

A close-up photograph of a man with short brown hair and a beard, wearing a plaid shirt, focused on working on a green circuit board. He is using a multimeter with red and black probes connected to the board. The background is slightly blurred, showing what appears to be a white cabinet or equipment rack.

Work-Based Learning

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Benefits

Work-Based Learning (WBL) provides an opportunity to apply classroom knowledge in both paid and non-paid work experiences related to your major and career goals.

The Work-Based Learning experience allows students to:

1. Earn college credit while gaining real world experience
2. Gain a working knowledge of their field
3. Relate classroom concepts to job activities
4. Network with field professionals
5. Establish solid job references

Program Objectives

1. Provide students supervised work experience in a curriculum-related field with area businesses, industries, and public agencies.
2. Support career development for students. Coordinate network with employers and prospective employers about the WBL program and support economic workforce development.
3. Create and maintain accurate, detailed WBL records in adherence to the North Carolina Community College System Policies and Procedures.

Eligible Programs

Some programs of study offer Work-Based Learning as an elective while others include it as a requirement.

Required

- Culinary Arts
- Caking Certificate
- Pantry Chef Garde Manger Certificate
- Healthcare Management Technology
- Hospitality Management
- Medical Office Administration
- Paralegal Technology
- Paralegal Diploma

Elective

- Accounting
- Advertising and Graphic Design
- A/C Heating and Refrigeration Technology
- Architectural Technology
- Associate in Arts
- Associate in General Education
- Associate in Science
- Building construction Technology
- Business Administration
- Human Resources Management
- Marketing
- Operations Management
- Carpentry Diploma
- Civil Engineering Technology
- Collision Repair and Refinishing Technology Diploma
- Computer Programming & Development
- Criminal Justice Technology
- Criminal Justice Technology /Latent Evidence
- Electrical Systems Technology
- Electrical Systems Technology Diploma
- Electronics Engineering Technology
- Emergency Management Technology
- Fire Protection Technology

- Funeral Service Education
- General Occupational Technology
- Horticulture Technology
- Mobile & Web Programming
- Network Management
- Office Administration
- Plumbing Diploma
- Simulation and Game Development
- Simulation and Modeling Technician Diploma
- Simulation Programming Technician Diploma
- Systems Security & Analysis

Forms

Students

To access the following documents, please go to [Student Fill-In Forms](#).

- Work-Based Learning Application (Form W-8)
- Placed Student Information Sheet (Form W-10)
- Measurable Learning Objectives (MLOs) Draft Worksheet (W-11)

Employers

To participate in Work-Based Learning as an employer, please fill out an [Employer Request for a WBL Student](#) form.

Distance Students' Orientation

If you work more than 30 miles (round trip) from campus, you are considered a distance student. The Work-Based Learning orientation is required in order to successfully complete this course. Contact the Work-Based Learning Office to access the Orientation Video.

On-Cycle Semester Due Dates

DUE DATE	ACTIVITY OR REPORT	INSTRUCTIONS
January 6	Student Orientation, FTCC Auditorium; attend 1 of the following sessions: 10 a.m. or 12 noon.	Workbooks and materials will be handed out. Assignments and deadlines will be discussed.
January 21 at 12:00 Noon	Work-Based Learning (WBL) Agreement due to the WBL Office	Page 4 of the Workbook. Must be signed and dated by the student, supervisor, Faculty Coordinator, and WBL Coordinator. The student is responsible for gathering required signatures.
January 21 at 12:00 Noon	Measurable Learning Objectives (MLOs) due to the WBL Office	<p>Page 6 or 7 of the Workbook. Must be signed and dated by all participants. Develop three MLOs for the semester. (Start with your Supervisor using the draft worksheet handout.)</p> <p>Your Faculty Coordinator can help you with this too. MLOs should indicate:</p> <ul style="list-style-type: none"> – what you will learn that is new or – what you will learn to do better or – a special project assigned to you that will challenge your present skills or cause you to develop new skills <p style="text-align: center;">NOTE: All MLOs must be related to your curriculum.</p>
January 21 at 12:00 Noon	Partial Time & Wage Report due to the WBL Office	Page 12 of the Workbook. All other Time/Wage Reports are available electronically in Blackboard. NOTE: Be sure to transfer the work hours/wages on Page 12 to the “REMAINING” electronic timesheets file in Blackboard (under Assignments). Must be signed and dated by student and Supervisor.

