



## WRITTEN PLAN FOR WORK BASED ACTIVITIES

Training programs that include skill development necessary for the career include work-based activities. For most of these training programs, the work-based activities are included in the on-campus training. These programs are Cosmetology, Teacher-Master Cosmetologist. The Medical Assistant and Dental Assistant training programs include an externship which is provided off campus at an appropriate medical facility that employs these professionals. These work-based activities have a course syllabus that details the objectives and competencies required for successful completion. The syllabus also defines the method of evaluation and the grading components that will constitute the student's grade.

Student progress is monitored throughout the activity by an instructor that is assigned specifically to these work-based activities to insure a successful training experience. An instructor is assigned to the work-based activities provided on campus. This instructor will teach, train, and evaluate the student's performance and will determine the student's final grade for these activities.

The Medical Assistant and Dental Assistant training programs include an externship course during the last session of the program. The Campus Director and the program instructor in each allied health program share the responsibilities of the oversight of the externship. The Campus Director acquires new extern sites and assigns students to extern sites for training. The program instructor monitors student attendance and progress during externship and determines the student's final grade for the externship course.

As stated, one of the responsibilities of the Campus Director is to acquire training sites for the Medical Assistant and Dental Assistant training programs. She will research and locate medical facilities in the service area of the campus that provide employment opportunities for either Medical Assistants or Dental Assistants. She will then contact the manager of the facility to arrange an opportunity to visit the medical facility and discuss the possibility of becoming a training site for one of these programs. During this meeting, she describes these training programs and provides the site manager with a program outline and course descriptions. Together the site manager and the Campus Director discuss and determine if the site can provide students with the necessary work-based activity that will fulfill the mission of the college and meet the program objectives. When this has been determined, an affiliation agreement will be executed between Genesis and the facility.

The Campus Director provides an orientation prior to beginning the externship course at which time students are advised of externship placement and their responsibilities while on externship. If the site requires their own orientation prior to the start of the externship, the orientation session will be scheduled by the Campus Director. Students may be required to provide proof of certain immunizations and/or to have a criminal background investigation and/or drug screen conducted, and clearance reported for placement at some externship training affiliates. The Campus Director will direct the student to collect and provide the required documentation to a site to ensure that all placement requirements have been met prior to a student beginning the externship course.

The externship training site will identify an on-site employee to supervise all student activity and verify time sheets. The program instructor will visit each student during the externship course. The program instructor will work in conjunction with the on-site employee to evaluate student competency. The program instructor and on-site supervisor are the appropriate qualified experts who review and evaluate student success during the externship course. The student's final grade will be determined by the program instructor.



Weekly time sheets must be submitted to the college. The time sheets must be signed by the on-site supervisor. Timesheets are the record of attendance for the student during the externship course. Student attendance and progress is monitored weekly by the program instructor and the Campus Director. Any issues that may arise during a student's extern experience are brought to the attention of the program instructor who consults with the Campus Director for direction and resolution.

The externship course provides the practical application of the program curriculum and assists the student with the transition to employment after program completion.