has been made with the student and his/her Job Supervisor(s). The following grading system is used for the INTE 1101 Externship Course: S=Satisfactory; G=Progress (used only in unique circumstances and only at the discretion of the college for courses in which demonstration of progression toward subject competency is desired); U=Unsatisfactory; I=Incomplete; N=No Show (individual neither attends nor formally withdraws from a course for which he/she is registered); X=No Grade (course was taken for purpose of learning the subject matter and not for a grade. CEU's cannot be awarded).

#### BENEFITS OF EXPERIENTIAL LEARNING THROUGH AN EXTERNSHIP

The main objective of any Experiential Learning Program is to dispel an employer's concerns about hiring an employee without job-related experience. Below you will find a list of the benefits afforded through Experiential Learning:

The opportunity to:

- Explore career interests and clarify future career goals.
- Network with professionals in a chosen field and identify potential mentors.
- Obtain career-related experience.
- Improve your post-graduation job prospects.
- Incorporate classroom theories with applied learning experiences.
- Improve essential job search skills like professional resume writing and interviewing techniques.
- Develop the marketable skills employers are looking for.
- Earn recognition for your experience through transcript notation (non-credit courses).
- Develop professional references for future career development.
- Increase self-confidence and knowledge of your interests, abilities, and values.
- Gain experience through a program sanctioned by Virginia Highlands Community College with careful attention to safety, ethical practice(s), and quality assurance issues.

## **Externships Frequently Asked Questions (FAQs)**

### **What is an Externship?**

An Externship is an academic program designed to provide work-based learning through a practical work experience. A period of time is spent with a seasoned expert, observing everything that he/she does that is related to the work that is expected to be accomplished as part of the daily routine of the job.

Students work part-time in supervised and structured job settings that relate to their chosen programs of study and/or career goal(s). An Externship is offered as a non-credit course (INTE 1101) through the Division of Workforce Training and Continuing Education. Students who are enrolled in Externships are paid by their employers.

### **What is the purpose of an Externship?**

Externships afford students the opportunity to integrate classroom theory and workplace practice while improving employment marketability. Students will obtain valuable job search skills, such as experience evaluating a career, writing a resume, and preparing for a job interview. Development of inter-personal skills and professional work habits combined with procurement of the soft skills necessary for success in an ever changing global job marketplace will allow students to negate employers' concerns over hiring individuals without experience.

### **Who is eligible for an Externship?**

VHCC students who are enrolled in a curriculum and possess a minimum of a 2.0 GPA in that curriculum and/or demonstrate comparable academic proficiency are eligible. Students seeking to enroll in an Externship must complete the application process and all necessary paperwork. Students also are required to complete Work Keys Assessment and obtain their Career Readiness Certificate before being placed at an Externship work site. The work site must be approved by the Experiential Learning/Job Placement Coordinator.

### **What is required of students in Externship?**

Students enrolled in an Externship must complete required semester activities per the Experiential Learning Program Timeline. Students must be employed at a work site which relates to his/her course of study or career goals that is approved by the Experiential Learning/Job Placement Coordinator. Completion of the Experiential Learning Workbook is required. Students must also be supervised and evaluated by their Work Supervisor(s) and assigned a grade by the Faculty Co-op Advisor.

### **How will Externships be graded?**

At the end of the academic semester, a grade of S, G, U, I, N, or X will be assigned. Work experience grades are determined by the Experiential Learning/Job Placement Coordinator after a review of the student's Experiential Learning Workbook and contact has been made with the student and his/her Supervisor(s).

### **What are the benefits of enrolling in an Externship?**

To gain the maximum benefits from a work experience, students should learn as much as possible about the available position and the employer. The overall work experience should help reinforce the student's career choice and provide motivation to complete his/her program of study. The experiences of working in an authority/responsibility relationship and as a member of a group or team seeking common goals allow students to have an "insider view" of the real world.

Students who complete a successful work experience enhance their marketability for the future. Externships combine work based learning with classroom theory to enhance the development and professional preparation of students.

