

APPENDIX

EXTERNAL LEARNING EXPERIENCES

CLINICAL EXPERIENCE COURSES - Internship and clinical courses have a ratio of credit hours to external experience contact hours of 1:3, 1:4, 1:5, or 1:6 and may range from a total of 1 to 6 SCH.*

SCH	1:3 RATIO X=hrs. worked per week x 16 weeks	1:4 RATIO X=hrs. worked per week x 16 weeks	1:5 RATIO X=hrs. worked per week x 16 weeks	1:6 RATIO X=hrs. worked per week x 16 weeks
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INTERNSHIP COURSES - Internship and clinical courses have a ratio of credit hours to external experience contact hours of 1:3, 1:4, 1:5, or 1:6 and may range from a total of 1 to 6 SCH.*

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PRACTICUM COURSES - Practicum courses have a ratio of credit hours to external experience contact hours of 1:7, 1:8, 1:9, or 1:10 and may range from a total of 1 to 5 SCH.*

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COOPERATIVE EDUCATION COURSES - Cooperative education courses have a ratio of credit hours to external experience contact hours of 1:7, 1:8, 1:9, or 1:10 and may range from a total of 2 to 6 SCH. Cooperative education courses require a one-hour lecture component.*

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*Source: 2015 GIPWE (Guidelines for Instructional Programs in Workforce Education) Chapter 3, Pages 11-15.

DISCLAIMER: Use only as a guide for calculating externships.

Workforce Education (Rev 08/16/2017)



External Learning Experiences (ELE)

FACULTY HANDBOOK

Revised March 2013



Dallas County Community College District

Brookhaven ● Cedar Valley ● Eastfield ● El Centro ● Mountain View ● North Lake ● Richland

External Learning Experiences (ELE) Handbook

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PREFACE

This manual specifies Dallas County Community College District's (DCCCD) guidelines and procedures for External Learning Experiences (ELE). ELE is the term used by the State of Texas for all on-site work experience based courses. This applies to all Texas Higher Education Coordinating Board (THECB) approved technical/occupational programs and is based upon the Guidelines for Instructional Programs in Workforce Education (GIPWE), published in June 2010.

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, religion, national origin, sex, disability, or sexual orientation.

INTRODUCTION TO EXTERNAL LEARNING EXPERIENCES (ELE)

DESCRIPTION OF EXTERNAL LEARNING EXPERIENCES

External Learning Experience (ELE) is an educational strategy that combines parallel productive work experience with academic study. It is a collaborative effort whereby the college and select employers provide students with work experience that enhances the student's academic progress and employability upon graduation. Students who are enrolled in a SCH program will receive college credit for external learning based upon contact hours. Students who are enrolled in a SCH program will receive college credit for external learning based upon contact hours. Students who are enrolled in a CEU program will receive continuing education units for external learning based upon contact hours.

An ELE is competency-based and enhances lecture and laboratory instruction with hands-on training that helps students learn and apply concepts and theories in a workplace setting. It may be paid (excluding clinical) or unpaid and is provided at work sites appropriate to the discipline. The maximum number of ELE contact hours must not exceed 1,008 hours for an Associate of Applied Science (AAS) program, unless authorized by the Texas Higher Education Coordinating Board (THECB). While students may enroll in a "fast-track" or "accelerated" ELE courses, students are not permitted to participate in two separate experiences at the same time. Some allied programs may require students to complete two ELE within one term or reporting period, a student may not take two ELE courses simultaneously.

TYPES OF EXTERNAL LEARNING EXPERIENCES

Clinical and **Internship** experiences provide workplace settings in which students learn and apply program theory and management of the work flow. Clinical experiences must take place in a health care setting and students must not be paid for the learning experience. Internship experiences take place in any setting outside of health care, except when allowed by the THECB through the Workforce Education Course Manual (WECM). Internships may be paid or non-paid positions. **Practicum** and **Cooperative Education** provide workplace settings in which students gain practical experience in a discipline, enhance skills, and integrate knowledge.

DCCCD PHILOSOPHY OF EXTERNAL LEARNING EXPERIENCES

Through ELE, the college encourages students to be involved in hands-on experience directly related to the student's area of study. ELE extends beyond the classroom into the community. Meeting the needs of the community and the individual student is a major goal of the DCCCD. Students, employers, and instructors form a collaborative team for educational excellence.

DCCCD is strongly committed to providing a supervised, practical work experience, integrated into carefully planned and evaluated instructional programs.

BENEFITS OF EXTERNAL LEARNING EXPERIENCES TO THE STUDENTS

- **Gives reality to learning.** Students find that their studies have greater meaning through coordinating work experience with classroom instruction.
- **Increases educational motivation.** The integration of work and study increases student motivation because it engenders a stronger desire to learn.
- **Develops greater human understanding.** Students develop greater understanding of other people and greater human relations skills by utilizing the work environment as a laboratory for learning.
- **Fosters career development.** Students discover that experience in the existing world of work provides an opportunity to broaden their outlook and shape their behavior patterns to meet the demands of the working world.
- **Provides orientation to the world of work.** Students have an excellent opportunity to test their interests and abilities in real job situations; and also, gain a good understanding and healthy attitude toward the world of work.
- **Promotes useful employment contacts.** Students make contacts which can be useful for permanent employment after graduation.
- **Provides availability of specialized facilities.** In the working community, students have access to specialized facilities and equipment that may not be available on campus.
- **Facilitates career satisfaction.** While attending college, students have the advantage of experiencing fields of work before making a career commitment.

BENEFITS OF EXTERNAL LEARNING EXPERIENCES TO THE EMPLOYERS

- **Provides better trained employees.** Develops new talent in an employer's organization.
- **Facilitates recruitment and retention.** ELE provide employers with an excellent recruiting tool.
- **Encourages education/business partnerships.** The employer becomes influential in the educational process.

BENEFITS OF EXTERNAL LEARNING EXPERIENCES TO THE COLLEGE

- **Encourages greater community support.** A college with ELE has an opportunity to expand its services to the community.
- **Enhances teaching effectiveness.** Faculty members receive up-to-date information on the latest developments in their field by contact with employers, also exposing them to current practices.
- **Provides availability of specialized facilities.** In the working community, students have access to specialized facilities and equipment in an actual workplace setting.
- **Facilitates placement of graduates.** Students graduate with experience related to their major field of study and/or career interest areas.

GUIDELINES FOR EXTERNAL LEARNING EXPERIENCES (ELE)

DISTRICT OFFICE OF EDUCATION AFFAIRS RESPONSIBILITIES

- Gathers and disseminates state and national information affecting ELE.
- Serves as an advocate for ELE.
- Coordinates the review and update of District ELE policies, procedures and guidelines, including the District ELE Handbook.
- Promotes District and campus efforts in job development and placement.
- Provides support in faculty development issues as it relates to ELE.
- Provides support for ELE at the District level through the coordination of information related to external funding sources.

CAMPUS ADMINISTRATION RESPONSIBILITIES

Each campus/college's chief academic officer will designate individual(s) to perform the following duties:

- Advise students for entry into ELE.
- Be available for conferences with students to assist with career planning and the completion of their learning objectives.
- Refer students to the Career Development Center for job opportunities.
- Gather and disseminate state and national information affecting ELE.
- Serve as internal and external advocates for ELE.
- Coordinate the review and update of District ELE policies, procedures, guidelines and the District ELE Handbook.
- Serve as advocate in promoting District and campus efforts in job development and placement.
- Provide support in faculty development issues as it relates to ELE.
- Gather, maintain and archive required support documents including:
 - Training Station Agreement
 - Learning Objectives Evaluation Form
 - Basic Workplace Skills/Attributes Evaluation Form
 - Final Grade records

EXTERNAL LEARNING EXPERIENCE CONTACT HOUR CALCULATIONS

CLINICAL EXPERIENCE COURSES - Internship and clinical courses have a ratio of credit hours to external experience contact hours of 1:3, 1:4, 1:5, or 1:6 and may range from a total of 1 to 6 SCH.*

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*Source: [2015 GIPWE \(Guidelines for Instructional Programs in Workforce Education\) Chapter 3, Pages 11-15.](#)

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CLINICAL EXPERIENCE

Description

A Clinical experience is a method of instruction that offers health care students a chance to synthesize new knowledge and apply previous knowledge. Students learn to manage the work flow through the development and achievement of learning objectives accomplished through a work experience. The level of instruction is basic, intermediate or advanced. A clinical experience should be properly sequenced within a program to ensure that students have developed a minimum level of technical competency prior to entering the work site. The intent of ELE is to provide an opportunity to apply knowledge and skills acquired. It is recommended that students not be allowed to enroll for ELE courses until after they have completed six (6) SCH or ninety-six (96) contact hours of coursework in their technical program major; or the student is participating in a program where the ELE is correctly sequenced so that the work experience serves as an application of the classroom learning.

