1D SBCCC 300.10 is proposed for adoption as follows:

State Board of Community Colleges Code
TITLE 1 – COMMUNITY COLLEGES

CHAPTER D. EDUCATION

SUBCHAPTER 300. CONTINUING EDUCATION

1D SBCCC 300.10 Work-Based Learning

(a) Definition. Work-Based Learning involves the development of job skills and an opportunity for career exploration by providing the student with work experience that is coordinated with the educational program.

(b) Types of Work-Based Learning may include paid or unpaid internship, pre-apprenticeship, registered apprenticeship, and practicums required for a state-regulated or industry-recognized credential.

(c) Work-Based Learning Course Section Criteria:

(1) Twenty (20) hours is the minimum instructional hours for a Work-Based Learning course section.

(2) Colleges must include a student orientation component not to exceed four instructional hours and a post-training student and employer evaluation component not to exceed two instructional hours.

(3) Student membership hours may be reported for budget FTE as regularly scheduled or non-regularly scheduled as defined in 1G SBCCC 200.94(a)-(b).

(4) Work-Based Learning course sections must be linked to a Workforce Continuing Education course that meets the following criteria:

(A) Is aligned with the skill development practiced in the work experience environment as identified in the Measurable Learning Outcomes (MLO) defined in 1D SBCCC 300.10(f)(6)(C);

(B) Scheduled for 96 instructional hours or more; and

(C) Leads to a state-regulated or industry-recognized credential.

(d) Colleges must develop and implement local procedures to ensure compliance with the Work-Based Learning criteria.
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(e) Student Eligibility Criteria:

1. Must meet then-current age and employment requirements referenced in G.S. 95-25.5.
2. Must be enrolled in a Workforce Continuing Education course meeting the criteria specified in 1D SBCCC 300.10(c)(4).
3. Must have completed at a minimum 48 instructional hours within the Workforce Continuing Education course prior to entering the Work-Based Learning experience.
4. Must submit an application for placement in a course section and meet course requirements.
5. Must meet all job-specific requirements of the employer.

(f) Program Requirements.

1. College staff must plan and coordinate student activity in Work-Based Learning course sections.
2. College staff, who meet instructional qualifications and are paid with college funds, will supervise Work-Based Learning experiences.
3. The employer is responsible for the supervision of the student while the student is at the job site.
4. Students may work at multiple job sites and be supervised by multiple employers.
5. Students must receive at least one mandatory site visit with the coordinating college staff.
6. Colleges must retain a student file that contains the following documents:
   A. Current student transcript to document the Work-Based Learning aligned courses;
   B. Completed Work-Based Learning application;
   C. Measurable Learning Outcomes. MLOs are agreed upon experiences that students will obtain while working. The job description must contain a list of general tasks, or functions, and responsibilities of a position:
      I. The student, college staff, and employer must develop and agree to the MLOs identified.
II. There must be a minimum of three MLOs for each Work-Based Learning experience. A job description listing general tasks, functions, and responsibilities of the Work-Based Learning position may be used in lieu of MLOs.

III. The student, college staff, and employer must sign an agreement to the established MLO expectations prior to the beginning of the Work-Based Learning experience.

(D) Documentation of an employer consultation between the college, employer and student;

(E) Documentation of an evaluation of the student by the employer;

(F) Documentation of student hour tracking through timesheets or other related reports; and

(G) Colleges may substitute an ApprenticeshipNC Registered Apprenticeship or Pre-Apprenticeship agreement in lieu of requirements in 1D SBCCC 300.10(f)(6)(C) for students enrolled in a college Registered Apprenticeship or Pre-Apprenticeship program.

History Note: Authority G.S. 115D 5;

Eff. _______________