

**Lorain County JVS Adult Career Center**

**Work-Based Activities Plan 2022**

**Overview**

The Work-Based Activities Plan is designed to ensure that students experience a real world environment in their field of study utilizing the knowledge and skills attained in the program. This gives the students the opportunity to relate theory to practical application in a professional setting, and demonstrate competencies, work habits and attitudes needed for employment in the profession.

At Lorain County JVS Adult Career Center, the term used for work-based activities matches the most-commonly used industry-specific term. The following applies:

* **Externship** – all medical & dental programs
* **Internship** – available in cosmetology and esthetician programs
* **School-based Enterprises** are is done onsite with various programs that offer services to the general public.

Lorain County JVS Adult Career Center utilizes the following documents to facilitate work-based activities and ensure the protection and safety of all students.

* **Affiliation Agreements** – agreement between the school, the student and the work-based activity site that describes the responsibilities of each party. Also referred to as a contract.
* **Training Agreements** – agreement between the student, instructor and the worksite preceptor and/or supervisor defining the scope and responsibility of each party and outlining the learning plan.
* **Evaluations** – measures student skill-based competencies and performance during work-based activities. Evaluations are completed by the work-based preceptor/supervisors and returned to the program instructor.

**Personnel Responsible for Overseeing the Plan**

Instructors and coordinators who supervise the work-based activity, maintain the appropriate licensure and/or certification. An on-site preceptor/supervisor is designated and responsible for overseeing the all plan.

**Review/Evaluation/Revision**

Work-based training plans are reviewed and evaluated annually by the program coordinator and Instructor.