Workplace Setting

A clinical experience can only be in the field of health care. This includes all Health Professions and Related Sciences instructional programs except for sign language. The work experience must take place at sites approved by the college.

Workplace Supervision

The student is under the direct or close supervision of a qualified college faculty member or a clinical preceptor. A clinical preceptor is defined as a work site supervisor who oversees the daily, hands-on experiences of a health professions student in the work place. Direct supervision is defined as daily oversight, guidance, and review of the hands-on experiences and the daily organization of the student's activities. Close supervision is defined as remaining within a short distance in time or space, constant oversight, guidance, and review of the hands-on experiences and daily organization of the student's activities.

Student Compensation

A clinical experience is unpaid. The student will receive college credit or continuing education units (CEU) for the clinical experience. The assignment of credit hours or CEU is based upon the contact hours in the course.

Length of ELE

A clinical experience can be offered in a 16-week format or less. The minimum length of the course is determined by the student meeting the required contact hours, without having to work more than a 40-hour work week. It is recommended that a student not exceed a total of 40 hours per week for both course and work time.

Seminar or Lecture Component

A lecture or seminar component is not required for a clinical experience.

Role of Instructor/Coordinator

The instructor/coordinator is responsible for working with the student to develop learning objectives and to monitor the student's progress. The instructor/coordinator must be a college faculty with appropriate credentials. The faculty member is the primary instructor or is responsible for periodic visits to the work site.

Early in the ELE

- Complete a written Evaluation Form – In compliance with guidelines from external accrediting agencies.
- Visit with on-site supervisor to ensure he/she understands the goals of the course and student's activities. Confirm with supervisor that the student's activities are achievable.
- Encourage on-site supervisor to contact you if any problems arise; or, if there are any suggestions for improving the course or assisting students.
- Make sure a valid contract is signed between institution and health care facility.

During the ELE

- Monitor student progress and learning activities.
- Maintain required class records.
- Make on-site visits and schedule supervisor consultations for each student to establish and evaluate activities included in the competency-based learning plans.
- Make sure each student has met with the supervisor and the instructor/coordinator.
- Make sure each student has received an evaluation or other acknowledgement of performance.

End of ELE

- Make final contact with the supervisor to assess the student's progress in completing the activities defined in the learning plan. A recommended practice is to make the contact during the last one-third of the class term.
- Make the final determination of the student's grade as described by the course syllabus.
- Collect the completed support documentation.
- Submit a copy of the support documentation and final grade sheet to campus archives.

INTERNSHIP

Description

An internship is a method of instruction that offers students the chance to synthesize new knowledge and apply previous knowledge. Students learn to manage the work flow through the development and achievement of learning objectives accomplished through a work experience. An internship typically involves some level of on-site supervised instruction and is suited for fields in professional services (e.g. childcare, social work, etc.). The work experience must be related to the student's field of study. The level of instruction is basic, intermediate or advanced. An internship should be properly sequenced within a program to ensure that students have developed a minimum level of technical competency prior to entering the work site. The intent of ELE is to provide an opportunity to apply knowledge and skills acquired. It is recommended that students not be allowed to enroll for ELE courses until after they have completed six (6) SCH or ninety-six (96) contact hours of coursework in their technical program major; or the student is participating in a program where the ELE is correctly sequenced so that the work experience serves as an application of the classroom learning.

Workplace Setting

An internship can be in any career field other than health care, except when allowed by the Texas Higher Education Coordinating Board (THECB) through the Workforce Education Course Manual (WECM). The work experience must take place at sites approved by the college.

Workplace Supervision

The student is under the direct supervision of an external site supervisor. Direct supervision is defined as daily oversight, guidance, and review of the hands-on experiences and the daily organization of the student's activities.

Student Compensation

An internship can be a paid or unpaid experience. The student will receive college credit or continuing education units (CEU) for the internship experience. The assignment of credit hours or CEU is based upon the contact hours in the course.

Length of ELE

An internship can be offered in a 16-week format or less. The minimum length of the course is determined by the student meeting the required contact hours, without having to work more than a 40-hour work week. It is recommended that a student not exceed a total of 40 hours per week for both course and work time.

Seminar or Lecture Component

A lecture or seminar component is not required for an internship.

Role of Instructor/Coordinator

The instructor/coordinator is responsible for working with the student to develop learning objectives and to monitor the student's progress. The instructor/coordinator is the primary instructor or is responsible for periodic visits to the work site and should have appropriate qualifications for the discipline.

Early in the ELE

- Complete the initial portion of the Learning Objectives Evaluation Form (see Appendix) in conjunction with the on-site supervisor based on the student learning plan and described student learning outcome.
- Provide a copy of the ELE Evaluation – Basic Workplace Skills / Attributes Form (see Appendix) to the on-site supervisor and student.
- Visit with on-site supervisor to ensure he/she understands the goals of the course and student's activities. Confirm with supervisor that the student's activities are achievable.
- Encourage on-site supervisor to contact you if any problems arise; or, if there are any suggestions for improving the course or assisting students.
- Make sure the Training Station Agreement (see Appendix) is signed by student, on-site supervisor and instructor/coordinator.

During the ELE

- Monitor student progress and learning activities.
- Maintain required class records.
- Make on-site visits and schedule supervisor consultations for each student to establish and evaluate activities included in the competency-based learning plans.
- Make sure each student has met with the supervisor and the instructor/coordinator.
- Make sure each student has received an evaluation or other acknowledgement of performance.

End of ELE

- Make final contact with the supervisor to assess the student's progress in completing the activities defined in the learning plan. A recommended practice is to make the contact during the last one-third of the class term.
- Make the final determination of the student's grade as described by the course syllabus.
 - Gather, maintain and archive required support documents including:
 - Training Station Agreement
 - Learning Objectives Evaluation Form
 - Basic Workplace Skills/Attributes Evaluation Form
 - Final Grade records
- Submit a copy of the support documentation and final grade sheet to campus archives.

PRACTICUM

Description

A practicum is a method of instruction that offers students the opportunity to gain practical experience, enhance skills, and integrate knowledge through the development and achievement of learning objectives accomplished through a work experience. The work experience must be related to the student's field of study. The level of instruction is basic for career exploration, intermediate for any program, and advanced for health care. A practicum should be properly sequenced within a program to ensure that students have developed a minimum level of technical competency prior to entering the work site. The intent of ELE is to provide an opportunity to apply knowledge and skills acquired. It is recommended that students not be allowed to enroll for ELE courses until after they have completed six (6) SCH or ninety-six (96) contact hours of coursework in their technical program major; or the student is participating in a program where the ELE is correctly sequenced so that the work experience serves as an application of the classroom learning.

Workplace Setting

A practicum experience can be in any career field. The work experience must take place at sites approved by the college.