## On-Site Training and Cooperative Education Course of Study

### COURSE NUMBER AND TITLE

Experiential Learning For Credit Program Leader  
Faculty Co-op Advisor  
P.O. Box 828  
Abingdon, VA 24212-0828  
Telephone: (276)739-2400  
Toll Free: (877)207-6115  
Web Site: <http://www.vhcc.edu>

197 or 297 – On-Site Training  
197 or 297 – Cooperative Education  
Experiential Learning

### COURSE DESCRIPTION

Experiential Learning is an academic program designed to provide work-based learning through a practical work experience. The primary purpose of On-Site Training and/or Cooperative Education is to integrate experiential learning with classroom instruction and to provide inside views of the real world of work. Students work part-time in supervised and structured job settings that relate to their chosen programs of study and/or career goal(s). Students enrolled in 196, 296 do not receive pay for their work. Students enrolled in Cooperative Education are paid by their employers. College credit is also earned for the successful completion of the work experience and its related activities. Students are also eligible to enroll as part of their curricular studies (as an elective/requirement) or as add-on credit. Associate Degree seeking students are encouraged to participate for two (2) semesters. Credit: work hours ratio is 1:5. Variable credits (1-5) per semester. Prerequisite: See COURSE ELIGIBILITY below.

### COURSE OBJECTIVES

- Opportunity to realistically test career objectives, clarify career goals, and provide academic motivation.
- Opportunity to develop inter-personal skills, professional work habits, self-reliance, and other general education goals.
- Opportunity to integrate classroom theory and workplace practice
- Opportunity to earn college credit.
- Opportunity to earn an income (except for On-Site Training).
- Opportunity to improve after-graduation employment by providing valuable work experience and contact with potential employers.
- Opportunity to gain valuable job search skills, such as experience evaluating a career, writing a resume, and preparing for a job interview.

### COURSE ELIGIBILITY

- Students must be enrolled in a curriculum and complete the appropriate Experiential Learning Program application.
- Students must meet the requirements to complete a work experience in his/her program of study (see the program requirements section of the VHCC Catalog) or have special permission from their Faculty Co-op Advisor.
- Students must have at least a 2.0 curriculum GPA and be employed or employable.
- Students must obtain work site approval from the Faculty Co-op Advisor in order to earn academic credit.

### COURSE CONTENT

- Students must complete required semester activities per the Experiential Learning Program Timeline.
- Students must be employed at a work site which relates to his/her course of study or career goals. The site must be approved by the Faculty Co-op Advisor.
- Students must develop approved Measurable Learning Objectives.
- Students must work the following required hours per semester: 75 hours for 1 credit; 150 hours for 2 credits; 225 hours for 3 credits; 300 hours for 4 credits; or 375 hours for 5 credits.
- Students must be supervised and evaluated by the Job Supervisor (the Mentor) and assigned a grade by their Faculty Co-op Advisor.
- Students must be paid at least the minimum wage or the prevailing wage (except for On Site Training).



- Students must submit a completed Experiential Learning Workbook to their

#### COURSE PROCEDURES AND POLICIES

Students must be familiar with and adhere to all the policies, activities, and procedures detailed in the Experiential Learning Workbook.

#### METHOD OF EVALUATION/GRADE CRITERIA

At the end of the academic semester a grade of A, B, C, D, F, or I will be assigned for the credits earned. Work experience grades are determined by the Faculty Co-op Advisor after the Experiential Learning Workbook has been reviewed and contact has been made with the student and his/her Job Supervisor(s). The following grading system is used for experiential learning: A=Excellent Work Experience; B=Above Average Work Experience; C=Average Work Experience; D=Below Average Work Experience; F=Failing Work Experience; and I=Incomplete Work Experience.

#### BENEFITS OF EXPERIENTIAL LEARNING THROUGH ON-SITE TRAINING OR COOPERATIVE EDUCATION

To gain the maximum benefits from a work experience, students should learn as much as possible about the available position and employer. The overall work experience should help reinforce the student's career choice and provide motivation to complete his/her program of study. The experiences of working in an authority/responsibility relationship and as a member of a group or team seeking common goals allow students to have an "insider view" of the real world. Students, who complete a successful work experience, enhance their future marketability by developing "foundation skills" (personal qualities, basic skills, and thinking skills), "workplace competencies" (resources, interpersonal skills, information, systems, and technology), and other general education skills.

