

	WORK-BASED ACTIVITIES/INSTRUCTIONAL PLAN		
	DATE OF LAST REVISION	DATE OF LAST REVIEW	COE SELF STUDY REFERENCE
	11/21/2022	11/21/2022	STANDARD 2 POSTSECONDARY EDUCATIONAL PROGRAMS

PURPOSE

The Tennessee College of Applied Technology - Knoxville recognizes the importance of work-based activity in its programs. Work based activities are structured learning activities that are conducted in a supervised work setting external to the institution or in a setting that involves the public. TCAT Knoxville’s work-based activity program objectives:

1. To provide the student with the opportunity to develop and apply a ‘real world’ work of experience using the knowledge and skills they attain in their program of study.
2. Provide the institution with objective input from potential employers or customers of program graduates.

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

Each work-based activity has a written plan for students specifying the particular 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 students’ learning experience as well as participating in the students’ 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:

1. Cooperative Work Program Agreement - On file in administration, with the program instructor, and in the business office
2. Clinical Agreements - On file in the TBR contract system and also with the Allied Health program director
3. Externship Agreements - On file with the program instructors and in the business office
4. Live Work Agreement - On file in administration, business office and with program instructor