

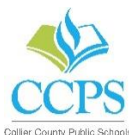
Work-Based Activity Plan

Mission Statement:

The mission of Immokalee Technical College is to provide rigorous and relevant real-world educational experiences using both traditional and distance learning models in order to qualify students for employment and career advancement.

Vision Statement:

The vision of Immokalee Technical College is to be the leading Technical Training College for 21st century workforce education in Southwest Florida--ever changing and continually seeking to meet the dreams and expectations of our entire school and business community.



Work-based Activity Plan

One of the most valuable career training experiences students can have is through the incorporation of work-based activities and/or on-the-job internships since this allows students to gain practical experience in the workplace while earning academic credit at the same time.

Work-based activities can occur throughout the program and through a variety of ways within programs. An iTECH internship typically takes place toward the end of a student's program of study. In order to be eligible for work-based activities and/or an internship, a student must be in "good standing" academically and for attendance. In both work-place activities and internships, students report to work at a cooperating business or a community service or government agency for an agreed upon length of time. The business or agency supervises the student intern and communicates with the instructor. Time sheets submitted by each student and signed by their work-based supervisor become the student's record of attendance while participating in the work-based activity/internship. Performance evaluations submitted by the work-based supervisor is used to calculate the student's grade. Direct communication between the instructor and a business are used to supplement these documents and is always welcome as well.

Most iTECH work-based activities and internships are unpaid work experiences, but some employers provide a stipend to assist with travel expenses, and some are paid experiences. If the student intern is offered a paying job at the conclusion of the internship, that's great, but employment is not necessarily the goal of every internship.

Objectives

Objectives for students to move towards mastery during work-based activities and internships are:

- Relate curriculum competencies learned on campus to work-based sites
- Demonstrate employability skills
- Demonstrate qualifications for employment
- Transition conceptual classroom knowledge into applied on-the-job skills
- Demonstrate positive co-worker relationships through mentor and leadership roles
- Exhibit confident and ethical work habits
- Identify objective needs in conjunction with the instructor and/or business

Evaluation

Students will be evaluated on elements within the following three criteria:

- Employability
- Specific Job Skills and Work-site Requirements
- Professional Growth and Ethics

Annual Review

- Reviewed and Approved- 8/3/2021
- Reviewed and Approved- 8/17/2020
- Reviewed and Approved- 8/6/2019
- Reviewed and Approved- 8/8/2018
- Reviewed and Approved- 8/9/2017

Work-based Plan Attachment(s)

Fr: Dorin Oxender, Director 
Re: **Student Internship Experiences**

The mission of Immokalee Technical College is to prepare our graduates for employment. One of the most valuable experiences our students can have is an internship, because it allows them to gain practical experience in the workplace while earning academic credit at the same time.

An iTECH internship typically takes place toward the end of a student's program of study. Students report to work at a cooperating business or a community service or government agency for approximately two to four weeks. The business or agency supervises the student intern and communicates with the instructor. The attached time sheets from the internship become our record of attendance, and the performance evaluation is used to calculate the student's grade. Direct communication with the instructor to supplement these documents is always welcome as well.

Most iTECH internships are unpaid work experiences, some employers have provided a stipend to assist with travel expenses, and some are paid experiences. If the student intern is offered a paying job at the conclusion of the internship, that's great, but employment is not necessarily the goal of every internship.

If you anticipate an opening, it is a great way to check out a potential employee. But if you simply have the heart and the desire to help students, then the practical experience they gain from working in your organization, along with a reference or letter of recommendation would really help them in their quest for employment.

A list of frequently asked questions is attached, along with the contact information for each of our programs.

I appreciate your commitment to training our workforce by providing internship opportunities for the students of Immokalee Technical College.

What is an internship?

An educational program that allows students to gain work experience at a job site and academic credit at the same time.

Are Interns Paid?

They can be, but almost all of our iTECH internships are unpaid. Some agencies have provided a stipend to help with the cost of transportation, but this is not required.

How long is an internship?

Usually two to four weeks, and can be longer; this can be determined by the Agency and iTECH on an individual basis.

What documentation is required?

A signed agreement between the Agency and Immokalee Technical College Intern

Time Sheets (serves as the iTECH Attendance Record)

Intern Performance Evaluation (Used to calculate the intern's grade)

If your intern performs well, a reference or letter of reference would be appreciated, but is not required.

What about insurance?

