

Early Childhood Education Work-Based Activity Plan

Mission Statement:

The mission of Immokalee Technical College is to empower students through innovating hands-on training that qualifies and prepares students for achievable employment and future career success in the workforce.

Vision Statement:

To be the leader of technical training in Southwest Florida, that cultivates student excellence through accessible and achievable workforce education and prepares them to enter employment as a skilled, knowledgeable, and productive member of the Southwest Florida community.

Purpose of the Work Based Activities / Instructional Plan

The Work Based Activities / Instructional Plan at Immokalee Technical College (iTECH) establishes a structured framework for delivering meaningful workplace learning experiences that complement classroom and laboratory instruction. The plan ensures that students participate in supervised, instructionally aligned work-based learning opportunities that support mastery of occupational competencies, professional skills, and employability behaviors required for successful entry into the workforce.

Work based learning is an integral component of iTECH's instructional delivery model and reflects the institution's mission to provide hands on, workforce focused education through collaboration with business, industry, community, and government partners.

Instructional Design and Work Based Instructional Plan

Each student participates under a written Work-Based Instructional Plan, completed by the instructor, that clearly defines:

- Major objectives and occupational competencies to be mastered
- Examples of appropriate work-based learning experiences
- Expected employability skills and professional behaviors
- Methods for evaluating student performance

The instructional plan ensures consistency across placements and provides a structured guide for both the students and the supervising agency. Objectives are aligned with approved curricula and reflect industry standards and workforce expectations.

Supervision, Coordination, and Responsibility

Each work-based learning experience designates a qualified-on site supervisor responsible for guiding, overseeing, and evaluating the student's daily activities. The supervisor provides orientation to agency policies, assigns appropriate tasks, and completes written performance evaluations.

Work based activities conducted by the institution are coordinated by designated iTECH employees possessing appropriate qualifications, including instructors, workforce coordinators, and administrators. Institutional responsibilities include:

- Approving student eligibility and placement prior to off campus seat time
- Maintaining regular communication with agency supervisors
- Monitoring student progress and attendance
- Ensuring instructional objectives are being met
- Assigning final grades based on documented evaluations

This structure ensures institutional oversight and accountability for student learning.

Budgetary Resources

The Work Based Activities / Instructional Plan is supported through existing institutional resources. Budgetary support includes:

- Salaries and time allocation for qualified instructional and administrative staff
- Administrative support for agreements, forms, and compliance documentation
- Development and maintenance of work-based learning handbooks and evaluation tools
- Professional liability insurance maintained by iTECH

Partner agencies provide training sites, equipment, and on-site supervision at no cost to the institution. Some employers may voluntarily provide stipends or wages to students; however, compensation is not required and does not impact academic evaluation.

Objectives

Objectives for students to move towards competency mastery during on-campus work-based activities are:

- Relate curriculum theory to hands-on practice through real customer service/ relations
- Demonstrate employability skills through interactions with supervisor(s) and teammates
- Demonstrate qualifications needed for employment in the specific career field
- Demonstrate competency obtainment through identified services, tasks, and jobs within on-campus Little Indians Preschool
- Demonstrate positive co-worker (classmate) relationships by mentoring and leadership roles within the program
- Demonstrate consistency and build confidence for specific career skills

Competencies

Competencies aligned with each objective are the following:

- Employability
 - Uses correct language; speaks clearly; listens
 - Works well with others; is a part of the team; uses initiative
 - Punctual to work; has good attendance; uses good judgment
 - Accepts responsibility; is reliable; follows up on job assignments
 - Greets clients; is respectful; is courteous; has acceptable attitude
- Specific Job Skills and Knowledge of Work-site Requirements
 - Follows prescribed dress code and/or uniform requirements
 - Perform duties and job assignments without being reminded
 - Performs specific tasks efficiently and effectively
 - Follows directions from manager and/or supervisor/team leader
 - Follows safety, security and/or sanitation policies
 - Perform duties in timely fashion without reminders
 - Shows job competence and task improvement since hiring
- Professional Growth and Workplace Ethics
 - Demonstrates knowledge of company/unit policies/functions
 - Shows loyalty to and has knowledge of mission statement
 - Attends meetings when directed; follows company policies/goals
 - Demonstrates legal and ethical behavior within the scope of job
 - Shows initiative in learning new jobs and accepting new tasks
 - Demonstrates professional growth and mature decision-making
 - Performs job tasks occasionally even if not part of job description
 - Understands need for adhering to set schedules and deadlines

Evaluation

Students enrolled in early Childhood Education are evaluated on elements of employability, specific job skill knowledge, professional growth, customer service, and ethics while participating through on-campus work-based activities in the Little Indians Early Learning Center. The student evaluation through their on-campus work-based activities is weighted in the student grading structure as follows:

- Work-based Participation: 25%
- Work-based Skills and Services: 25%
- Classroom Lecture and Theory: 25%
- Program Tests and Quizzes: 25%

Annual Review

- Reviewed and Approved- 4/21/2021
- Reviewed and Approved- 8/3/2021
- Reviewed and Approved- 8/9/2022
- Reviewed and Approved- 8/8/2023
- Reviewed and Approved- 8/6/2024
- Reviewed and Approved- 8/4/2025