



## Section I: Identifying Information

Date: Click or tap here to enter text.

Name: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Cell Phone: Click or tap here to enter text.

Additional Phone: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Are you presently employed? (Yes or No): Click or tap here to enter text.

If yes, name of employer: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

Work Duties: Click or tap here to enter text.

Work Skills: Click or tap here to enter text.

Are you employed part-time of full-time? Click or tap here to enter text.

## Section II: Conditions and Requirements/Release of Information

Please read carefully the information and conditions listed below. If you can accept and abide by these conditions for a placement, please sign this form.

1. I certify that I have read and understand all materials that have been presented to me.
2. I hereby grant permission to the Career Services Office to forward to any business sponsor information and/or materials regarding my academic or employment history that may be necessary to secure or maintain a placement. (Information and materials include, but are not limited to grades and/or transcripts, written recommendations, class attendance records, and placement application materials.)
3. I understand that different employers may have different requirements for a paid WBL placement, and that if I accept an assignment, I will be expected to abide by all such requirements of the employer. (These requirements may include: drug screening test, completion of a company orientation or safety program, entry-level test of academic, technical and/or interpersonal skills, background check for criminal violations, signed statement of intent to work for the company for a specified period of time after graduation or to repay tuition/book costs paid by the employer, etc.)
4. I understand that my employer may require me to sign an agreement to work for that company for a specified period of time after graduation and/or to sign a confidentiality agreement requiring me not to divulge any information regarding the company's manufacturing processes or other "trade secrets."

Tri-County Technical College does not discriminate in admission or employment on the basis of race, color, religion, sex, qualifying disability, veteran's status, age, or national origin.



5. I agree to provide the Career Services Office with information, as requested, concerning my placement for the purpose of evaluating and/or improving the program. (Such information includes, but is not limited to, salary, benefits, duties, and hours.)
6. I understand that my employer sponsor will be asked periodically to evaluate my work performance and/or to provide written assessments of my progress to the Career Services Office.
7. I agree to notify the Career Services Office of **ANY** change in my class or work schedule within one business day of when the change occurred.
8. I agree to notify the Career Services Office of **ANY** change in my work circumstances (i.e., hourly wage, tuition assistance or other company-sponsored benefits, assigned mentor/supervisor and/or work assignments).
9. I understand that on days when the College is closed but my sponsoring company is not, I am expected to honor my work schedule; I also understand that when my sponsoring company is closed but TCTC is in session, I am expected to attend classes as usual.
10. I agree to attend individual meetings as requested with the Director of the Career Services Office and to attend group seminars for all TCTC work-based learning students; I also agree to notify the Career Services Office if for any reason I am unable to attend a scheduled meeting.
11. I understand that if my employer pays for part or all of my tuition, and my class schedule changes so that a refund is due, I **MUST** initiate the refund process at the earliest opportunity so that my employer receives the maximum refund possible. (I also understand that my employer may require me to reimburse the company for any un-refunded costs associated with my failing to successfully complete the courses for which I have registered.)
12. I agree to return any company-purchased materials for TCTC courses from which I have withdrawn to the Career Services Office so that appropriate costs can be recovered for the sponsoring company. (Course materials include textbooks, tools, and/or class supplies such as calculators. Notebooks, pens and other basic supplies do not need to be returned.)
13. I understand that if my employer agrees to pay all or part of my costs for tuition and/or books (or to reimburse me for a portion or all of those costs) the company will **NOT** be responsible for paying **ANY** portion of fines or other debts that I might incur to Tri-County Technical College, and that my failure to fully resolve such debts will result in my being deleted from course rolls or prevented from registering.
14. **I understand that any work-based learning placement I may receive is primarily for educational purposes, and that the duration of such a placement is temporary without any promise or guarantee of continuing employment, either on a full-time or part-time basis.**

### Section III: Student Signature

I certify that I have read and can abide by the conditions and requirements listed above.

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(Signature)

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(Date)



## **Section IV: Student/Employer/College Responsibilities in Work-Based Learning**

### **Employer Responsibilities...**

- Interview and select WBL student participant(s)
- Provide appropriate and thorough orientation
- Develop and follow a training plan that complements student(s) classroom studies and career goals, and that provides broad-based exposure to major units/functions of the company
- Provide adequate supervision, including a mentor for each student
- Provide periodic evaluation sessions with the student, and assist Tri-County Technical College personnel to assess student progress and program effectiveness
- Determine and pay WBL student(s) a fair hourly wage
- Permit the Director of Career Services Office and/or department faculty to make periodic on-site visits with students and their supervisors
- Encourage and support students' completion of their Tri-County Technical College degree programs by providing financial assistance for College studies (in accordance with company policies), requiring satisfactory performance in coursework and/or by reinforcing the importance of graduation to career advancement.
- Communicate with the Career Services Office at the earliest opportunity regarding any problems with student workers

### **College Responsibilities...**

- Maintain records on all WBL applicants and participants
- Ensure that all appropriate paperwork, including release forms, is completed and on file
- Provide assistance in determining and recommending effective "matches" between qualified students and potential employer sponsors
- Serve as a liaison between student applicants and employers in the interview and selection process
- Assist employers, as requested, to develop training plans
- Maintain contact with employers and students (including periodic site visits and on-campus meetings)
- Assist employers, upon request, to deal productively with student workers who are experiencing problems or who are not performing satisfactorily



**Student Responsibilities...**

- Comply with all requirements for participation in WBL as identified by both the College and the employer
- Adhere to all applicable company policies and safety requirements
- Meet requirements and expectations of Tri-County Technical College enrollment as stipulated in all applicable publications (College catalog, Student Handbook, course syllabi)
- Communicate immediately to the Career Services Office any changes in work schedule/conditions or class schedule
- Communicate immediately to work supervisor any anticipated deviation from assigned work hours due to illness or other unavoidable circumstances
- Demonstrate positive, professional behavior at all times

Click or tap here to enter text.

Student

Date

Click or tap here to enter text.

Employer

Date

Click or tap here to enter text.

Career Services Staff

Date

\*Student will be required to check-in at regular, determined intervals via in person or via email to report progress. These intervals will be conducted at the discretion of the Work-Based Learning Coordinator, and may be substituted or supplemented by formal presentations in partnership with the employer.

**PREFERRED CHECK-IN METHOD:**

Email, in-person, phone? Click or tap here to enter text.

\*Employer will be required to check-in at regular, determined intervals via in person or via email to report student progress. Issues will be resolved on an individual student basis, in partnership with the Work-Based Learning Coordinator, Amanda Donald, (864) 646-1545.



## WORK BASED LEARNING RELEASE FORM

Last Name: Click or tap here to enter text.

First Name: Click or tap here to enter text.

Student ID number (T number): Click or tap here to enter text.

Curriculum Major: Click or tap here to enter text.

Expected Graduation Date (Month and Year): Click or tap here to enter text.

Email Address: Click or tap here to enter text.

I hereby grant permission to the Office of Career and Employability Resources to forward to any employer information and/or materials regarding my academic or employment history that may be necessary to secure or maintain employment or work-based learning placement. (Information and materials include, but are not limited to, grades and/or transcripts, written recommendations, class attendance records, and application forms.)

Student Signature: Click or tap here to enter text.

**\*In addition to written consent, online consent is required to release your educational records to the Work-Based Learning Employer/Partner if they have semester hours and/or GPA requirements:**

1. Log on to your eTC account.
2. Go to the "Get Set" tab.
3. Scroll down, find "release educational records" and click it. This allows the school to verify your full-time status and GPA for scholar requirements. When asked the name to release, please list the company's name.