

Davis Technical College: Work-Based Activities Policy

Effective Date: 10 June 2024

1. Purpose

Work-based activities at the Davis Technical College (Davis Tech) 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 Davis Tech.

2. References

- 2.1. Davis Tech Contract/Agreement Approval Form
- 2.2. Davis Technical College Curriculum Development & Modification Policy
- 2.3. Davis Technical College Student Records Policy and Procedures
- 2.4. Council on Occupational Education Handbook of Accreditation
- 2.5. Davis Tech Work-based Activities Guides and Checklists
- 2.6. Utah Code 53B-16-4 State System of Higher Education-Institutional Programs Generally-Internships
- 2.7. Utah Code 63G-7 Governmental Immunity Act of Utah

3. Definitions

3.1. Memorandum of Agreement/Affiliation Agreement – A mutual agreement between Davis Tech 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 a designated Davis Tech employee possessing appropriate qualifications (instructor) about work-based activity-related issues. Serves as supervisor to guide, oversee, and evaluate students' participation in the work-based activity experience. Responsible for ensuring the 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 a setting involving the public 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, Work-Based Activities Policy, 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 sign and receive a copy of this agreement.

3.5. Liability – Refers to an individual's responsibility for their actions in a work-based learning situation. As provided under Utah law, students on approved externships are covered for liability up to the legally mandated maximum amount.

4. Policy

- 4.1. Work-based activities are considered courses and, as such, follow the guidelines and procedures

outlined in the Curriculum Development & Modification Policy.

4.1.1. Work-based activities must be contained within an established course in the training program, and that course must count toward the completion of the program. Activities outside these requirements are not covered by liability or workers' compensation.

4.2. Students engaged in Work-based activities at off-campus sites are provided liability coverage through the State Office of Risk Management subject to Utah Code Annotated 63G-7-101 et. seq.

4.3. Students engaged in unpaid 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.

4.3.1. If students are compensated for their externship, the employer will provide the Workers Compensation coverage.

4.4. Memorandum of Agreement or Affiliation Agreement

4.4.1. A signed Memorandum of Agreement or Affiliation Agreement will be on file for work-based activity sites. It will specify the conditions of the partnership between Davis Tech and the site.

4.4.1.1. Memoranda of Agreement/Affiliation Agreements with employers must include language stating that students are covered under the Governmental Immunity Act of Utah. Although the recommended language is made available in the master template, it is recognized that some clinical sites may prefer to use the language provided by their legal advisors. Such language will be deemed acceptable if it has been approved by legal counsel.

4.4.1.2. Memoranda of Agreement/Affirmation Agreements will be evaluated yearly to ensure that the agreement meets current standards embodied in this policy. Agreements that do not meet current standards and are near their expiration date will be updated.

4.4.1.3. Memoranda of Agreement/Affirmation that do not require an update but are over three years old will be verified as still effective by documentation through Docuware and responsible party will ensure that the work-based activity site approves.

4.4.1.4. If an employer requires a Memorandum of Agreement or Affiliation Agreement other than the Davis Tech standard agreement, the proposed agreement must be reviewed and approved by the Associate Vice President of Training Division before it is submitted to the contract review process.

4.5. Work-Based Activities Agreement

4.5.1. The instructor will complete a Work-Based Activities Agreement for each student prior to the work-based activities.

4.5.2. The Work-Based Activities Agreement will designate a Site Supervisor possessing appropriate qualifications to guide and oversee the student learning experience and participate in the student's written evaluations.

4.5.3. Once signed, the student, Site Supervisor, and instructor will receive copies of the agreement.

4.6. Students participating in work-based activities will periodically submit documentation providing evidence of work completed, satisfactory progress, and performance.

4.7. 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.

4.8. The instructor will enter student progress data and a grade relating to the work-based activities course in the student information system.

4.9. Programs with programmatic accreditation will comply with any additional requirements for work-based activities outlined by the accrediting body.

5. Approval and Notes

Expanded President's Council 10 June 2024

President's Council Approval: 12 November 2018

Board of Directors Approval: 6 December 2018

Updated to clarify language and review expectations in December of 2018.

Updated to reflect change in Utah law which allows State Risk coverage for all externships in September of 2018.

The definition of site supervisor was updated to match COE language in June of 2018.

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