



Hennepin Technical College™

Chapter 3: Educational Policies

Internships and other Work-Based Learning Experiences

**Procedure
3HTC.5.1**

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Adoption: 9/1/09
Revised: 8/24/23
Last Reviewed: 9/13/23 (AASC)
President Approved: 10/11/23
Next Review Date: 9/26/28
Authority: Hennepin Technical College
Custodian of Policy: Vice President of Academic & Student Affairs

IMPLEMENTATION PROCEDURE

Work-based learning opportunities for students will be granted where work-based courses have been approved. Course proposals must follow the guidelines as set forth in the uniform procedure "Curriculum Standards, Review and Revision." The program advisory committee should approve all work-based courses. All work-based learning opportunities that are non-credit are facilitated and approved by the Student Life and Career Development Department.

Work-based Course Criteria:

1. Each program may offer one or more work-based courses.
2. Work-based learning courses may be fixed or variable credit.
3. The credit range for each course may vary from one to sixteen credits.

Conditions

1. Program faculty will collaborate with students to find prospective work-based sites/experiences. The student will inform the prospective training sponsor about their role and the development of the student learner.
 - A. Credit Course(s) aligned work-based learning opportunities are facilitated through faculty and supported by Student Life and Career Development department.
 - B. Non-Credit Course(s) aligned worked-based learning opportunities will be facilitated and supported by the Student Life and Career Development department.
2. All experiences, including non-credit aligned, shall be related to the student's career goal. A training plan will be developed for the student. The training sponsor must understand that the training will be for the benefit of the student learners.
3. Program faculty will ensure the work-based training plan is followed and will gather feedback on the experience from the work-based supervisor and student. Work-based site visits and connections should align with the type of work-based experience (local, regional, or national). Local experiences should include a minimum of two (2) contacts in person, encompass remote meetings by phone or alternative communication or a combination of both. Additional connections may be through a use of multiple tools including phone, email, and web, etc.



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Regional and National work-based experiences may include on-site visits as pre-determined by the program faculty member and the dean.

- A. Credit Course(s) aligned work-based learning training plans, feedback, visits, and connections are facilitated through faculty.
- B. Non-Credit aligned worked-based training plans, feedback, visits and connections are facilitated by the Student Life and Career Development Department and supported by faculty.

GENERAL WORK-BASED AGREEMENTS

1. The Hennepin Technical College Work-Based Training Agreement must be completed prior to student activities. The approved form will be kept on file by the program faculty, program coordinator or department administrative assistant.
2. After the HTC Work-Based Agreement has been approved, a program faculty member will discuss with the company's representative to explain the agreement and to obtain the representative's signature. A copy of this signed document will be forwarded to the supervising Dean. Upon the approval, the copy will be returned to the program faculty member.
3. The original will be returned to the company representative by the program faculty. A copy will be kept on file with the program faculty, program coordinator, dean, or department administrative assistant.

STUDENT WORK-BASED AGREEMENTS

1. The Hennepin Technical College Student Work-Based Training Agreement form must be completed for all student work-based experiences. The faculty member will keep the approved form on file.
2. The agreements for students currently on work-based experiences must be on file with the program faculty member.
3. Some work-based experiences will require an Intra-Agency Agreement that will be completed by both parties before the training begins (i.e. health programs, etc.).