DUE DATE	ACTIVITY OR REPORT	INSTRUCTIONS
February 10 at 5:00 p.m.	On-Site Visitation to be arranged, completed, and submitted by the Faculty Coordinator to the WBL Office	<ul style="list-style-type: none"> – WBL Coordinator and/or Faculty Coordinator must visit with the Supervisor first – WBL Coordinator and/or Faculty Coordinator must visit with the student either at the work site or immediately following the visit to discuss the evaluation
March 10 at 5:00 p.m.	Mid-term Evaluation Worksheet due to the Faculty Coordinator. (The meeting should focus on the MLOs and how the WBL work experience is helping to meet these objectives.)	<ul style="list-style-type: none"> – WBL Coordinator will EMAIL the form to you – Student is responsible for arranging a meeting with their Faculty Coordinator – The meeting should take place at the College, or other location, but not at the work site – The Faculty Coordinator is to submit the completed Mid-term Evaluation to the WBL Office
April 22	Deadline for student to turn in completed Workbook to their Faculty Coordinator	Complete the Student's Self-Evaluation Worksheet, pages 10 and 11, and ensure all original time sheets for the entire semester are placed in the back of this workbook. Make sure MLOs (page 6 or 7) are graded by your supervisor and he/she has completed pages 8-9. Place a check mark in each box located on page 14.
May 11	End of Semester	You may project your work hours through the end of the semester if needed.

Off-Cycle Semester Due Dates

DUE DATE	ACTIVITY OR REPORT	INSTRUCTIONS
January 27	Student Orientation, FTCC Work-Based Learning Office; attend 1 of the following sessions: 10 a.m. or 12 noon.	Workbooks and materials will be handed out. Assignments and deadlines will be discussed.

DUE DATE	ACTIVITY OR REPORT	INSTRUCTIONS
February 8 at 12:00 Noon	Work-Based Learning (WBL) Agreement due to the WBL Office	Page 4 of the Workbook. Must be signed and dated by the student, supervisor, Faculty Coordinator, and WBL Coordinator. The student is responsible for gathering required signatures.
February 8 at 12:00 Noon	Measurable Learning Objectives (MLOs) due to the WBL Office	<p>Page 6 or 7 of the Workbook. Must be signed and dated by all participants. Develop three MLOs for the semester. (Start with your Supervisor using the draft worksheet handout.) Your Faculty Coordinator can help you with this too. MLOs should indicate:</p> <ul style="list-style-type: none"> – what you will learn that is new or – what you will learn to do better or – a special project assigned to you that will challenge your present skills or cause you to develop new skills <p style="text-align: center;">NOTE: All MLOs must be related to your curriculum.</p>
February 8 at 12:00 Noon	Partial Time & Wage Report due to the WBL Office	Page 13 of the Workbook. All other Time/Wage Reports are available electronically in Blackboard. NOTE: Be sure to transfer the work hours/wages on Page 13 to the “REMAINING” electronic timesheets file in Blackboard (under Assignments). Must be signed and dated by student and Supervisor
February 22	On-Site Visitation to be arranged, completed, and submitted by the Faculty Coordinator to the WBL Office	<ul style="list-style-type: none"> – WBL Coordinator and/or Faculty Coordinator must visit with the Supervisor first – WBL Coordinator and/or Faculty Coordinator must visit with the student either at the work site or immediately following the visit to discuss the evaluation
March 18	Mid-term Evaluation Worksheet due to the Faculty Coordinator. (The meeting should focus on the MLOs and how the WBL work experience is helping to meet these objectives.)	<ul style="list-style-type: none"> – WBL Coordinator will EMAIL the form to you – Student is responsible for arranging a meeting with their Faculty Coordinator – The meeting should take place at the College, or other location, but not at the work site – The Faculty Coordinator is to submit the completed Mid-term Evaluation to the WBL Office

DUE DATE	ACTIVITY OR REPORT	INSTRUCTIONS
April 22	Deadline for student to turn in completed Workbook to their Faculty Coordinator	Complete the Student's Self-Evaluation Worksheet, pages 10 and 11, and ensure all original time sheets for the entire semester are placed in the back of this workbook. Make sure MLOs (page 6 or 7) are graded by your supervisor and he/she has completed pages 8-9. Place a check mark in each box located on page 14.
May 11	End of Semester	You may project your work hours through the end of the semester if needed.