Workplace Supervision

The student is under the direct supervision of a qualified college faculty member or a clinical preceptor for health programs. The student is under the indirect supervision of an external site supervisor for non-health related programs. A clinical preceptor is defined as a work site supervisor who oversees the daily, hands-on experiences of a health profession student in the work place. Direct supervision is defined as daily oversight, guidance, and review of the hands-on experiences and the daily organization of the student's activities. Indirect supervision is defined as general oversight and guidance of the hands-on experiences, periodic review of the student's progress, and overall organization of the student's activities.

Student Compensation

A practicum can be a paid or unpaid experience. Students who are enrolled in a SCH program will receive college credit for external learning based upon contact hours. Students who are enrolled in a CEU program will receive continuing education units for external learning based upon contact hours.

Length of ELE

A practicum can be offered in a 16-week format or less. The minimum length of the course is determined by the student meeting the required contact hours, without having to work more than a 40-hour work week. It is recommended that a student not exceed a total of 40 hours per week for both course and work time.

Seminar or Lecture Component

A lecture or seminar component is not required for a practicum. Formally scheduled discussion of the external learning experience with students is required and considered part of the external experience, not a lecture for credit hour assignment.

Role of Instructor/Coordinator

The instructor/coordinator is responsible to work with the student and supervisor to develop learning objectives and to monitor the student's progress, which may include periodic on-site visits. The instructor/coordinator should have the appropriate qualifications for the discipline.

Early in the ELE

- Collect the completed and signed Application Form from the student (see Appendix).
- Send the Memorandum (see Appendix) to the students' supervisors.
- Collect the Training Station Agreement signed by the on-site supervisor and the student.
- Assist the student in completing the initial portion of the Learning Objectives Evaluation Form (see Appendix) in conjunction with the on-site supervisor.
- Provide a copy of the Basic Workplace Skills/Attributes Evaluation Form (see Appendix) to the on-site supervisor and student.
- Communicate with on-site supervisor to ensure he/she understands the goals of the course and student's activities. Confirm with supervisor that the student's learning objectives are achievable.
- Encourage on-site supervisor to contact you if any problems arise; or, if there are any suggestions for improving the course or assisting students.

During the ELE

- Monitor student progress on learning objectives.
- Maintain required class records.
- Schedule and conduct supervisor consultation for each student to establish and evaluate activities included in the competency-based learning plans.
- Make sure each student has met with the supervisor and the instructor/coordinator.
- Have students self-evaluate their progress on the learning objectives.

End of ELE

- Make final contact with the supervisor to assess the student's progress in completing the activities defined in the learning plan. A recommended practice is to make the contact during the last one-third of the class term.
- Make the final determination of the student's grade as described by the course syllabus.
- Gather, maintain and archive required support documents including:
 - Training Station Agreement
 - Learning Objectives Evaluation Form
 - Basic Workplace Skills/Attributes Evaluation Form
 - Final Grade records

COOPERATIVE EDUCATION

Description

Cooperative Education (co-op) is a method of instruction that offers students the opportunity to gain practical experience, enhance skills, and integrate knowledge through the development and achievement of learning objectives accomplished through a work experience. The work experience must be related to the student's field of study. The level of instruction is intermediate or advanced. A co-op should be properly sequenced within a program to ensure that students have developed a minimum level of technical competency prior to entering the work site. The intent of ELE is to provide an opportunity to apply knowledge and skills. It is recommended that students not be allowed to enroll for ELE courses until after they have completed six (6) SCH or ninety-six (96) contact hours of coursework in their technical program major; or the student is participating in a program where the ELE is correctly sequenced so that the work experience serves as an application of the classroom learning.

Workplace Setting

A co-op experience can be in any career field other than health care, except when allowed by the Texas Higher Education Coordinating Board (THECB) through the Workforce Education Course Manual (WECM). The work experience must take place at sites approved by the college.

Workplace Supervision

The employer is responsible for the indirect supervision of the student at the work site. Indirect supervision is defined as general oversight and guidance of the hands-on experiences, periodic review of the student's progress, and overall organization of the student's activities.

Student Compensation

A co-op may be a paid or unpaid experience. Students who are enrolled in a SCH program will receive college credit for external learning based upon contact hours. Students who are enrolled in a CEU program will receive continuing education units for external learning based upon contact hours.

Length of ELE

A co-op can be offered in a 16-week format or less. The minimum length of the course is determined by the student meeting the required contact hours, without having to work more than a 40-hour work week. It is recommended that a student not exceed a total of 40 hours per week for both course and work time.

Seminar or Lecture Component

A lecture or seminar component is required for each co-op course. The seminar content should reflect the student's needs and should enhance the overall experience. The scheduling of the seminar activities is flexible.

The instructor/coordinator must provide 16 hours of seminar activities for each co-op student during the semester. Seminars may be conducted as a group or on an individualized basis. It is expected that the instructor/coordinator will interact with each student during or following the activity. Seminar attendance should be documented.

Role of Instructor/Coordinator

The instructor/coordinator is responsible to work with the student and supervisor to develop learning objectives and to monitor the student's progress, which may include periodic on-site visits. The instructor/coordinator is also responsible for the lecture or seminar component of the co-op experience and should have appropriate qualifications for the discipline.

Early in the ELE

- Collect the completed and signed Application Form from the student (see Appendix).
- Send the Memorandum (see Appendix) to the students' supervisors.
- Collect the Training Station Agreement signed by the on-site supervisor and the student.
- Assist the student in completing initial portion of the Learning Objectives Evaluation Form (see Appendix) in conjunction with the on-site supervisor.
- Provide a copy of the Basic Workplace Skills/Attributes Evaluation Form (see Appendix) to the on-site supervisor and student.
- Communicate with on-site supervisor to ensure he/she understands the goals of the course and student's activities. Confirm with supervisor that the student's learning objectives are achievable.
- Encourage on-site supervisor to contact you if any problems arise; or, if there are any suggestions for improving the course or assisting students.

During the ELE

- Monitor student progress on learning objectives.
- Maintain required class records.
- Schedule and conduct supervisor consultation for each student to establish and evaluate activities included in the competency-based learning plans.
- Make sure each student has met with the supervisor and the instructor/coordinator.
- Have students self-evaluate their progress on the learning objectives.

End of ELE

- Make final contact with the supervisor to assess the student's progress in completing the activities defined in the learning plan. A recommended practice is to make the contact during the last one-third of the class term.
- Make the final determination of the student's grade as described by the course syllabus.
 - Gather, maintain and archive required support documents including:
 - Training Station Agreement
 - Learning Objectives Evaluation Form
 - Basic Workplace Skills/Attributes Evaluation Form
 - Final Grade records

Basic Workplace Skills

The Basic Workplace Skills/Attributes Evaluation Form (see Appendix) incorporates both the Texas Higher Education Coordinating Board (THECB) Core Curriculum Objectives or competencies and the Secretary's Commission on Achieving Necessary Skills (SCANS). Use of this evaluation form allows the employer to evaluate student demonstration of both the Core Curriculum Objectives and the SCANS.

THECB Core Curriculum Objectives

Critical Thinking Skills to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

Communication Skills to include effective written, oral, and visual communication.

Empirical and Quantitative Skills to include applications of scientific and mathematical concepts.

Teamwork to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

Social Responsibility to include intercultural competency, civic knowledge, and the ability to engage effectively in regional, national, and global communities.

Personal Responsibility to include the ability to connect choices, actions and consequences to ethical decision-making.

SCANS

SCANS Skills are grouped in two areas: (1) foundation skills and (2) workplace competencies.

1. Foundation Skills are defined in three areas: (a) basic skills, (b) thinking skills, and (c) personal qualities.

(a) Basic Skills: A worker must read, write, perform arithmetic and mathematical operations, listen, and speak effectively. These skills include:

- (1) Reading: locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules;
- (2) Writing: communicate thoughts, ideas, information, and messages in writing; and create documents such as letters, directions, manuals, reports, graphs, and flow charts;
- (3) Arithmetic and Mathematical Operations: perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques;

- (4) Listening: receive, attend to, interpret, and respond to verbal messages and other cues; and
- (5) Speaking: organize ideas and communicate orally.

