Work-Based Activity Plan
Mission Statement
Provide students the opportunity to develop national workplace competencies to fill the needs of business and industry.

Vision
To be our communities’ first choice for workforce training.

Core Values
Focus on attracting and retaining students
Implement and maintain systems to enable all students to succeed
Deliver customized employer driven training
Be accountable for our students’ learning outcomes
Provide learning experiences when and where necessary to meet our customers’ needs
Maintain a safe environment conducive to learning
Recruit and develop quality staff
Overview

Pinellas Technical College - SP provides work-based activities to their students in many programs. Work-based activities are required by some program standards and optional for others. They are actively encouraged by all programs and aid as a path to employment. The work-based portion of any program enhances and applies the instructional competencies learned in the classroom and ensures the protection of the students. Students develop interpersonal and communication skills, real world hands on training, and the employability/soft skills needed to secure a position in the world of work. All work-based activities conducted by the college are supervised by a designated employee possessing appropriate qualifications.

Work-based activity sites are approved by the Pinellas County School Board for some externships, internships, and clinicals in the medical and public service programs. These work-based Activity Agreements with the sites are signed by the School Board and the agencies themselves. Students are assigned sites by their instructors. Students who are in a paid work-based activity location communicate with their instructor who coordinates with the students’ supervisor to assure program competencies are met. Pre-defined goals are established prior to the work-based activity onset and an instructional plan is signed by the student, instructor and work-based site supervisor. This plan designates the on-site employer representative responsible for guiding and overseeing the students learning experience and participating in the students’ written evaluation.

Other work-based activities that are coordinated by the instructors for students include structured learning activities conducted in the classroom or lab area setting that involves the public. In this training, a written plan is developed for each work-based activity that specifies the particular objectives, experiences, competencies, and evaluations that are required for the activity.

1. Participation, Objectives, Experiences, & Competencies

Participation
Admission to a work-based activity while enrolled in an PTC program is not guaranteed. Students must meet specific criteria determined by the Florida Department of Education’s curriculum and PTC-SP staff. Examples of these criteria include, but are not limited to, attendance, grade point average, and specific measurable employability skills. Some programs have work-based activities built into the program’s curriculum and instruction thus program completion is not possible without successfully completing the activities. Refer to program instructors for specifics regarding work-based activity participation requirements and scope.

Objectives
All work-based activities conducted through PTC-SP have two main objectives:
- Provide students with the opportunity to develop and apply a ‘real-world’ work experience using the knowledge and skills they attain in their program of study
- Provide the institution with objective input from potential employers or customers of program graduates

Additional objectives for students in work-based activities are determined by PTC-SP instructors in collaboration with employers and agencies hosting the students. These objectives vary based on the program of enrollment and/or the work-based activity placement. Refer to PTC-SP program instructors for specifics regarding work-based activity objectives.

Experiences
Experiences for each work-based activity differ based on the PTC-SP program of enrollment. Detailed documentation of expected experiences and tasks performed by students are completed prior to the start of the activity. These are agreed upon by PTC-SP teachers, administrators, and employers. Refer to program instructors for specifics regarding work-based activity experiences.

Competencies
Students must demonstrate mastery of specific competencies while participating in PTC-SP work-based activities. These competencies are aligned with the program’s current curriculum frameworks established by the Florida Department of Education. Some frameworks speak specifically about activities conducted in a supervised work setting external to the institution while others simply require demonstration of mastery of a skill.

Evaluation
Each work-based activity student experience is evaluated upon its conclusion. This is done by the program instructor or designated staff member. The evaluation process varies depending on the student’s program of enrollment. Refer to program instructors for specifics regarding work-based activity evaluations.

2. Supervision

Each PTC-SP program’s written agreement for work-based activities designates responsibilities for the student participant, employer, and supervisor. The student participant has specific tasks and behaviors they are held accountable to through the employer and supervisor. Each host agency or business designates an employee to act as liaison and to communicate with the student and the PTC-SP activity supervisor, whom in most cases is the student’s PTC-SP instructor.

3. Written Agreements

Students, PTC-SP staff, and local businesses and agencies that participate in work-based activities at PTC-SP agree to numerous things through written agreements. The form these written agreements take varies depending on the student’s program of enrollment. These written agreements are revised and evaluated annually by PTC-SP instructors and administrators with collaboration from local agencies and employers. Refer to PTC program instructors for specifics regarding work-based activity written agreements.