



Work-Based Activity Plan

Mission Statement:

The mission of Manatee Technical College is to produce highly skilled individuals and resourceful leaders through collaborative education to meet the ever-changing needs of our communities and the workforce.

Vision Statement:

The vision of Manatee Technical College is to be recognized as a leader in transforming people's lives through quality education.



Work-Base Activity Plan

Manatee Technical College provides work-based activities to their students in many programs. Work-based activities are required by some program standards and optional for others. They are actively encouraged by all programs and aid as a path to employment. The work-based portion of any program enhances and applies the instructional competencies learned in the classroom. Students develop interpersonal, communication skills, real world hands on training and employability/soft skills needed to secure a position in the world of work.

Work-based activity sites are approved by the School Board of Manatee County for some externships in the medical and public service programs. These work-based activity agreements are signed by the School Board and the agencies themselves. Students are assigned to sites by their instructors or by the lead instructors.

Work-based activity programs outside some medical and public service are approved by the work-based learning (WBL) instructor. It is the responsibility of each WBL instructor to maintain accurate and up-to-date records for each student enrolled in his/her program. The WBL instructor is responsible for having an WBL folder for each working student, containing the required paperwork to be reviewed by district and DOE staff periodically throughout the year. The folder will contain a copy of the Work-Based Learning Training Agreement and Plan, the monthly Manatee Technical College WBL Attendance Timesheet, and if applicable, A Job Placement Acknowledgement Form must be signed and dated by the parent/legal guardian and submitted to the instructor-of-record prior to the student reporting to his/her first day of work.

In-House Work-Based activities, as well as the written instructional plans, are aligned with the Department of Education Frameworks by the instructor, who is responsible for guiding and overseeing supervision of students' learning experiences and written evaluations. These plans are continually updated to meet the current local business needs. The activities meet expectations for all parties through specific program service agreements. All students participate in protection and safety training per program requirements.

The work-based activity plan is based on the student completing 70% of the curriculum, satisfy all testing requirements, be approved by an administrator, and is in good standing with attendance. The student is then placed into a job that will complete the needed curriculum framework and lead to full-time employment.

Students in a work-based activity location communicate with their instructor who in turn coordinates with the students' supervisors to assure program competencies are met. Pre-defined goals are established prior to the onset of work-based activity. An agreement is signed by the student, instructor, and work-based site supervisor.

Objectives

1. Demonstrate employability skills.
2. Apply management skills in the workplace.

Experiences

1. Demonstrate positive human relations and leadership skill in the workplace.
2. Demonstrate ethical business behavior.

Competencies

1. Apply competencies learned in the classroom to the In-House work-based activities.
2. Apply competencies learned in the classroom to the work-based site.

Evaluations

1. In-House Work-based Activities

- a. The In-House work-based activity will be assessed by the instructor upon completion of the activity.

2. Site Work-based Activities

- a. The work-based site will complete an evaluation of the student to be submitted to the instructor at intervals determined by the program instructor. Students are ranked on their personal and professional traits, as well as their work habits and abilities.
- b. Students complete an evaluation upon completion of the work-based activity based on their experience with the agency and effectiveness of the activity.
- c. All final evaluations are the responsibility of the program instructor which is based on instructor observations and the input from the student's work-based activity supervisor.

Reviewed and Approved by Board of Governors – 09.14.2016
Reviewed and Approved by Board of Governors – 08.24.2017
Reviewed and Approved by Board of Governors – 08.23.2018
Reviewed and Approved by Board of Governors – 08.22.2019
Reviewed and Approved by Board of Governors – 08.20.2020
Reviewed and Approved by Board of Governors – 08.26.2021
Reviewed and Approved by Board of Governors – 08.25.2022
Reviewed and Approved by Board of Governors – 10.26.2023
Reviewed and Approved by Board of Governors – 08.22.2024
Reviewed and Approved by Board of Governors – 01.22.2025
Reviewed and Approved by Board of Governors – 04.23.2026