(b) Thinking Skills: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. These skills include:

- (1) Creative Thinking: generate new ideas;
- (2) Decision Making: specify goals and constraints and generate alternatives, consider risks, and evaluate and choose the best alternative;
- (3) Problem Solving: recognize problems and devise and implement plan of action;
- (4) Visualize ("Seeing Things in the Mind's Eye"): organize and process symbols, pictures, graphs, objects, and other information;
- (5) Knowing How to Learn: use efficient learning techniques to acquire and apply new knowledge and skills; and
- (6) Reasoning: discover a rule or principle underlying the relationship between two or more objects and apply it when solving a problem.

(c) Personal Qualities: A worker must display responsibility, self-esteem, sociability, self management, integrity, and honesty. These qualities include:

- (1) Responsibility: exert a high level of effort and persevere toward goal attainment;
- (2) Self Esteem: believe in one's own self worth and maintain a positive view of oneself;
- (3) Sociability: demonstrate understanding, friendliness, adaptability, empathy, and politeness in group settings;
- (4) Self-Management: assess oneself accurately, set personal goals, monitor progress, and exhibit self-control; and
- (5) Integrity and Honesty: choose ethical courses of action.

2. Workplace Competencies are defined in five areas: (a) resources, (b) interpersonal skills, (c) information, (d) systems, and (e) technology.

(a) Resources: A worker must identify, organize, plan, and allocate resources effectively.

- (1) Time: select goal-relevant activities, rank them, allocate time, and prepare and follow schedules.
- (2) Money: Use or prepare budgets, make forecasts, keep records, and make adjustments to meet objectives.
- (3) Material and Facilities: Acquire, store, allocate, and use materials or space efficiently.
- (4) Human Resources: Assess skills and distribute work accordingly, evaluate performance and provide feedback.

(b) Interpersonal Skills: A worker must work with others effectively.

- (1) Participate as Member of a Team: contribute to group effort.
- (2) Teach Others New Skills.
- (3) Serve Clients/Customers: work to satisfy customers' expectations.
- (4) Exercise Leadership: communicate ideas to justify position, persuade and convince others, responsibly challenge existing procedures and policies.
- (5) Negotiate: work toward agreements involving exchange of resources, resolvedivergent interests.
- (6) Work with Diversity: work well with men and women from diverse backgrounds.

(c) Information: A worker must be able to acquire and use information.

- (1) Acquire and Evaluate Information.
- (2) Organize and Maintain Information.

(3) Interpret and Communicate Information.(4) Use Computers to Process Information.(d) Systems: A worker must understand complex interrelationships.

(1) Understand Systems: know how social, organizational, and technological systems work and operate effectively with them.

(2) Monitor and Correct Performance: distinguish trends, predict impacts on system operations, diagnose deviations in systems' performance and correct malfunctions.

(3) Improve or Design Systems: suggest modifications to existing systems and develop new or alternative systems to improve performance.

(e) Technology: A worker must be able to work with a variety of technologies.

(1) Select Technology: choose procedures, tools or equipment including computers and related technologies.

(2) Apply Technologies to Task: understand overall intent and proper procedures for setup and operation of equipment.

(3) Maintain and Troubleshoot Equipment: Prevent, identify, or solve problems with equipment, including computers and other technologies.

APPENDIX

SAMPLE FORMS

(Forms should be distributed and completed electronically)

External Learning Experience Memorandum to Supervisor

DATE: _____

TO: _____

FROM: _____

RE: External Learning Experience (ELE) Expectations

Thank you for agreeing to participate as an on-site supervisor in our External Learning Experience course. As an on-site supervisor you are helping students gain the opportunity to apply knowledge acquired in _____ courses. Three activities are described below, which will require input from you and the student.

FORMS

Three forms need to be completed and signed by the supervisor:

1. A Training Station Agreement documenting the work schedule must be completed and signed by the student, on-site supervisor and instructor/coordinator early in the external learning experience.
2. A Learning Objectives Evaluation Form listing the learning objectives -to be completed on the job must be filled out early in the external learning experience and signed by the student, on-site supervisor and instructor/coordinator to document the validity of the objectives.
3. The instructor/coordinator will provide a Basic Workplace Skills/Attributes Evaluation Form on which to document student demonstration of basic workplace skills and attributes.

OBJECTIVES

During the ELE the student will be expected to achieve the stated learning objectives. These objectives are developed by the student in cooperation with you and are approved by the instructor/coordinator. These on-the-job learning objectives allow the student to know precisely what performance behavior is expected and to what level it must be demonstrated in order to achieve a satisfactory evaluation.

Each objective must include a beginning and ending date. During the evaluation, the employer must indicate whether or not the student satisfactorily achieved each objective.

ON-SITE VISITATION

The instructor/coordinator will contact the supervisor and may visit the job site during the semester in order to:

- discuss learning objectives and student activity expectations.
- assess student progress, evaluate achievement of learning objectives, and student demonstrated basic workplace skills and attributes.

**INTERNSHIP/PRACTICUM/COOPERATIVE EDUCATION
Student Application**

College _____

Instructor/Coordinator Name _____

Course _____

Semester: Fall Summer Spring Year _____

Name: Last _____ First _____ M.I. _____

Student ID # _____ Address _____

City _____ State _____ Zip _____ Phone (____) ____-____

Cell Phone (____) ____-____ E-Mail Address (REQUIRED): _____

Home Phone (____) ____-____

Degree Program (major): _____

Typical Weekly Work Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
_____	_____	_____	_____	_____	_____	_____

Weekly Class Schedule (if online please indicate):

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
_____	_____	_____	_____	_____	_____	_____

Employer Name: _____

Supervisor Name: _____

Company Address: _____

City _____ State _____ Zip _____ Supervisor Phone (____) ____-____

E-Mail Address: _____

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, religion, national origin, sex, disability, or sexual orientation.

**Dallas County Community College District
 INTERNSHIP/PRACTICUM/COOPERATIVE EDUCATION
 Training Station Agreement**

Program Information:

College _____

Course _____

Semester _____

Year _____

Today's Date _____

Major _____

Degree Plan Filed: Yes No

Student Information:

Name _____

Home Phone _____

Email _____

Work Phone _____

Cell Phone _____

ID Number _____

Job Title _____

Typical Weekly Work Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
_____	_____	_____	_____	_____	_____	_____

Company Information:

Sponsoring Firm _____

Evaluating Supervisor _____

Email _____

Title _____

Phone _____

Fax Number _____

Alternate Phone _____

Address _____

City/Zip _____

Training Agreement:

The student, supervisor, and instructor/coordinator will cooperate in this Internship/Practicum/Cooperative Education venture to determine and evaluate on-the-job learning objectives for the student. Each semester a student enrolls in Internship/Practicum/Cooperative Education, it is necessary that new learning objectives be identified. Achievement of the objectives will be part of the basis for the credit and final grade which will be earned for the course. The instructor/coordinator or designate will work with the student and the evaluating supervisor each semester and may meet with the supervisor at the job site in order to conduct a final evaluation. The supervisor assists the student in determining appropriate learning objectives and in the evaluation of student performance on the objectives. The instructor/coordinator determines the student's final grade. The student agrees to abide by the guidelines of the Internship/Practicum/Cooperative Education program.