## **On-Site Training and Cooperative Education Frequently Asked Questions (FAQs)**

### **What are On-Site Training and Cooperative Education?**

On-Site Training and Cooperative Education are experiential learning programs designed to provide practical work experience. These programs integrate experiential learning with classroom instruction to provide inside views of the real world of work.

Students work part-time in supervised and structured job settings which relate to their chosen programs of study and/or career goal(s). Students enrolled in On-Site Training do not receive pay for their work. Students who are enrolled in Cooperative Education are paid by their employers. College credit is earned for the successful completion of the work experience and its related activities.

### **What is the purpose of an On-Site Training or Cooperative Education opportunity?**

On-Site Training and Cooperative Education programs help motivate students academically, while also allowing them to evaluate career objectives, clarify career goals, and develop inter-personal skills, professional work habits, and self-reliance. In addition to honing desirable soft skills, students enrolled in these courses will earn college credit and potentially earn an income.

### **Who is eligible for On-Site Training and/or Cooperative Education?**

VHCC students who are enrolled in a curriculum and possess a minimum of a 2.0 GPA in that curriculum are eligible. Students seeking to enroll in On-Site Training and/or Cooperative Education must complete the application process and be referred to the Faculty Co-op Advisor by the Experiential Learning/Job Placement Coordinator. A work-site must be approved by the faculty Co-op Advisor before academic credit can be awarded..

### **What is required of students in On-Site Training and/or Cooperative Education?**

To earn academic credit, students enrolled in On-Site Training and/or Cooperative Education must complete required semester activities per the Experiential Learning Program Timeline. Students must be employed at a work site that relates to his/her course of study or career and has been approved by the Faculty Co-op Advisor. Completion of the Experiential Learning Workbook is required. Students also must be supervised and evaluated by their Job Supervisor(s) and assigned a grade by their Faculty Co-op Advisor.

### **How will On-Site Training and/or Cooperative Education students be graded?**

At the end of the academic semester a grade of A, B, C, D, F, or I will be assigned for the credit(s) earned. Work experience grades are determined by the Faculty Co-op Advisor after a review of the student's Experiential Learning Workbook and contacts with the student and his/her Supervisor(s).

### **What are the benefits of enrolling in On-Site Training and/or Cooperative Education?**

To gain the maximum benefits from a work experience, students should learn as much about their position and the employer as possible. The overall work experience should help reinforce the student's career choice and provide motivation to complete his/her program of study. The experiences of working in an authority/responsibility relationship and as a member of a group or team seeking common goals allow students to have an "insider view" of the real world.

Students will gain work experience enhance their marketability for the future. On-Site Training and Cooperative Education combine work based learning with classroom theory to enhance the student experience.

## The Experiential Workbook Guide to Completion

### What is the purpose of the Experiential Learning Workbook?

The Experiential Learning Workbook is designed to assist students with the work-based learning experience. The forms included allow students to identify objective(s) to maintain an accurate record of work hours and wages (except On-Site Training) earned during the semester. The information collected will enhance the quality of VHCC Experiential Learning Program and be used to assign a grade. **Note: Work experiences for credit require the signature of the Faculty Co-op Advisor; non-credit work experiences require the signature of the Experiential Learning/Job Placement Coordinator.**

### Checklist for completing the Experiential Learning Workbook.

- Complete and verify the student information on the outside front cover and report any changes to the Experiential Learning/Job Placement Coordinator (non-credit) or the Experiential Learning For Credit Program Leader (credit). Make sure the student data matches the information included in your Experiential Learning Program Application or the Application for Co-op/On-Site Training and Risk Assumption form.
- Obtain approval for your work experience from the Job Supervisor by procuring his/her signature on the Experiential Learning Job Placement Agreement.
- Record the learning objectives on the Student's Measurable Learning Objectives Form. The Job Supervisor will help generate objectives and must sign the form.
- Make an appointment with the Experiential Learning/Job Placement Coordinator or your Faculty Co-op Advisor to review, approve, and sign your completed Experiential Learning Job Placement Agreement and Measurable Learning Objectives forms. This should be done within two weeks of the work experience start date.

