

Southern Crescent Technical College  
Academic Affairs Division  
501 Varsity Road  
Griffin, GA 30223  
(770) 229-3293

**Application  
for  
Work-Based Learning**

- Internship
- Occupational Based Instruction
- Apprenticeship

This application form must be approved by the instructor and the Department Chair before approval can be granted to the student. Please complete this form with **BLACK** ink.

**STUDENT'S NAME** \_\_\_\_\_

**STUDENT ID#** \_\_\_\_\_ **HOME PHONE** \_\_\_\_\_

**PROGRAM AREA** \_\_\_\_\_ **INSTRUCTOR** \_\_\_\_\_

**THE STUDENT WILL RECEIVE** \_\_\_\_\_ **CREDIT HOURS FOR** \_\_\_\_\_  
(COURSE PREFIX/NUMBER & CRN NUMBER)

**BEGIN WORK-SEMESTER:** \_\_\_\_\_ **DATES-BEGIN/END:** \_\_\_\_\_

**COMPANY** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TELEPHONE NUMBER** \_\_\_\_\_ **COMPANY CONTACT** \_\_\_\_\_

**WORK-BASED TRAINING CONTACT HOURS** \_\_\_\_\_ **DAYS PER WEEK** \_\_\_\_\_ **CREDIT HOURS** \_\_\_\_\_

**DAILY STARTING TIME** \_\_\_\_\_ **DAILY ENDING TIME** \_\_\_\_\_

**EVALUATION DATES** \_\_\_/\_\_\_/\_\_\_      \_\_\_/\_\_\_/\_\_\_      \_\_\_/\_\_\_/\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**STUDENT'S SIGNATURE**      **DATE**      **INSTRUCTOR'S SIGNATURE**      **DATE**

.....  
.....

**APPLICATION APPROVED** \_\_\_\_\_ **APPLICATION DENIED** \_\_\_\_\_

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C: Dean for Academic Affairs  
C: Student File

\_\_\_\_\_  
**DEPARTMENT CHAIR**

\_\_\_\_\_  
**DATE**

## Southern Crescent Technical College Work-Based Learning Agreement

### For the Student:

*In accepting a Work-Based Learning Position, I am fully aware and willing to honor my obligations as expressed by the following agreement.*

1. *I agree to complete ( ) 15-19 ( ) 20-29 ( ) 30 or more hours per week starting as of \_\_\_\_\_ (date).*
2. *I agree to abide by all the rules and regulations of \_\_\_\_\_ (employer).*
3. *I understand this program does not constitute permanent employment and do not expect such.*
4. *I agree to an evaluation of my work by my employer at the end of the work experience assignment. (Form is sent to employer by this office.)*
5. *I will be responsible for providing an evaluation of the work station as requested by the Department Chair and/or my instructor.*
6. *On any matter pertaining to changes in job assignment, hours, salary, etc. I will first contact my instructor and work site coordinator for direction and will follow the guidelines established by the Academic Affairs Division.*
7. *I am to keep my work site coordinator and instructor informed of any serious physical, emotional, or social problems which will interfere with proper performance on a work experience assignment.*
8. *I will not terminate my work experience prior to contact with my work site coordinator.*

### For the Employer:

*In accepting Work-Based Learning students, I am fully aware and willing to honor my obligations as expressed in the following agreement.*

1. *I agree to provide \_\_\_\_\_ with \_\_\_\_\_ hours of work experience for work-based learning.  
(student)*
2. *I understand this program does not constitute permanent employment or promise of such and the student/intern does not expect such.*
3. *I have informed the student/intern of the policies of \_\_\_\_\_.  
(place of employment)*
4. *I agree to evaluate the student's performance at the end of the work-based learning assignment and understand that forms will be sent to me via the student or U.S. mail.*
5. *I agree to give the student a supervised quality work experience commensurate with that offered an entrance level employee at our facility.*
6. *The student will train as a \_\_\_\_\_ (job title).*
7. *The student's salary will be \_\_\_\_\_.*
8. *The employer retains all rights of dismissal.*