 Evaluating Supervisor Date

 Student Date Instructor/Coordinator Date

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**Dallas County Community College District
INTERNSHIP/PRACTICUM/COOPERATIVE EDUCATION
Learning Objectives Evaluation Form**

Student _____

Course _____

College _____

Semester & Year _____

Employer _____

Course _____

(Supervisor: circle to signify completion at end of course)

Achievement

Objective 1

Date Started: _____

Date Completed: _____

Yes No

Learning Objective: _____

Measurement Standard: _____

Objective 2

Date Started: _____

Date Completed: _____

Yes No

Learning Objective: _____

Measurement Standard: _____

Objective 3

Date Started: _____

Date Completed: _____

Yes No

Learning Objective: _____

Measurement Standard: _____

Objective 4

Date Started: _____

Date Completed: _____

Yes No

Learning Objective: _____

Measurement Standard: _____

We the undersigned agree to the validity of the above objectives: (Sign at the beginning of the semester)

Student

Date

Supervisor

Date

Instructor/Coordinator

Date

Additional Comments concerning achievement of objectives (attach additional pages if necessary)

We the undersigned agree to the above ratings of objective achievement: (Sign at the end of the semester)

Student

Date

Supervisor

Date

Instructor

Date

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**Dallas County Community College District
 INTERNSHIP/PRACTICUM/COOPERATIVE EDUCATION
 Basic Workplace Skills/Attributes Evaluation Form**

Student _____
 Employer _____

Semester _____
 Course _____

(On-site Supervisor: Use this form throughout rating period to document your observation of student's skills / attributes.)

Basic Workplace Skills / Attributes	RATING			
	Not Applicable	Very Good	Average	Unsatisfactory
Critical Thinking Skills				
Demonstrates creative/innovative thinking				
Identifies goals and constraints in specific situations				
Recognizes problems and devises/implements solutions				
Asks appropriate questions and uses effective learning techniques				
Discovers and applies underlying rules or principles				
Written Communication Skills				
Locates, understands and interprets written information				
Clearly communicates thoughts, ideas, and information in writing				
Composes effective documents such as letters, reports and emails				
Oral Communication Skills				
Organizes ideas for oral communication				
Receives, interprets, and responds to verbal messages and cues				
Uses natural movements and gestures while communicating				
Speaks with a clear voice and enunciates words				
Makes effective eye contact when speaking to others				
Visual Communication Skills				
Prepares visual communication appropriate for subject and audience				
Quantitative Skills				
Performs basic computations (add, subtract, multiply, & divide)				
Utilizes appropriate mathematical techniques to solve complex problems				
Demonstrates computer and technology skills appropriate to the job				
Teamwork				
Contributes to group effort as productive team member				
Works well with people from diverse backgrounds				
Considers different points of view				
Collaborates with others				
Social Responsibility				
Chooses ethical courses of action				
Shows respect for others' rights and diverse ideas				
Contributes to the local/national community				
Personal Responsibility				
Exerts a high level of effort and perseveres towards goals				
Believes in self and maintains positive view of self				
Sets relevant, goal related activities, prioritizes, and allocates time				
Maintains appropriate personal appearance and hygiene				
Demonstrates accountability for actions				

Additional comments concerning basic skills / attributes (attach additional pages if necessary): *(Supervisors are encouraged to explain unsatisfactory ratings)*

We the undersigned agree to the above ratings of basic skills / attributes:

 Instructor Date

 Supervisor Date

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Internship Evaluation Rubric

Internship	Exemplary 5-4	Meets Proficiency 3-2	Below Proficiency 1-0	Score	Weighting	Total Score
Introduction	Meets and/or exceeds all criteria for proficiency	Articulates the relevance of own academic study and choices that have led to a specific area of inquiry; explains in what way the internship experience was expected to extend and refine the students undergraduate education and personal development	Fails to meet proficiency criteria			
Setting		Describes the internship setting, role, and responsibilities; provides evidence of internship experience				
Integrative Learning		Shows evidence of applying diverse skills and knowledge areas across diverse real-world situations				
Self Knowledge and Growth		Describes personal identity, values, and ethics and how the self has shifted as a result of the internship experience; indicates tolerance for ambiguity; and identifies the link between one's self development and the area being studied (subject, issue, etc.)				
Civic identity and Commitment		Describes what student has learned about self from internship experiences, and how these learning experiences have influenced the sense of civic identity and commitment				
Writing Quality						
Logical Organization		Paper is formatted properly; includes all required sections; connections between sections, paragraphs, and sentences are consistently fluid and clear				
Writing quality: awareness of self as a writer and needs of audience		Writer demonstrates a sense of "writer's identity" that promotes reader engagement through insight and self-awareness; writer demonstrates a sense of the readers' needs and expectations and attempts to engage readers on those terms				
References		Sources are disparate (from self, courses, readings, interviews) but identified accurately				
Mechanics		Accurate punctuation and spelling are used throughout the paper				



Capstone Criteria and Assessment Resource
 Created by Kay M. Sagmiller
 Contributors: David Carter, Anne Chambers, Anne Connors, Andy Dungen,
 David Oline, Dee Perez, Dan Rubenson



This is only a Sample Form. Faculty may use this or develop a Rubric for evaluation

ACTION PLAN

OBJECTIVE # _____

Name _____

Course _____

Subject:

Describe the problem to be solved

Performance

Training

Space Utilization

Work Simplification

Objectives:

By: _____, **I will** _____

(date) (expected accomplishment)

Measurement:

- Methods / units used to determine accomplishment of objectives.
- Comparison of before / after performances.

Possible Problems:

Solutions:

Activities:

- List 15 – 20 identifiable steps / completion of activities on the path to completion of the objective from planning through control and completion.
- This is a plan to completion NOT a running diary or history of the project.
- Select 3 or 4 key activities to use as points of progress. Review with your supervisor and record them on page 3.
- Record your student hours only in the hours column. Hours by others will be noted in “Costs” on page 3. Totals are 30 – 40.
- Dates are the Expected / Planned date of completion of each activity.
- Construction of Flow, Gantt, and Pert charges are beneficial in identifying activities and resources required to estimate costs and benefits as well as identifying significant activities.

Hours

Date

COSTS:

- To complete the objective.
- Hours for each Job Title used and Equipment required.

BENEFITS:

- Improved performance of individual / team. Cost savings / improved profit margins.
- Intangibles such as cross training.

COMMITMENT:

In signing below, we agree to make the commitment of time and money needed to carry out this Action Plan as outlined. We further agree to meet at the times noted below to review progress and modify the schedule of activities described on Page 3 as may be needed to achieve our objective.

Signatures

Date / Time of Progress Reviews

Student: _____

Supervisor: _____

Today's Date: _____



External Learning Experiences (ELE)

STUDENT HANDBOOK



Dallas County Community College District

**Brookhaven ● Cedar Valley ● Eastfield ● El Centro ● Mountain View
● North Lake ● Richland**

External Learning Experiences (ELE) Student Handbook

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PREFACE

This manual specifies Dallas County Community College District's (DCCCD) guidelines and procedures for External Learning Experiences (ELE). ELE is the term used by the State of Texas for all on-site work experience based courses. This applies to all Texas Higher Education Coordinating Board (THECB) approved technical/occupational programs and is based upon the Guidelines for Instructional Programs in Workforce Education (GIPWE).

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex or disability.

**INTRODUCTION TO EXTERNAL LEARNING EXPERIENCES
(ELE)**

DESCRIPTION OF EXTERNAL LEARNING EXPERIENCES

External Learning Experience (ELE) is an educational strategy that combines parallel productive work experience with academic study. It is a collaborative effort whereby the college and select employers provide students with work experience that enhances the student's academic progress and employability upon graduation. Also, students earn college credit or continuing education units (CEU) for the development and achievement of learning objectives accomplished through ELE.

An ELE is competency-based and enhances lecture and laboratory instruction with hands-on training that helps students learn and apply concepts and theories in a workplace setting. It may be paid (excluding clinical) or unpaid and is provided at work sites appropriate to the discipline. The maximum number of ELE contact hours must not exceed 1,008 hours for an Associate of Applied Science (AAS) program, unless authorized by the Texas Higher Education Coordinating Board (THECB).

TYPES OF EXTERNAL LEARNING EXPERIENCES

There are five types of ELE approved by the THECB. The DCCCD offers four of the five types (clinical experiences, internships, practicum and cooperative education). Refer to the Guidelines for External Learning Experiences section of this handbook for specific information regarding each type of ELE.

