

Immokalee Technical College Work-based 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.

Letter to Business and Community Partners (Program Intent)

Immokalee Technical College communicates the purpose and expectations of work-based learning through formal correspondence with business and community partners. As outlined in the letter from the Director, internships and similar experiences are designed to provide students with real world applications of their skills while earning academic credit. These experiences typically occur toward the end of a student's program of study and are supported through ongoing communication between agency supervisors and instructional staff.

The institution emphasizes that:

- Work based learning benefits both students and partner agencies
- Experiences may be paid or unpaid
- Employment at the conclusion of the experience is encouraged but not required
- Supervisor feedback and evaluations are essential to student assessment

This communication establishes shared expectations and reinforces the collaborative nature of the program.

Scope of Services

The scope of the Work Based Activities / Instructional Plan includes both internal and external learning experiences designed to support instructional objectives across all approved iTECH programs. Work based activities include, but are not limited to:

- Internships
- Externships
- Clinical rotations
- On the job training (OJT) experiences

These activities are conducted through formal agreements with approved agencies and are typically completed during the latter portion of a student's program. Experiences generally range from two to four weeks, with flexibility based on program requirements, student readiness, and agency availability.

All experiences are:

- Directly aligned with program curriculum and learning outcomes

- Supervised by qualified on site agency personnel
- Monitored and evaluated by qualified iTECH instructional staff
- Documented through approved institutional forms

Students participating in work-based learning are not considered employees of the agency and may not replace paid staff.

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.

Major Activity

Major activities associated with work based learning include:

1. Student Eligibility and Approval
 - a. Review of attendance, academic standing, and readiness
 - b. Administrative approval prior to off campus placement
2. Formal Agreements
 - a. Execution of Internship Training Agreements defining roles, responsibilities, and legal protections
3. Instructional Planning
 - a. Completion of Work Based Instructional Plans outlining objectives and competencies
4. Supervised Workplace Experience
 - a. Structured learning under the guidance of an on-site supervisor
5. Monitoring and Communication
 - a. Ongoing coordination between instructors and agencies
6. Evaluation and Documentation
 - a. Time sheets serving as attendance records
 - b. Supervisor performance evaluations
 - c. Instructor assessment and final grading

Evaluation of the Plan & Stakeholder Dissemination

The effectiveness of the Work Based Activities / Instructional Plan is evaluated through multiple assessment measures, including:

- Written supervisor performance evaluations
- Student attendance and completion data
- Instructor assessment of competency attainment
- Feedback from students and partner agencies

Evaluation results are reviewed by instructional and administrative staff and used to improve instructional planning, strengthen partnerships, and ensure alignment with workforce needs and institutional goals.

Stakeholder Plan Dissemination

The Work Based Activities / Instructional Plan is shared with and supported by both internal and external stakeholders.

Internal stakeholders include:

- Director and Assistant Director
- Program instructors and coordinators
- Workforce Coordinator
- Administrative staff
- Participating students

External stakeholders include:

- Business, industry, community, and government agencies
- On site supervisors and mentors
- The District School Board of Collier County
- Regulatory and accrediting bodies, as required

Supporting Documentation and Samples

The plan is supported by standardized documents that ensure consistent implementation and compliance, including:

- Internship Training Agreements
- Student Internship/OJT Applications
- Work Based Instructional Plan forms
- Time sheets used as official attendance records
- Supervisor Performance Evaluation forms

These documents collectively demonstrate institutional control, instructional intent, and accountability for student learning experiences.

Summary

Through this comprehensive Work Based Activities / Instructional Plan, Immokalee Technical College ensures that students engage in structured, supervised, and evaluated workplace learning experiences that support instructional objectives and prepare graduates for successful employment. The integration of formal planning, qualified supervision, documented assessment, and stakeholder collaboration reflects institutional commitment to educational quality, workforce relevance, and continuous improvement.



To: Business and Community Partners

From: Aaron Paquette, Director

Subject: Student Work-based Learning and Internship Opportunities

The mission of Immokalee Technical College is to prepare students for achievable employment and future career success in the workforce. 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 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.

Some internships are unpaid work experience, 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.

iTECH appreciates your commitment to training our workforce by providing internship opportunities for the students at Immokalee Technical College Campuses.

Sincerely,

Aaron Paquette

Director, Immokalee Technical College

Who do I contact about an internship?

