

Davis Technical College
Work-Based Activities Policy and Procedures
Training Division

Effective Date: 4/28/17
President's Council Approval: 4/10/17
College Board of Directors Approval: 4/27/17

1. Purpose

- 1.1. Work-Based Activities at the Davis Technical College (College) are undertaken in accordance with all relevant institutional and accreditation policies and procedures. This document defines the roles, responsibilities, requirements, liability and insurance coverage in establishing and managing work-based activities at the College.

2. References

- 2.1. College Contract/Agreement Approval Form
- 2.2. College Curriculum Development Policy
- 2.3. College Student Records Policy
- 2.4. Council on Occupational Education Handbook of Accreditation
- 2.5. College Work-based Activities Guides and Checklists
- 2.6. Utah Code 53B-16
- 2.7. Utah Code 63G-7

3. Definitions

- 3.1. **Memorandum of Agreement/Affiliation Agreement** – A mutual agreement between the College and a work-based activity site taking on students which outlines the responsibilities of each entity.
- 3.2. **Site Supervisor** – The onsite partner employee responsible for communicating with the instructor about work-based activity-related issues. Serves as supervisor to guide, oversee, and evaluate students' participating in the work-based activity experience. Responsible for ensuring protection of the student at the work site. Must possess appropriate qualifications and be employed in a field related to our instruction and for which the student will work.
- 3.3. **Work-Based Activities** – Structured learning activities conducted in supervised work settings external to the institution, or in a setting that involves the public, that are components of educational programs. Activities must be planned with at least two objectives: Provide students with the opportunity to apply 'real-world' work experience using the knowledge and skills attained in the program of study; and provide the institution with objective input from potential

employers or customers of program graduates. Work-based activities must be eligible to meet graduation requirements..

- 3.4. **Work-Based Activities Guides and Agreement** – Serves as course curriculum; includes objectives and competencies; designates the Site Supervisor, outlines expectations for the instructor, Site Supervisor, and student; defines required evaluations of student performance and the quality of the work-based activity site and experience. The student, Site Supervisor, and instructor each signs and receives a copy of this agreement.

4. Policy

- 4.1. Work-Based Activities are considered courses and as such, follow the guidelines and procedures outlined in the Curriculum Development Policy.
- 4.2. Students engaged in Work-Based Activities at off-campus sites are provided with medical coverage by the Workers Compensation Fund of Utah as provided for by Utah Code 53B-16-403
- 4.3. Memorandum of Agreement or Affiliation Agreement
 - 4.3.1 A signed Memorandum of Agreement or Affiliation Agreement will be on file for work-based activity sites and will specify conditions of the partnership between the DTC and the site.
 - 4.3.1.1. Memoranda of Agreement/Affiliation Agreements with allied health employers will include the following language: *The DTC agrees to maintain liability coverage as provided by the Utah State Office of Risk Management for each student subject to Utah Code Annotated 63G -7-101 et. seq.*
 - 4.3.1.2. Memoranda of Agreement/Affiliation Agreements with employers other than allied health will include the following language: *The DTC agrees to maintain liability coverage as provided by the Utah State Office of Risk Management consistent with Utah Code Annotated 63G -7-101 et. seq. through a private provider.*
 - 4.3.1.3. All Memoranda of Agreement with sites providing mandatory Work-Based Activities will include the following language: *The DTC agrees to maintain workers' compensation insurance medical benefits as provided for in Utah Code Annotated 53B-16-401 et. seq for students who are engaged in Work-Based Activities which are a defined part of a DTC training plan.*
 - 4.3.1.4. Memoranda of Agreement/Affiliation Agreements will be updated every three years.
 - 4.3.1.5. In the event an employer requires a Memorandum of Agreement or Affiliation Agreement other than the DTC standard agreement, the proposed agreement must be reviewed and approved by the Director of Institutional Effectiveness before it is submitted to the contract review process.
- 4.4. Work-Based Activities Agreement
 - 4.4.1 The instructor will complete a Work-Based Activities Agreement for each student prior to the work-based activities. *DTC*

- 4.4.2 The Work-Based Activities Agreement will designate a Site Supervisor, possessing appropriate qualifications, to be responsible for guiding and overseeing the student learning experience and participating in the students' written evaluations.
- 4.4.3 Once signed, the student, Site Supervisor, and Student Services will receive copies of the agreement.
- 4.5. Work-Based Activities guides will provide orientation to the instructor, student, and Site Supervisor for each work-based activity experience.
- 4.6. The instructor will conduct and document at least one site visit to each work-based activities site at least once for each student assigned to the site.
- 4.7. Students participating in work-based activities will periodically submit documentation providing evidence of work completed, satisfactory progress, and performance.
- 4.8. Students will complete an evaluation of the site and their experience at the end of their work-based activities. The feedback will be used for program improvement.
- 4.9. The instructor will enter student progress data and a grade relating to the work-based activities course in the student information system.
- 4.10. Programs with programmatic accreditation will comply with any additional requirements for work-based activities outlined by the accrediting body.

5. Approval and Notes

- 5.1. Policy updated to include approved memoranda of understanding language (4.3.1) and to clarify student insurance coverage in April of 2017.