Clinical and **Internship** experiences provide workplace settings in which students learn and apply program theory and management of the work flow. Clinical experiences must take place in a health care setting. Internship experiences take place in any setting outside of health care, except when allowed by the THECB through the Workforce Education Course Manual (WECM).

Practicum and **Cooperative Education** provide workplace settings in which students gain practical experience in a discipline, enhance skills, and integrate knowledge.

DCCCD PHILOSOPHY OF EXTERNAL LEARNING EXPERIENCES

Through ELE, the college encourages students to be involved in hands-on experience directly related to the student's area of study. ELE extends beyond the classroom into the community. Meeting the needs of the community and the individual student is a major goal of the DCCCD. Students, employers and instructors form a collaborative team for educational excellence.

DCCCD is strongly committed to providing a supervised, practical work experience, integrated into carefully planned and evaluated instructional programs.

BENEFITS OF EXTERNAL LEARNING EXPERIENCES TO THE STUDENTS

- **Gives reality to learning.** Students find that their studies have greater meaning through coordinating work experience with classroom instruction.
- **Increases educational motivation.** The integration of work and study increases student motivation because it engenders a stronger desire to learn.
- **Develops greater human understanding.** Students develop greater understanding of other people and greater human relations skills by utilizing the work environment as a laboratory for learning.
- **Fosters career development.** Students discover that experience in the existing world of work provides an opportunity to broaden their outlook and shape their behavior patterns to meet the demands of the working world.
- **Provides orientation to the world of work.** Students have an excellent opportunity to test their interests and abilities in real job situations; and also, gain a good understanding and healthy attitude toward the world of work.
- **Promotes useful employment contacts.** Students make contacts which can be useful for permanent employment after graduation.
- **Provides availability of specialized facilities.** In the working community, students have access to specialized facilities and equipment that are unavailable on campus.
- **Facilitates career satisfaction.** While attending college, students have the advantage of experiencing fields of work before making a career commitment.

BENEFITS OF EXTERNAL LEARNING EXPERIENCES TO THE EMPLOYERS

- **Provides better trained employees.** Develops new talent in employer's organizations. Employers have an opportunity to identify and select students with the particular abilities, talents and skills needed in the workplace.
- **Facilitates recruitment and retention.** ELE provide employers with an excellent recruiting tool. Employers can use their supervisory personnel to screen ELE students best suited for their organization.
- **Encourages education/business partnerships.** The employer becomes influential in the educational process.

GUIDELINES FOR EXTERNAL LEARNING EXPERIENCES

CLINICAL EXPERIENCE

Description

A Clinical experience is a method of instruction that offers health care students a chance to synthesize new knowledge and apply previous knowledge. Students learn to manage the work flow through the development and achievement of learning objectives accomplished through a work experience. The level of instruction is basic, intermediate or advanced. A clinical experience should be properly sequenced within a program to ensure that students have developed a minimum level of technical competency prior to entering the work site. The intent of ELE is to provide an opportunity to apply knowledge and skills acquired. It is recommended that students not be allowed to enroll for ELE courses until after they have completed six (6) SCH or ninety-six (96) contact hours of coursework in their technical program major; or the student is participating in a program where the ELE is correctly sequenced so that the work experience serves as an application of the classroom learning.

Workplace Setting

A clinical experience can only be in the field of health care. This includes all Health Professions and Related Sciences instructional programs except for sign language. The work experience must take place at sites approved by the college.

Workplace Supervision

The student is under the direct or close supervision of a qualified college faculty member or a clinical preceptor. A clinical preceptor is defined as a work site supervisor who oversees the daily, hands-on experiences of a health professions student in the work place. Direct supervision is defined as daily oversight, guidance, and review of the hands-on experiences and the daily organization of the student's activities. Close supervision is defined as remaining within a short distance in time or space, constant oversight, guidance, and review of the hands-on experiences and daily organization of the student's activities.

Student Compensation

A clinical experience is unpaid. The student will receive college credit or continuing education units (CEU) for the clinical experience. The assignment of credit hours or CEU is based upon the contact hours in the course.

Length of ELE

A clinical experience can be offered in a 16-week format or less. The minimum length of the course is determined by the student meeting the required contact hours, without having to work more than a 40-hour work week. It is recommended that a student not exceed a total of 40 hours per week for both course and work time.

Seminar or Lecture Component

A lecture or seminar component is not required for a clinical experience.

Student Responsibilities

- Ensure all of the requirements of the ELE program are performed as outlined in this handbook.
- Read and sign the Training Station Agreement form.
- Establish learning objectives in conjunction with the supervisor and instructor/coordinator. Complete and sign the Evaluation Form – Learning Objectives to document the agreed upon learning objectives.
- Participate in a minimum of two on-site visits with the supervisor and instructor/coordinator.

Supervisor Responsibilities

- Read and sign the Training Station Agreement form.
- Establish learning objectives in conjunction with the student and instructor/coordinator. Sign the Evaluation Form – Learning Objectives to document the agreed upon learning objectives.
- Participate in a minimum of two on-site visits with the student and instructor/coordinator.
- Evaluate the learning objectives and document on the Evaluation Form – Learning Objectives whether the student completed them in a satisfactory or unsatisfactory manner.
- Complete an Evaluation Form – Basic Workplace Skills/Attributes to document student demonstration of the basic workplace skills.

Instructor / Coordinator Responsibilities

- Read and sign the Training Station Agreement form.
- Establish learning objectives in conjunction with the student and instructor/coordinator. Sign the Evaluation Form – Learning Objectives to document the agreed upon learning objectives.
- Participate in a minimum of two on-site visits with the student and supervisor.
- Make a final determination of the student's grade as described in the course syllabus.

INTERNSHIP

Description

An internship is a method of instruction that offers students the chance to synthesize new knowledge and apply previous knowledge. Students learn to manage the work flow through the development and achievement of learning objectives accomplished through a work experience. An internship typically involves some level of on-site supervised instruction and is suited for fields in professional services (e.g. childcare, social work, etc.). The work experience must be related to the student's field of study. The level of instruction is basic, intermediate or advanced. An internship should be properly sequenced within a program to ensure that students have developed a minimum level of technical competency prior to entering the work site. The intent of ELE is to provide an opportunity to apply knowledge and skills acquired. It is recommended that students not be allowed to enroll for ELE courses until after they have completed six (6) SCH or ninety-six (96) contact hours of coursework in their technical program major; or the student is participating in a program where the ELE is correctly sequenced so that the work experience serves as an application of the classroom learning.

Workplace Setting

An internship can be in any career field other than health care, except when allowed by the Texas Higher Education Coordinating Board (THECB) through the Workforce Education Course Manual (WECM). The work experience must take place at sites approved by the college.

Workplace Supervision

The student is under the direct supervision of an external site supervisor. Direct supervision is defined as daily oversight, guidance, and review of the hands-on experiences and the daily organization of the student's activities.

Student Compensation

An internship can be a paid or unpaid experience. The student will receive college credit or continuing education units (CEU) for the internship experience. The assignment of credit hours or CEU is based upon the contact hours in the course.

Length of ELE

An internship can be offered in a 16-week format or less. The minimum length of the course is determined by the student meeting the required contact hours, without having to work more than a 40-hour work week. It is recommended that a student not exceed a total of 40 hours per week for both course and work time.

Seminar or Lecture Component

A lecture or seminar component is not required for an internship.

Student Responsibilities

- Ensure all of the requirements of the ELE program are performed as outlined in this handbook.
- Read and sign the Training Station Agreement form.
- Establish learning objectives in conjunction with the supervisor and instructor/coordinator. Complete and sign the Evaluation Form – Learning Objectives to document the agreed upon learning objectives.
- Participate in a minimum of two on-site visits with the supervisor and instructor/coordinator.

