ICR FLORIDA
EDUCATION

WORK-BASED ACTIVITIES PLAN

PURPOSE
This policy has been put in place to assure the quality of instruction, evaluation, and procedures related to work-based instructional activities performed at clinical/externship 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
October 1, 2021

POLICY

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

1. Student Orientation about the Work-Activities
   Prior to conducting a work-based practical activity, students receive the *Work-Based Activity Instructional Plan*, the *Practical Assessment Grade Form,* and orientation by the instructor. The handout includes the following elements describing the work-based activity: objectives, experiences, competencies, skills evaluated, textbook references, and a copy of the evaluation forms showing the grading criteria.

2. Evaluation of Work-Based Activities
   The evaluation of work-based activities conducted at a clinical/externship site is the responsibility of the clinical/externship assigned onsite supervisor.

3. Supervision of Work-Based Learning Experiences
   The assigned clinical/externship onsite supervisor is responsible for guiding and overseeing students' work-based learning experiences.

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 funding require approval by the President and Financial Director.

EVALUATION
This policy is annually evaluated by means of surveys 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 filed 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 in 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 regular business hours. School personnel receive access to the school's *Policies and Procedures Manual* electronic version during their new employee orientation. This policy is also published on the school's public website.