



# Centureon Institute

## Work-Based Activities Plan

### **PURPOSE**

This policy has been put in place with the purpose of assuring the quality of instruction, evaluation and procedures related to work-based instructional activities performed at the clinical/externship practical sites.

### **RESPONSIBLE AUTHORITY**

The responsibility for this policy is vested in the Director of Education.

### **IMPLEMENTATION**

The implementation of this policy is delegated to the clinical supervisor.

### **APPLICABILITY**

This policy applies to the work-based practical activities students perform at the clinical/externship sites in order to gain the practical experience required for their employment.

### **EFFECTIVE DATE**

July 1, 2021 Last Revise 1/28/2023

### **POLICY**

1. Student Orientation about Work-Activities
2. Evaluation of Work-Based Activities
3. Supervision of Work-Based Learning Experiences

1. Student Orientation about Work-Activities

Prior to participating on a work-based activity, students receive the *Work-Based Activity Instructional Plan* and an orientation by the instructor before starting their clinical externships. The handout includes the following elements describing the work-based activity: objectives; experiences; competencies and skills that will be evaluated; textbook reference for the skills to be evaluated; a copy of the evaluation forms, and grading criteria.

2. Evaluation of Work-Based Activities

All work-based activities conducted at a clinical site are a responsibility of clinical assigned supervisor.

3. Supervision of Work-Based Learning Experiences

The assigned clinical supervisor is responsible for guiding and overseeing students' work-based learning experiences, as well as responsible for the students' written evaluations.

### **EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS**

The equipment necessary for the implementation of this policy is the responsibility of the School President, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the School President via email, who will follow up accordingly.

### **BUDGET**

The funding necessary for the implementation of this policy is allocated in the school's annual operating budget under the line item "*Academics*" Revisions to the funding need approval by the President and Financial Director.

### **EVALUATION**

This policy is annually evaluated by means of a survey collected from:

- Students and Graduates
- Schools Administrative and Academic Personnel
- Institutional and Occupational Advisory Committee members

### **Assessment Presentation**

This policy's effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be file along with the typed minutes of the meeting.

### **REVISIONS**

Revisions to this policy are to be approved at one of the school's strategic meetings. Personnel is informed of revisions via email. Revisions are published at the school's Policies and Procedures Manual.

### **POLICY AVAILABILITY**

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during normal business hours. New school personnel receive an email at the time of orientation with access to the school's Policies and Procedures Manual electronic version. This policy is also published in the school's public website.