- A. To the extent permitted by law, and without expanding or increasing the waiver of sovereign immunity provided in Section 768.28, Florida Statutes, the Immokalee Technical College agrees to indemnify and hold harmless the Agency from any and all claims, liabilities and causes of action arising out of negligence, error, omission, or intentional acts of assigned students, agents, officers, servants or employees of the Immokalee Technical College. The Immokalee Technical College does not indemnify the Agency for the Agency's own negligence, errors or omissions, or intentional acts of its agents, officers, servants or employees.
- B. The Immokalee Technical College agrees to maintain, during the term of this Agreement, professional liability insurance with a single limit of liability of no less than one million dollars (\$1,000,000) per occurrence with an aggregate amount of \$2,000,000.00. A certificate of insurance or other acceptable documentation in evidence of compliance with this paragraph shall be filed with the Agency before any extern enters Agency's premises.



Contract #11-1206

INTERSHIP TRAINING AGREEMENT

This Agreement entered into this _____ by and between
(day) (month) (year)
the District School Board of Collier County (hereinafter referred to as Immokalee Technical College) and
_____ (here in after referred to as the Agency).

WHERE AS, the Immokalee Technical College desires to provide the practice experience for students.
WHERE AS, the Agency is offering to provide the necessary facilities for said practice experience in
recognition of the need to educate students.

NOW, THEREFORE, in consideration of the premises and the mutual covenants and agreements herein
contained, the parties hereto agree as follows:

I. RIGHTS AND OBLIGATIONS OF THE AGENCY:

- A. The Agency agrees to make available, to the extent reasonable, certain facilities to the Immokalee Technical College in order to provide practice experience for Immokalee Technical College students from appropriate agency programs related to the educational project. The number of students for each placement will be arranged by mutual agreement.
- B. The Agency in cooperation with the Immokalee Technical College has the right to withdraw any student or faculty member who does not meet professional and/or other requirements of the Agency or any appropriate authority controlling and directing said Agency.
- C. The Agency shall not substitute students of the Immokalee Technical College for paid Agency staff for any purpose, while the students are attending practice courses, and no student shall be considered to be an employee of the Agency during the practice courses, unless the courses are part of an Educational Cooperative ("Co-op") Program that (a) encompasses business based On-the Job-Training ("OJT"); and (b) provides work site duties and responsibilities, overseen and supervised by the prospective OJT employer, for which remuneration may be received from such employer in conformity with Federal and State law.
- D. Prior to the actual commencement of the practice course, the Agency shall provide the students and applicable faculty with an orientation session about its policies and procedures. These students and faculty must attend and orientation prior to the commencement of the course.
- E. The Agency will be responsible for arranging immediate first aid and emergency care of students and faculty in the event of an accidental injury or illness at the expense of the students and faculty.

II. RIGHTS AND OBLIGATIONS OF THE IMMOKALEE TECHNICAL COLLEGE:

- A. The Immokalee Technical College shall acquaint the students with the rules and regulations of the Agency and shall hold the student responsible for complying with all rules and regulations as set forth by the Agency, which may be amended by the Agency from time to time. The Agency may provide further orientation.
- B. The Immokalee Technical College shall assure that students wear identification in accordance with the policies of the Agency.
- C. The Immokalee Technical College representative shall have regular communication with the Agency representative in order to coordinate the progress of practice experiences and to determine their effectiveness.

- D. The Immokalee Technical College shall coordinate student practice experiences with the designated representative from the Agency.
- E. The Immokalee Technical College shall arrange meetings with the appropriate clinical staff of the Agency in order to review the progress of the practice experiences as needed.
- F. The Immokalee Technical College shall provide methods for student evaluation and shall be responsible for determining the students' final grades.
- G. The Immokalee Technical College shall inform the representatives of the Agency as to the extent of the academic preparation of the students for the purpose of ensuring the appropriate level of practice assignments for the students.
- H. The Immokalee Technical College shall confirm in writing that each student has on file a record of completed immunizations and CPR as appropriate.
- I. The Immokalee Technical College shall upon reasonable request of the Agency remove any student from the training site and from participation in the practice experience as long as such request shall not discriminate against any student on the basis of race, religion, sex, creed, age, national origin, or disability.
- J. The Immokalee Technical College shall not exceed instructor/student ratios as set by regulatory bodies and the Agency.
- K. The Immokalee Technical College shall provide the Agency with a copy of current curriculum.
- L. The Immokalee Technical College shall inform all students that they must keep all information confidential and shall not disclose such information to third parties except as required by law.