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_ Location: \_\_\_\_\_

- Retain your Experiential Learning Workbook (DO NOT SEPARATE) while working toward your Measureable Learning Objectives throughout the semester. Keep a daily record of hours worked if for on-site training plus pay earned for cooperative education on the Student Time/Wage Report Form.
- Ask your Job Supervisor to complete the following forms, which will be used for evaluation purposes: the rating percentages on the Measurable Learning Objectives and the Employer/Job Supervisor Evaluation of Experiential Learning Student forms. The Job Supervisor should also verify the completed Student Time/Wage Report with his/her signature.
- Complete the Self-Evaluation of Experiential Learning Student form.
- Submit the completed Experiential Learning Workbook to your Faculty Co-op Advisor (credit) or the Experiential Learning/Job Placement Coordinator (non-credit) on or before the due date indicated on the Experiential Learning Time Line.

**ALL FORMS TO BE COMPLETED AND SUBMITTED ARE FOUND IN APPENDIX.**

# APPENDIX

## FORMS FOR COMPLETION AND SUBMISSION DO NOT SEPARATE WORKBOOK

FORMS	PAGE
EL APPLICATION FOR CO-OP/ON-SITE TRAINING AND RISK FORM	12
EXPERIENTIAL LEARNING JOB PLACEMENT AGREEMENT	14
MEASURABLE LEARNING OBJECTIVES FORM	15
STUDENT TIME/WAGE REPORT	16
SELF-EVALUATION OF EXPERIENTIAL LEARNING STUDENT	18
EMPLOYER/JOB SUPERVISOR EVALUATION OF EXPERIENTIAL LEARNING STUDENT	20



**EXPERIENTIAL LEARNING APPLICATION FOR CO-OP/ ON-SITE TRAINING  
AND ASSUMPTION OF THE RISK FORM**

**Name:** \_\_\_\_\_  
(Last) (First) (Middle Initial)

**EmpID :** \_\_\_\_\_ **What is your curricular GPA?** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone (Either or Both)**  
**Home:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**Co-op Course:** \_\_\_\_\_ **Is this work experience for pay** YES NO

**Name of Employer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Job Supervisor/Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email** \_\_\_\_\_

**Faculty Co-op Advisor Signature:** \_\_\_\_\_

**Notes:** If you do a job search students must have a resume (assistance available at the VHCC Career Development Center) and should participate in an interview process. Students will not be issued an Experiential Learning Workbook (which you need to start your work experience) until this application has been completed.

**COOPERATIVE EDUCATION PROGRAM  
WORKING TO LEARN: LEARNING TO WORK**



ASSUMPTION OF THE RISK FORM

I agree that as a participant in the experiential learning program at Virginia Highlands Community College (the "College") at my employer/worksites scheduled for the College Semester to the completion of my experiential work hours, I am responsible for my own behavior and well-being. I accept this condition of participation, and I acknowledge that I have been informed of the general nature of the risks involved in this activity, including, but not limited to potential risks of the activities or related to the work environment.

I understand that in the event of accident or injury, personal judgment may be required by the employer/worksites or College personnel regarding what actions should be taken on my behalf. Nevertheless, I acknowledge that the College and/or employer/worksites personnel may not legally owe me a duty to take any action on my behalf. I also understand that it is my responsibility to secure personal health insurance in advance, if desired, and to take into account my personal health and physical condition.

I further agree to abide by any and all specific requests by the College and employer/worksites for my safety or the safety of others, as well as any and all of the College's and employer's/worksites's rules and policies applicable to all activities related to this program. I understand that the College reserves the right to exclude my participation in this program if my participation or behavior is deemed detrimental to the safety or welfare of others.

In consideration for being permitted to participate in this program, and because I have agreed to assume the risks involved, I hereby agree that I am responsible for any resulting personal injury, damage to or loss of my property which may occur as a result of my participation or arising out of my participation in this program, unless any such personal injury, damage to or loss of my property is directly due to the negligence of the College and/or employer/worksites, I understand that this Assumption of Risk form will remain in effect during any of my subsequent visits and program-related activities, unless a specific revocation of this document is filed in writing with Ben Bullen, VHCC Experiential Learning For Credit Program Leader, at which time my visits to or participation in the program will cease.

