# Earning College Credit for Work-Based Learning

## Background

Students are encouraged to work in their field of study while still in school. This can be through part-time employment, internships, apprenticeships, or volunteer arrangements. These opportunities provide, among other things:

* reinforcement of skills learned and opportunities to learn skills beyond what is taught in the classroom;
* exposure to how to apply their skills in real-world organizations; and
* development of workplace survival skills needed to succeed in their careers.

In some cases, students may earn college credit for participating in work-based learning. This document outlines *one of the ways* FRCC enables these experiences to be college credit-bearing.

## Requirements

1. The work must align with the course of study the student is pursuing, e.g. an accounting internship in the fiscal office of an organization.
2. The internship must be in a course of study that allows internship credit, such as in most CTE degree programs. These are usually -280 courses in CCNS (e.g. CIS 280).
3. There must be specific learning outcomes defined for the experience, as determined by college faculty in consultation with the student’s hiring manager.
4. The experience must include sufficient hours working in the subject area to earn college credit, at a rate of 45 work hours per credit earned, up to a maximum of 12 credits, though more often limited in most programs to a maximum of 6 credits due to specific degree requirements.
5. Students must be enrolled for the Internship course in the semester when the work experience takes place, and tuition must be paid for the credits earned.

## Process Outline

1. Identify the WBL opportunity - student, faculty or staff may lead this effort, depending upon the circumstances.
2. Designated faculty works with hiring manager to identify learning opportunities and checks alignment with student’s course of study, develop the job description and performance rubric, and complete the internship application.
3. Student, faculty member, and hiring manager sign off on internship application (contract).
4. Student begins work assignment under supervision of the hiring manager.
5. Faculty and hiring manager touch base at regular intervals during the course of the internship to ensure the student is meeting expectations. Faculty documents student performance as judged by hiring manager, and works with student to address any areas of concern.
6. Student completes work assignment.
7. Hiring manager submits final performance review to faculty.
8. Faculty meets with student, matches performance with rubric, and assigns student a grade for the internship.