Supervisor Responsibilities

- Read and sign the Training Station Agreement form.
- Establish learning objectives in conjunction with the student and instructor/coordinator. Sign the Evaluation Form – Learning Objectives to document the agreed upon learning objectives.
- Participate in a minimum of two on-site visits with the student and instructor/coordinator.
- Evaluate the learning objectives and document on the Evaluation Form – Learning Objectives whether the student completed them in a satisfactory or unsatisfactory manner.
- Complete an Evaluation Form – Basic Workplace Skills/Attributes to document student demonstration of the basic workplace skills.

Instructor / Coordinator Responsibilities

- Read and sign the Training Station Agreement form.
- Establish learning objectives in conjunction with the student and instructor/coordinator. Sign the Evaluation Form – Learning Objectives to document the agreed upon learning objectives.
- Participate in a minimum of two on-site visits with the student and supervisor.
- Make a final determination of the student's grade as described in the course syllabus.

PRACTICUM

Description

A practicum is a method of instruction that offers students the opportunity to gain practical experience, enhance skills, and integrate knowledge through the development and achievement of learning objectives accomplished through a work experience. The work experience must be related to the student's field of study. The level of instruction is basic for career exploration, intermediate for any program, and advanced for health care. A practicum should be properly sequenced within a program to ensure that students have developed a minimum level of technical competency prior to entering the work site. The intent of ELE is to provide an opportunity to apply knowledge and skills acquired. It is recommended that students not be allowed to enroll for ELE courses until after they have completed six (6) SCH or ninety-six (96) contact hours of coursework in their technical program major; or the student is participating in a program where the ELE is correctly sequenced so that the work experience serves as an application of the classroom learning.

Workplace Setting

A practicum experience can be in any career field. The work experience must take place at sites approved by the college.

Workplace Supervision

The student is under the direct supervision of a qualified college faculty member or a clinical preceptor for health programs. The student is under the indirect supervision of an external site supervisor for non-health related programs. A clinical preceptor is defined as a work site supervisor who oversees the daily, hands-on experiences of a health profession student in the work place. Direct supervision is defined as daily oversight, guidance, and review of the hands-on experiences and the daily organization of the student's activities. Indirect supervision is defined as general oversight and guidance of the hands-on experiences, periodic review of the student's progress, and overall organization of the student's activities.

Student Compensation

A practicum can be a paid or unpaid experience. The student will receive college credit or continuing education units (CEU) for the practicum experience. The assignment of credit hours or CEU is based upon the contact hours in the course.

Length of ELE

A practicum can be offered in a 16-week format or less. The minimum length of the course is determined by the student meeting the required contact hours, without having to work more than a 40-hour work week. It is recommended that a student not exceed a total of 40 hours per week for both course and work time.

Seminar or Lecture Component

A lecture or seminar component is not required for a practicum.

Student Responsibilities

- Ensure all of the requirements of the ELE program are performed as outlined in this handbook.
- Read and sign the Training Station Agreement form.
- Establish learning objectives in conjunction with the supervisor and instructor/coordinator. Complete and sign the Evaluation Form – Learning Objectives to document the agreed upon learning objectives.
- Participate in a minimum of two on-site visits with the supervisor and instructor/coordinator.

Supervisor Responsibilities

- Read and sign the Training Station Agreement form.
- Establish learning objectives in conjunction with the student and instructor/coordinator. Sign the Evaluation Form – Learning Objectives to document the agreed upon learning objectives.
- Participate in a minimum of two on-site visits with the student and instructor/coordinator.
- Evaluate the learning objectives and document on the Evaluation Form – Learning Objectives whether the student completed them in a satisfactory or unsatisfactory manner.
- Complete an Evaluation Form – Basic Workplace Skills/Attributes to document student demonstration of the basic workplace skills.

Instructor / Coordinator Responsibilities

- Read and sign the Training Station Agreement form.
- Establish learning objectives in conjunction with the student and instructor/coordinator. Sign the Evaluation Form – Learning Objectives to document the agreed upon learning objectives.
- Participate in a minimum of two on-site visits with the student and supervisor.
- student, on-site supervisor and instructor/coordinator.
- Make a final determination of the student's grade as described in the course syllabus.

COOPERATIVE EDUCATION

Description

Cooperative Education (co-op) is a method of instruction that offers students the opportunity to gain practical experience, enhance skills, and integrate knowledge through the development and achievement of learning objectives accomplished through a work experience. The work experience must be related to the student's field of study. The level of instruction is intermediate or advanced. A co-op should be properly sequenced within a program to ensure that students have developed a minimum level of technical competency prior to entering the work site. The intent of ELE is to provide an opportunity to apply knowledge and skills. It is recommended that students not be allowed to enroll for ELE courses until after they have completed six (6) SCH or ninety-six (96) contact hours of coursework in their technical program major; or the student is participating in a program where the ELE is correctly sequenced so that the work experience serves as an application of the classroom learning.

Workplace Setting

A co-op experience can be in any career field other than health care, except when allowed by the Texas Higher Education Coordinating Board (THECB) through the Workforce Education Course Manual (WECM). The work experience must take place at sites approved by the college.

Workplace Supervision

The employer is responsible for the indirect supervision of the student at the work site. Indirect supervision is defined as general oversight and guidance of the hands-on experiences, periodic review of the student's progress, and overall organization of the student's activities.

Student Compensation

A co-op may be a paid or unpaid experience. The student will receive college credit or continuing education units (CEU) for the co-op experience. The assignment of credit hours or CEU is based upon the contact hours in the course.

Length of ELE

A co-op can be offered in a 16-week format or less. The minimum length of the course is determined by the student meeting the required contact hours, without having to work more than a 40-hour work week. It is recommended that a student not exceed a total of 40 hours per week for both course and work time.

Seminar or Lecture Component

A lecture or seminar component is required for each co-op course. The seminar content should reflect the student's needs and should enhance the overall experience.

Student Responsibilities

- Ensure all of the requirements of the ELE program are performed as outlined in this handbook.
- Read and sign the Training Station Agreement form.
- Establish learning objectives in conjunction with the supervisor and instructor/coordinator. Complete and sign the Evaluation Form – Learning Objectives to document the agreed upon learning objectives.
- Participate in a minimum of two on-site visits with the supervisor and instructor/coordinator.
- Participate in the required seminar activities.

Supervisor Responsibilities

- Read and sign the Training Station Agreement form.
- Establish learning objectives in conjunction with the student and instructor/coordinator. Sign the Evaluation Form – Learning Objectives to document the agreed upon learning objectives.
- Participate in a minimum of two on-site visits with the student and instructor/coordinator.
- Evaluate the learning objectives and document on the Evaluation Form – Learning Objectives whether the student completed them in a satisfactory or unsatisfactory manner.
- Complete an Evaluation Form – Basic Workplace Skills/Attributes to document student demonstration of the basic workplace skills.

Instructor / Coordinator Responsibilities

- Read and sign the Training Station Agreement form.
- Establish learning objectives in conjunction with the student and instructor/coordinator. Sign the Evaluation Form – Learning Objectives to document the agreed upon learning objectives.
- Participate in a minimum of two on-site visits with the student and supervisor.
- Provide 16 hours of seminar activities. Seminars may be conducted as a group or on an individualized basis. Seminar attendance should be documented.
- Make a final determination of the student's grade as described in the course syllabus.