In case an emergency situation arises, please contact \_\_\_\_\_(name) at \_\_\_\_\_(phone number).

**I acknowledge that I have read and fully understand this document. I further acknowledge that I am accepting these personal risks and conditions of my own freewill.**

\_\_\_\_\_I represent that I am 18 years of age or older and legally capable of entering into this agreement.

\_\_\_\_\_  
*Participant's signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Address*

If participant is less than 18 years of age, the following section must be completed:

\_\_\_\_\_My child/ward is under 18 years of age and I am hereby providing permission for him/her to participate in this program, and I agree to be responsible for his/her behavior and safety during this event.

\_\_\_\_\_  
*Child's Name*

\_\_\_\_\_  
*Parent's or guardian's signature*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Date*

Approved as to form by Rita R. Woltz, System Counsel for the VCCS, on February 9, 2005.



## Experiential Learning Job Placement Agreement

This agreement outlines the responsibilities of each party engaged in the Experiential Learning Program at Virginia Highlands Community College (VHCC).

### PLACEMENT AND EMPLOYMENT PROCEDURES

VHCC and the cooperating employer each agree to comply with placement procedures and employment practices that conform to all applicable federal, state, and local laws and regulations (which includes refraining from any unlawful discrimination toward any participant or employee because of race, color, religion, sex, age, disability, national origin, or other non-merit factors).

### RESPONSIBILITIES OF THE COLLEGE

VHCC is responsible for assessing the student's skills, capacities, and career objective(s) of participating students. The Experiential Learning/Job Placement Coordinator may help each student find an appropriate work site and will provide consultation and coordinate services between the student, the employer, and the college. The Faculty Co-op Advisor (credit) or the Experiential Learning/Job Placement Coordinator (non-credit) will evaluate and approve each student's Measurable Learning Objectives and will evaluate (grade) the Experiential Learning Work Experience. The Faculty Co-op Advisor or the Experiential Learning/Job Placement Coordinator will arrange for appropriate contacts with the student and their Job Supervisor(s).

### RESPONSIBILITIES OF THE EMPLOYER

The employer agrees to provide at least 75 hours of employment per semester for an Externship and 75-375 hours of employment per semester for On-Site Training/Cooperative Education. The number of hours worked will determine the course credits earned by the student. The employer will identify a qualified employee to serve as the Job Supervisor, who will assist the student in developing and evaluating Measurable Learning Objectives, supervise the student, and evaluate the student's work experience. The employer agrees to permit on-the-job visit(s) by a designated VHCC representative and to notify, if at all possible, the Faculty Co-op Advisor or the Experiential Learning/Job Placement Coordinator at least one week before any action that might result in a student's termination or chance of employment status. The employer will also encourage the student to complete his/her program of study. If this is a Cooperative Education experience or an Externship, the employer agrees to provide pay at a level consistent with other employees in a similar training situation.

### RESPONSIBILITIES OF THE STUDENT

As an employee of the partnering work site, each student must comply with all employer rules and guidelines. Additionally, in order to receive academic credit, each student must complete wage and time logs, which must be verified by the Job Supervisor. The student must work with the Job Supervisor and the Faculty Co-op Advisor or the Experiential Learning/Job Placement Coordinator to develop Measurable Learning Objectives. The student agrees to adhere to and complete the Experiential Learning Workbook.

***We, the undersigned, fully understand the responsibilities involved in this Experiential Learning Job Placement Agreement and shall give a sincere and reasonable effort as partners to make this a successful work-based learning experience.***

\_\_\_\_\_  
Student/Employee Date

\_\_\_\_\_  
Job Supervisor/Employer Date

\_\_\_\_\_  
Faculty Co-op Advisor/VHCC (Credit Only) Date

\_\_\_\_\_  
Ex. Learning/Job Placement Coordinator Date

### Measurable Learning Objectives Form

Measurable Learning Objectives should clearly describe some of the most important skills that will be developed during the Experiential Learning Job Site experience. This form is intended to be developed with assistance from the Job Supervisor, the Faculty Co-op Advisor or the Experiential Learning/Job Placement Coordinator. The Measurable Learning Objectives will be reviewed and subsequently approved by your Job Supervisor, Faculty Co-op Advisor, or the Experiential Learning/Job Placement Coordinator (each may suggest changes/and or additions). It is imperative that the required signatures are obtained within the first two (2) weeks after the start of your work experience.