Program	Location	Instructor	Email	Phone
Accounting Operations	Immokalee	Alma Galindo	galina@collierschools.com	239-377-2180
Applied Cybersecurity	Immokalee/ GLADES	Amy McMullin	mcmula@collierschools.com	239-377-0931
Automotive Service Technology	Immokalee	James Reuss	reussj@collierschools.com	239-377-4978
Building Construction Technology	Immokalee	Tim Moore	mooret@collierschools.com	239-377-8046
Computer Systems & Information Technology	Immokalee	Amy McMullin	mcmula@collierschools.com	239-377-0931
Cosmetology	Immokalee	Delia Lozano	lozand@collierschools.com	239-377-1948
Digital Media/ Multimedia Design	Immokalee	Omar Rodriguez	rodrio@collierschools.com	239-377-9972
Early Childhood Education	Immokalee	Melinda Moore	moorem6@collierschools.com	239-377-9951
Heavy Equipment Service Technician	GLADES	Neil Elmore	elmorn@collierschools.com	239-377-9537
Heavy Equipment Service Technician	Immokalee	Stephen Bridges	bridgs1@collierschools.com	239-377-9549
HVAC/R	GLADES	Javian Everett	everej@collierschools.com	239-377-3472
Machining Technologies/CNC Production	CME-Naples	Ross Porter	porter@collierschools.com	239-377-5197
Professional Culinary Arts & Hospitality	GLADES	Shauna Kay Elliot	ellios2@collierschools.com	239-377-9539
Professional Culinary Arts & Hospitality	Immokalee	Terrie Poole	poolet@collierschools.com	239-377-5484
Name	Title		Email	
Aaron Paquette	Director		paquetaa@collierschools.com	



Main Campus
508 North 9th St
Immokalee, FL 34241



Branch Campus
1030 Industrial Dr
Moore Haven, FL 33471

Eugenia Burton	Assistant Director	burtoneu@collierschools.com
Julie Alfaro	Workforce Coordinator	alfaroju@collierschools.com
Cynthia Hantzis	Health Science Coordinator	hantzc@collierschools.com
Martha Mendoza	Office Manager- Immokalee	mendozma@collierschools.com
Delilah Reyna	Office Manager- GLADES	ReynaDe@collierschools.com

Contract #11-1206

INTERNSHIP 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, iTECH) and
_____ (here in after referred to as the Agency).

WHERE AS, Immokalee Technical College and its branch or extension campus desires to provide 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 Immokalee Technical College to provide practice experience for iTECH 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 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 Immokalee Technical College for paid Agency staff for any purpose, function, or task while the students are attending practice courses, and no student shall be considered to be an employee of the Agency while attending the practice courses.
- 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 an 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 IMMOKALEE TECHNICAL COLLEGE:

- a. 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. Immokalee Technical College shall assure that students wear identification in accordance with the policies of the Agency.

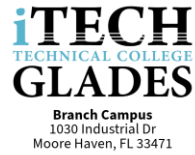
- c. Immokalee Technical College representative shall have regular communication with the Agency representative to coordinate the progress of practice experiences and to determine their effectiveness.
- d. Immokalee Technical College shall coordinate student practice experiences with the designated representative from the Agency.
- e. Immokalee Technical College shall arrange meetings with the appropriate clinical staff of the Agency to review the progress of the practice experiences as needed.
- f. Immokalee Technical College shall provide methods for student evaluation and shall be responsible for determining the students' final grades.
- g. 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. Immokalee Technical College shall confirm in writing that each student has on file a record of completed immunizations and CPR as appropriate.
- i. 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. Immokalee Technical College shall not exceed instructor/student ratios as set by regulatory bodies and the Agency.
- k. Immokalee Technical College shall provide the Agency with a copy of the current curriculum.
- l. 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:

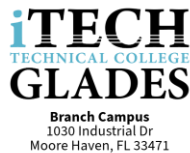
- a. To the extent permitted by law, and without expanding or increasing the waiver of sovereign immunity provided in Section 768.28, Florida Statutes, Immokalee Technical College agrees to indemnify and hold harmless the Agency from any and all claims, liabilities and causes of action arising out of negligence, error, omission, or intentional acts of assigned students, agents, officers, servants or employees of Immokalee Technical College. 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. 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 the 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.



Date: _____

Student Internship Application

This document MUST be approved by administration BEFORE any student is off campus earning seat time. Approval is dependent upon student's attendance and academic status and the entire OJT paperwork packet being complete.

-----Student Background-----

Student Name: _____ Student Number: _____

Program: _____

Planned Program Completion Date: _____ OCPs NOT Earned: _____

Basic Skills Mastery: Yes No Exempt Percentage of Program Completed: _____

Hourly Attendance Percentage for CURRENT YEAR: _____

Hourly Attendance Percentage for CURRENT SEMESTER: _____

Earned Industry Credential(s):

- _____
- _____
- _____
- _____
- _____

Describe the student's current level of employability skills:

OJT Location: _____ Requested Start Date: _____

OJT Length: _____ weeks OJT Schedule: M T W R F OJT Hours per Day: _____

Explain the purpose of this OJT placement beyond the refinement of basic employability skills:

Approved: _____ Date: _____

Assistant Director



WORK-BASED INSTRUCTIONAL PLAN

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:

- _____

508 N. 9th Street
Immokalee, FL 34142
(239)377-9900

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

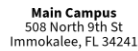
Part III - Professional Growth/Ethics

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: _____



Name of Student: _____
 Student's Contact Phone Number: _____
 Training Agency: _____
 Agency Phone Number: _____
 Type of Training: _____
 Assigned Hours: _____

[illegible]

Total Hours: _____

Date _____