### Special Stipulations: (on back)

Student: \_\_\_\_\_ (Date)

Company Evaluator: \_\_\_\_\_ (Date)

Instructor: \_\_\_\_\_ (Date)

**Southern Crescent Technical College**  
**Work-Based Learning Plan**

**STUDENT NAME:** \_\_\_\_\_

**GOALS:**

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

**OBJECTIVES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

**COMPETENCIES TO BE ACHIEVED:**

A. \_\_\_\_\_

B. \_\_\_\_\_

C. \_\_\_\_\_

D. \_\_\_\_\_

E. \_\_\_\_\_

F. \_\_\_\_\_

**COMPANY EVALUATOR:** \_\_\_\_\_ *Date*

**INSTRUCTOR:** \_\_\_\_\_ *Date*

**STUDENT:** \_\_\_\_\_ *Date*

**CONTACT HOURS:** \_\_\_\_\_



**Southern Crescent Technical College**  
**Mid-Quarter**  
**Employer's Evaluation of Work-Based Learning Students**

**Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Instructional Area:** \_\_\_\_\_

**Instructions:** The immediate supervisor will evaluate the student objectively, *COMPARING WITH OTHER STUDENTS OF COMPARABLE ACADEMIC LEVEL*, with other personnel assigned to the same or similarly classified jobs, or with individual standards.

<p style="text-align: center;"><b>RELATIONS WITH OTHERS</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Exceptionally well accepted</li> <li><input type="radio"/> Works well with others</li> <li><input type="radio"/> Gets along satisfactorily</li> <li><input type="radio"/> Has some difficulty working with others</li> <li><input type="radio"/> Works very poorly with others</li> </ul>	<p style="text-align: center;"><b>ATTITUDE-APPLICATION TO WORK</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Outstanding in enthusiasm</li> <li><input type="radio"/> Very interested and industrious</li> <li><input type="radio"/> Average in diligence and interest</li> <li><input type="radio"/> Somewhat indifferent</li> <li><input type="radio"/> Definitely not interested</li> </ul>
<p><b>JUDGEMENT</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Exceptionally mature</li> <li><input type="radio"/> Above average in making decisions</li> <li><input type="radio"/> Usually makes the right decision</li> <li><input type="radio"/> Often uses poor judgment</li> <li><input type="radio"/> Consistently uses bad judgment</li> </ul>	<p><b>DEPENDABILITY</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Completely dependable</li> <li><input type="radio"/> Above average in dependability</li> <li><input type="radio"/> Usually dependable</li> <li><input type="radio"/> Sometimes neglectful or careless</li> <li><input type="radio"/> Unreliable</li> </ul>
<p><b>QUALITY OF WORK</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Excellent</li> <li><input type="radio"/> Very Good</li> <li><input type="radio"/> Average</li> <li><input type="radio"/> Below Average</li> <li><input type="radio"/> Very Poor</li> </ul>	<p><b>ATTENDANCE</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Regular</li> <li><input type="radio"/> Irregular</li> </ul> <hr/> <p><b>PUNCTUALITY</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Regular</li> <li><input type="radio"/> Irregular</li> </ul>





## ***Southern Crescent Technical College***

***This is to authorize the release of my school records to any prospective employer or his designated representative either in person or by telephone. This authorization of release of information is for the purpose of my obtaining employment, and I fully understand the necessity of a potential employer having access to this information.***

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***Date***

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***Printed Name***

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***Signature***

As set forth in full in the student handbook/course catalog, Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Title IX/Equity Coordinator: Special Services Manager, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7382; ADA/Section 504 Coordinator: Special Services Coordinator, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7258. Any complaints filed against the Title IX/ Equity Coordinator or ADA/ Section 504 Coordinator on any campus/center shall be handled by the Vice President for Student Affairs, Griffin Campus, 501 Varsity Road, Griffin, GA 30223, (770) 228-7348.