**At the end of the work experience, your Job Supervisor will evaluate how well you accomplished each of the objectives by assigning a percentage criterion in the Job Supervisor's column provided below.**

<b>BY THE END OF THE SEMESTER, I WILL ACCOMPLISH THE FOLLOWING OBJECTIVES:            (PLEASE SIGN AND DATE AT THE TIME THE OBJECTIVES ARE APPROVED)</b>		<b>SUPERVISOR'S            RATING %</b>
1. _____ _____ _____ _____		
2. _____ _____ _____ _____		
3. _____ _____ _____ _____		
Student's Signature: _____ Date: _____		<i>Supervisor's            Initials and Date            Of Evaluation</i> _____ _____
Job Supervisor's Signature: _____ Date: _____		
Faculty Co-op Advisor's Signature (For Credit Only): _____ Date: _____		
EL/JPC Signature: _____ Date: _____		

**Directions for the Job Supervisor:** Evaluate the accomplishment of the Measurable Learning Objectives found on this form. Rate the student with the percentage criteria listed and write your initials and the date of the evaluation in the block below your numerical percentage rating. 90%-100%=Excellent Work Experience; 80%-89%=Above Average Work Experience; 70%-79%=Average Work Experience; 60%-69%=Below Average Work Experience; Below 60%=Failing work Experience.

### Student Time/Wage Report

Student: \_\_\_\_\_

Employer: \_\_\_\_\_

**SAMPLE:** Record the hours you have worked and wages you have earned weekly.

 Month: November, 2012

 E.L. Modality:  On-Site Training  Cooperative Education  Externship

Work Week	SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Hrs	Weekly Pay
November 4-10	X	4	3	5	2	4	X	18	\$144.00 (\$8)
November 11-17	X	3	3	6	4	X	X	16	\$128.00 (\$8)
November 18-24	X	4	4	3	X	X	X	11	\$88.00 (\$8)
November 25-Dec. 1	X	5	5	4	3	5	X	22	\$176.00 (\$8)
Total number of work hours and pay earned for the month:								67	\$536.00

Month: \_\_\_\_\_

 E.L. Modality:  On-Site Training  Cooperative Education  Externship

Work Week	SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Hrs	Weekly Pay
Total number of work hours and pay earned for the month:									

Month: \_\_\_\_\_

 E.L. Modality:  On-Site Training  Cooperative Education  Externship

Work Week	SUN	MON	TUE	WED	THU	FRI	SAT	Weekly Hrs	Weekly Pay
Total number of work hours and pay earned for the month:									



### Self-Evaluation of Experiential Learning Student

Student: \_\_\_\_\_

Program of Study: \_\_\_\_\_ Work Term: \_\_\_\_\_  
 (Fall, Spring, or Summer + year)

Answer the following questions by checking the appropriate box to the right. After you have finished answering each question, total the number of checked boxes in each column. Multiply this number by the number listed in the column heading (i.e. if you have four check marks in the Superior column, multiply 4 x 4 and record 16 points in that column). Finally, add together the total points in each column. This is your evaluation score. A high score means you have a good understanding of the company, its structure, and your role in it.

	Below Average (1)	Satisfactory (2)	Above Average (3)	Superior (4)
1. I understand my job responsibilities.				
2. I know who my supervisor is and his/her responsibilities				
3. My supervisor shows interest in my learning and professional growth.				
4. I feel that I am part of a productive work team.				
5. I have had enough training to perform my job.				
6. I always know what my daily and weekly goals are.				
7. I am successfully meeting my Measurable Learning Objectives.				
8. My Faculty Co-op Advisor and/or the EL/JPC show(s) interest in my learning and professional growth.				
9. I know what my long-term career goals are.				
10. This experience is providing learning and professional growth.				
Total the number of responses in each column				
<i>Multiply the responses by each column's severity factor</i>				
<b>Add the results for your total audit score</b>				

Experiential Learning helps VHCC students enhance and master general skills in the real world of work. General education is that part of the collegiate experience which addresses the knowledge, skills, attitudes, and values characteristic of an education person. **Please rate your individual use of the following general education areas.**

