

	WORK-BASED ACTIVITIES/INSTRUCTIONAL PLAN		
	DATE OF LAST REVISION	DATE OF LAST REVIEW	COE SELF-STUDY REFERENCE
	12/12/2024	12/13/2024	STANDARD 2 EDUCATIONAL PROGRAMS

### SCOPE OF SERVICES:

The work-based activities and instructional plan aim to provide students at the Tennessee College of Applied Technology Knoxville, with meaningful, hands-on learning experiences that complement their classroom-based education. The plan encompasses both internal and external work-based activities, ensuring a well-rounded approach to student development and skill acquisition.

TCAT Knoxville incorporates work-based activity through cooperative work programs, live-work projects, clinical experiences, and externships.

### BUDGETARY RESOURCES:

Funding is obtained through a designated portion of state appropriations. The budget is reviewed and updated annually during the college's budget hearings.

### MAJOR ACTIVITIES:

Each work-based activity has a written plan for students specifying the objectives, experiences, competencies, and evaluations that are required. There is also an instructional plan for each activity that involves an on-site employer representative or institutional faculty member who is responsible for overseeing the student's learning experience as well as participating in the student's written evaluation. All work-based activities conducted by TCAT Knoxville are supervised by the program instructor, who possesses the appropriate qualifications to oversee the activity.

The following agreements are executed and kept current for all work-based activities:

- Cooperative Work Program Agreement - On file in administration, with the program instructor, and in the business office. This agreement is signed by the student, industry partner, instructor, and is authorized by the college administration.
- Clinical Agreements - On file in the TBR contract system and also with the allied health programs. These agreements are signed by the clinical site and authorized by the TCAT Knoxville President.
- Externship Agreements - On file with the program instructors and in the business office
- Live Work Agreement - On file in administration, business office, and with the program instructor

### EVALUATION:

Evaluations will be completed by the employer and/or a representative or institutional faculty member and will reflect the student's progress in achieving the identified competencies and professional skills. Faculty will make regular face-to-face visits and maintain contact with the employer to verify student progress and attendance.

- In-House Work-Based Activities

- The In-House Work-Based activity will be assessed by the instructor upon completion of the activity.
- Site Work-Based Activities
  - The work-based site will complete an evaluation of the student to be submitted to the instructor at intervals determined by the program instructor.
  - All final evaluations are the responsibility of the program instructor, where the evaluation is based on the instructor's observations and the input from the student's work-based activity supervisor.

#### **STAKEHOLDERS WITH WHOM THE PLAN IS SHARED**

The plan is also available to all employees and students online at [www.tcatknoxville.edu](http://www.tcatknoxville.edu).