APPENDIX

SAMPLE FORMS

FOR INTERNSHIP/PRACTICUM/COOPERATIVE EDUCATION

(Instructor/Coordinators and students are encouraged to obtain the electronic files of these SAMPLE Forms or equivalent forms provided by the instructor)

**Dallas County Community College District
 INTERNSHIP/PRACTICUM/COOPERATIVE EDUCATION
 Training Station Agreement**

Program Information:

College _____ Course _____
 Rating Period _____ Year _____ Today's Date _____
 Major _____ Degree Plan Filed: Yes _____ No _____

Student Information:

Name _____ Home Phone _____
 Email _____ Work Phone _____
 Student ID/SS# _____ Job Title _____

Work Schedule					
Monday	Tuesday	Wednesday	Thursday	Friday	Add'l Hours

Sponsoring Firm _____

Evaluating Supervisor _____ **Email** _____

Title _____ **Phone** _____

Address _____ **City/Zip** _____

Training Agreement:

Three participants – student, supervisor and instructor/coordinator – in this Internship/Practicum/Cooperative Education venture will cooperate to determine the learning objectives toward which the student will work. Each semester a student enrolls in Internship/Practicum/Cooperative Education, it is necessary that new learning objectives be identified. Achievement of the objectives will be part of the basis for the credit and grade which will be earned for work experience. The instructor/coordinator will visit with the student and the evaluating supervisor on the job site each semester. The supervisor assists with the evaluation of the student performance. The instructor/coordinator determines the student's final grade. The student agrees to abide by the guidelines of the Internship/Practicum/Cooperative Education program.

 Evaluating Supervisor Date

 Student Date

 Instructor/Coordinator Date

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GUIDELINES FOR COMPLETING THE EVALUATION FORM – LEARNING OBJECTIVES (PART A)

One of the requirements for an ELE is the development of learning objectives. The learning objectives are developed by the student in conjunction with the instructor/coordinator and the supervisor. These objectives must include new or expanded responsibilities or learning opportunities beyond the regular job assignment.

The establishment of learning objectives permits the student, instructor/coordinator and the supervisor to know precisely what performance of behavior is expected and to what degree it must be demonstrated by the student. Learning objectives should provide a clear direction in the type and level of work the student will perform on the job. With pre-set objectives, the student can accurately determine when the intended level of job performance has been reached.

The student working with the instructor/coordinator and the supervisor should select major knowledge, skills and attitudes needed by the student to succeed in the specific job area. Meaningful objectives should focus on important aspects of the job and enable each student to achieve his optimum potential. Objectives should be attainable within the pre-determined time period yet also challenging enough to encourage the student to stretch beyond his/her present level of performance.

Beginning and Ending Dates

Set beginning and ending dates for each objective, which closely align with established job requirements.

Expected Behavior

The behavior of the objective indicates what the student should actually do. When the exact behavior is identified, the student and others involved in the learning process know precisely what to expect from the student's performance. The behavior identified in the objective should relate directly to the specific occupation the student is learning. Examples of behaviors included in a learning objective are:

- Compile recommendations for ways of reducing equipment failures.
- Investigate equipment failure to search for contributory causes of failures.
- Prepare a budget for review by management.
- Create a safety checklist.
- Coordinate travel and business meeting arrangements.
- Estimate project cost and time requirements for a job.
- Propagate nursery stock.

State the expected behavior with precise, present tense action verbs, which accurately communicate measurable and observable behavior. Avoid general verbs such as:

- . . . To know
- . . . To believe
- . . . To understand
- . . . To become familiar with

Instead, use action verbs such as:

- ...To write
- ...To compare
- ...To judge
- ...To select
- ...To install
- ...To apply
- ...To assemble

Precise action verbs communicate what the student will do. For example, “*understand the binary system*” is vague and not measurable. However, “*translates decimal numbers into binary equivalent*” identifies what is expected and is measurable.

Standard

The measurement standard states the level of acceptable performance for the expected behavior. Meaningful standards should be realistic for the expected behavior. Types of demonstrated performance standards include the following:

- Within a time limit (specify)
- Without supervisor’s assistance
- Within specification limits
- Seventy words per minute
- In accordance to an operational procedure

Examples

- 1) Between January 15 and February 15, XXXX
(beginning and ending dates)

Recommend ways of reducing identified equipment failures
(expected behavior)

as evidenced by a written report prepared for management, which identifies contributory causes and possible corrective actions
(standard)

- 2) Between August 1 and November 15, XXXX
(beginning and ending dates)

Prepare office correspondence using a specified word processing mail merge function
(expected behavior)

as evidenced by completing the correspondence within the time limit using the specified format
(standard)

Assess each objective against the following criteria:

1. Precise
2. Measurable
3. Observable
4. Contains date, identified behavior, and standard
5. Clearly written
6. Contributes to success on the job
7. Assists in measuring student progress in learning a job
8. Realistic for the student to perform
9. Attainable within time limits

Student Name _____ Course _____

LEARNING OBJECTIVES WORKSHEET

Learning objectives are to be developed by the student in conjunction with the instructor / coordinator and supervisor. Use this worksheet to assist in the development of the objectives.

- PART I Beginning/Ending Date**
- PART II Learning Objective (Expected Behavior)**
- PART III Measurement Standard**

[Objective 1]

Date Started: _____ Date Completed: _____

Learning Objective: _____

Measurement Standard: _____

[Objective 2]

Date Started: _____ Date Completed: _____

Learning Objective: _____

Measurement Standard: _____

[Objective 3]

Date Started: _____

Date Completed: _____

Learning Objective: _____

Measurement Standard: _____

[Objective 4]

Date Started: _____

Date Completed: _____

Learning Objective: _____

Measurement Standard: _____

Dallas County Community College District
INTERNSHIP/PRACTICUM/COOPERATIVE EDUCATION
Evaluation Form - Learning Objectives (Part A)

Student _____

Campus _____ **Rating Period** _____

Employer _____ **Course** _____

RATING
(Satisfactory / Unsatisfactory)

Objective 1

Date Started: _____ Date Completed: _____ Sat. ____ Unsat. ____

Learning Objective: _____

Measurement Standard: _____

Objective 2

Date Started: _____ Date Completed: _____ Sat. ____ Unsat. ____

Learning Objective: _____

Measurement Standard: _____

Objective 3

Date Started: _____ Date Completed: _____ Sat. ____ Unsat. ____

Learning Objective: _____

Measurement Standard: _____

We the undersigned agree to the validity of the above objectives: *(Sign at beginning of ELE)*

Student Date Supervisor Date Instructor/Coordinator Date

Additional Comments concerning achievement of objectives (attach additional pages if necessary)

We the undersigned agree to the above ratings of objective achievement: *(Sign at end of ELE)*

Student Date Supervisor Date Instructor Date

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Dallas County Community College District
INTERNSHIP/PRACTICUM/COOPERATIVE EDUCATION
Evaluation Form - Basic Workplace Skills / Attributes (Part B)

Student _____ Rating Period _____

Employer _____ Course _____

(On-site Supervisor: Please use this form throughout rating period to document your observation of student's skills / attributes. Please check the appropriate box for each item.)

Basic Workplace Skills / Attributes	RATING			
	Not Applicable	Exceeds Expectation	Satisfies Expectation	Needs Improvement
Basic Skills				
1. Locates, understands and interprets written information				
2. Communicates thoughts, ideas, information in writing				
3. Organizes ideas and communicates orally				
4. Receives, interprets, and responds to verbal messages and cues				
5. Performs basic computations (add, subtract, multiply, & divide)				
6. Utilizes appropriate mathematical techniques to solve complex problems				
7. Demonstrates appropriate computer skills				
Thinking Skills				
8. Demonstrates creative thinking				
9. Identifies goals and constraints, chooses best alternative				
10. Recognizes problem and devises/implements a solution				
11. Uses effective learning techniques				
12. Discovers and applies underlying rules or principles				
Interpersonal Skills				
13. Contributes to group effort as productive team member				
14. Works well with people from diverse backgrounds				
15. Exhibits responsible behavior				
Personal Attributes				
16. Exerts a high level of effort and perseveres towards goals				
17. Believes in self and maintains positive view of self				
18. Chooses ethical courses of action				
19. Sets relevant, goal related activities, prioritizes, and allocates time				
20. Maintains appropriate personal appearance and hygiene				

Additional comments concerning basic skills / attributes (attach additional pages if necessary): *(Supervisors are encouraged to explain unsatisfactory ratings)*

We the undersigned agree to the above ratings of basic skills / attributes:

Student _____ Date _____ Supervisor _____ Date _____

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