<b>GENERAL EDUCATION AREAS</b>	<b>OFTEN</b>	<b>AVERAGE</b>	<b>SOME</b>	<b>NONE</b>
COMMUNICATION (ability to interact with others using all forms of communication, resulting in understanding and being understood)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CRITICAL THINKING (ability to evaluate evidence carefully and applies reasoning to decide what to believe and how to act)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CULTURAL and SOCIAL UNDERSTANDING (ability to be aware, to understand, and to appreciate the interconnectedness of the social and cultural dimensions within and across local, regional, state, national and global communities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INFORMATION LITERACY (ability to recognize when information is needed and has the ability to locate, evaluate, and use it effectively)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERSONAL DEVELOPMENT (ability to strive for physical well-being and emotional maturity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUANTITATIVE REASONING (ability to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCIENTIFIC REASONING (ability to use a system of inquiry, scientific method, and empirical evidence to describe, understand, predict, and control natural phenomena)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

1. Describe the duties you perform at your work site. \_\_\_\_\_  
 \_\_\_\_\_

2. How have you succeeded in meeting your Measurable Learning Objective's? Be Specific.

Objective 1: \_\_\_\_\_

Objective 2: \_\_\_\_\_

Objective 3: \_\_\_\_\_

3. Describe significant positive or negative experiences that promote learning and professional growth. \_\_\_\_\_  
 \_\_\_\_\_

4. How did your work experience assist your efforts to accomplish your career goals? \_\_\_\_\_  
 \_\_\_\_\_

5. How can VHCC improve its services to Experiential Learning Students? \_\_\_\_\_  
 \_\_\_\_\_

**Employer/Job Supervisor Evaluation of Experiential Learning Student**

Student: \_\_\_\_\_

 Program of Study: \_\_\_\_\_ Work Term: \_\_\_\_\_  
 (Fall, Spring, or Summer + year)

**Attitude Toward Work**

- 
- Outstanding interest
- 
- 
- Very interested
- 
- 
- Average interest
- 
- 
- Somewhat indifferent
- 
- 
- Not interested

**Verbal Communication**

- 
- Excellent
- 
- 
- Very good
- 
- 
- Average
- 
- 
- Below average
- 
- 
- Very poor

**Initiative**

- 
- Self-starter
- 
- 
- Acts voluntarily in most matters
- 
- 
- Acts voluntarily in routine matters
- 
- 
- Frequently told what to do
- 
- 
- Always told what to do

**Quality of Work**

- 
- Excellent
- 
- 
- Very good
- 
- 
- Average
- 
- 
- Below average
- 
- 
- Very poor

**Judgment**

- 
- Exceptionally mature
- 
- 
- Above average in decision making
- 
- 
- Usually makes the right decision
- 
- 
- Often uses poor judgment
- 
- 
- Consistently uses poor judgment

**Productivity**

- 
- Highly productive
- 
- 
- Above average in productivity
- 
- 
- Expected amount of productivity
- 
- 
- Less than expected
- 
- 
- Low productivity

**Written Communication**

- 
- Excellent
- 
- 
- Very good
- 
- 
- Average
- 
- 
- Below average
- 
- 
- Very poor

**Dependability**

- 
- Completely dependable
- 
- 
- Above average in dependability
- 
- 
- Usually dependable
- 
- 
- Sometimes neglectful or careless
- 
- 
- Unreliable

**Interpersonal Skills**

- 
- Always works well with others
- 
- 
- Often works well with others
- 
- 
- Usually works well with others
- 
- 
- Sometimes antagonizes others
- 
- 
- Frequently quarrelsome

**Attendance:**  Regular  Irregular **Punctuality:**  Regular  Irregular

**Overall Performance:**  Outstanding  Very Good  Average  Marginal  Unsatisfactory

**Describe the student's area(s) of strength:** \_\_\_\_\_

**Describe the student's area(s) that need improvement:** \_\_\_\_\_

**Comment on the student's ability to attain learning objectives:** \_\_\_\_\_

**This evaluation has been discussed with the student:**  Yes  No **If yes – student signature required:**

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_