

Davis Technical College

Work-Based Activities Policy

Effective Date: 7 December 2018

President's Council Approval: 12 November 2018

Board of Directors Approval: 6 December 2018

1. Purpose

1.1. 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 Tech Curriculum Development Policy
- 2.3.** Davis Tech Student Records Policy
- 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 State System of Higher Education-Institutional Programs Generally
- 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' 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.

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 Policy.

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

4.2. Students engaged in Work-based activities at off-campus sites are provided with 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 and will specify conditions of the partnership between Davis Tech and the site.

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

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

4.4.1.3. Memoranda of Agreement/Affiliation Agreements which do not require and update, but which are more than three years old will be verified as still effectives by documented (e-mail or letter) contact with the work-based activity site.

4.4.1.4. In the event an employer requires a Memorandum of Agreement or Affiliation Agreement other than Davis Tech 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.

4.5. 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 be responsible for guiding and overseeing the student learning experience and participating in the students' written evaluations.

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

4.6. Work-Based Activities guides will provide orientation to the instructor, student, and Site Supervisor for each work-based activity experience.

4.7. 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.

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

4.9. 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.

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

4.11. 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.

5.2. Definition of site supervisor updated to match COE language in June of 2018.

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

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