III. INDEMNIFICATION AND INSURANCE:

- A. To the extent permitted by law, and without expanding or increasing the waiver of sovereign immunity provided in Section 768.28, Florida Statutes, the Immokalee Technical College agrees to indemnify and hold harmless the Agency from any and all claims, liabilities and causes of action arising out of negligence, error, omission, or intentional acts of assigned students, agents, officers, servants or employees of the Immokalee Technical College. The Immokalee Technical College does not indemnify the Agency for the Agency's own negligence, errors or omissions, or intentional acts of its agents, officers, servants or employees.
- B. The Immokalee Technical College agrees to maintain, during the term of this Agreement, professional liability insurance with a single limit of liability of no less than one million dollars (\$1,000,000) per occurrence with an aggregate amount of \$2,000,000.00. A certificate of insurance or other acceptable documentation in evidence of compliance with this paragraph shall be filed with the Agency before any extern enters Agency's premises.

IV. TERMS OF AGREEMENT:

- A. The term of this agreement shall be from _day of _____, 20_____ through the _day of _____, 20_____.
- B. Either party hereto may terminate this Agreement, without cause, at any time by providing the other party at least 60 days written notice provided, however, any currently enrolled students will be permitted to complete the current clinical rotation.

WITNESS:

The District School Board of Collier County

Signed by: _____

WITNESS:

Signed by: _____

(Print Contact Name/Title)

(Completed by Instructor)

Name of Student: _____

Place of Employment: _____

Job Title: _____

Supervisor: _____

Supervisor Phone #: _____

List major Objectives/Competencies students should master:

Give examples of possible experiences:

PLEASE PRINT ALL INFORMATION

Name of Student: _____

Place of Employment: _____

Job Title: _____

Supervisor: _____

Supervisor Phone #: _____

PLEASE RATE STUDENT/EMPLOYEE USING THE FOLLOWING SCALE:

5 - Excellent; 4 - Above Average; 3.5 - Meets Expectations; 3 - Average; 2 - Below Average; 1 - Poor; N/A

- Does not apply

Part I - Employability

1. Uses correct language; speaks clearly; listens	5	4	3.5	3	2	1	N/A
2. Works well with others; is a part of the team; uses initiative	5	4	3.5	3	2	1	N/A
3. Punctual to work; has good attendance; uses good judgment	5	4	3.5	3	2	1	N/A
4. Accepts responsibility; is reliable; follows up on job assignments	5	4	3.5	3	2	1	N/A
5. Greets clients; is respectful; is courteous; has acceptable attitude	5	4	3.5	3	2	1	N/A

Part II - Specific Job Skills and Work-site Requirements

6. Follows prescribed dress code and/or uniform requirements	5	4	3.5	3	2	1	N/A
7. Performs duties and job assignments without being reminded	5	4	3.5	3	2	1	N/A
8. Performs specific tasks efficiently and effectively	5	4	3.5	3	2	1	N/A
9. Follows directions from manager and/or supervisor/team leader	5	4	3.5	3	2	1	N/A
10. Follows safety, security and/or sanitation policies	5	4	3.5	3	2	1	N/A
11. Performs duties in timely fashion without reminders	5	4	3.5	3	2	1	N/A
12. Shows job competence and task improvement since hiring	5	4	3.5	3	2	1	N/A

Part III - Professional Growth/Ethics

13. Demonstrates knowledge of company/unit policies/functions	5	4	3.5	3	2	1	N/A
14. Shows loyalty to and has knowledge of mission statement	5	4	3.5	3	2	1	N/A
15. Attends meetings when directed; follows company policies/goals	5	4	3.5	3	2	1	N/A
16. Demonstrates legal and ethical behavior within the scope of job	5	4	3.5	3	2	1	N/A
17. Shows initiative in learning new jobs and accepting new tasks	5	4	3.5	3	2	1	N/A
18. Demonstrates professional growth and mature decision-making	5	4	3.5	3	2	1	N/A
19. Performs job tasks occasionally even if not part of job description	5	4	3.5	3	2	1	N/A
20. Understands need for adhering to set schedules and deadlines	5	4	3.5	3	2	1	N/A

Comments:

Supervisor: _____ Date: _____

Student: _____ Date: _____

