

# CV-TEC

## Work-Based Learning Guide and Toolkit

Career and Technical  
Education



Your Career Connection  
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Information for Students and  
Mentor/Employers

**Craig King**  
District Superintendent

**Dr. Barry Mack**  
CV-TEC Director

# Work-Based Learning

## Plattsburgh and Mineville Campus Services

### Mechanical Technologies

- Auto Collision Repair
- Automotive Technology +
- Small Engines and Recreational Vehicles
- Heavy Equipment / Diesel Mechanics
- Aviation Tech

### Engineering Technologies

- Drafting / Pre-Engineering
- Building Trades +
  - Carpentry / Masonry
  - Building Maintenance
  - Electrical Design and Installation
  - Plumbing
- Welding
- Computer Technologies

### Human Services

- Child Care Services
- Cosmetology +

### Hospitality & Resort Services

- Culinary Arts
- Marketing & Retail Services

### Public Services

- Security and Law Enforcement+

### Health Careers

- Allied Health +
- Practical Nursing (LPN) Adult
- Nurse Assisting - Adults Only
- New Visions—Medical Careers

### Natural & Agricultural Sciences

- Environmental Conservation / Forestry
- Natural Resources Mgmt (Mineville only)
- Veterinary Assistant/Animal Science

### Arts and Communications

- Graphic Design and Communications

### Academic Services +

- High School Regents Prep
- High School Credit Courses:
  - Math
  - English/Language Arts
  - Social Studies
  - Science
  - Career and Financial Mgmt
  - Integrated and Applied
  - Academics

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 + Indicates courses offered at **both** Mineville and Plattsburgh Campuses

## Table of Contents

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Programs and Services	2
Table of Contents	3
Introduction to CV-TEC	4
CVES Component School Districts	4
Explanation of Work-Based Learning Program	5
Goals of Work-Based Learning	5
Roles and Responsibilities	6
Characteristics of Work-Based Learning Options	7
Equal Opportunity Compliance Information	8

### **Student Placement**

**A major goal of the CV-TEC staff is student employment. We encourage employers to visit shops, labs and classes to consult with instructors and counselors about your hiring needs. Interviewing prospective employees from our student body can be arranged on campus or at the worksite. Call the Student Services Office for more information 518-957-2244.**

**Proven methods of recruiting qualified employees through CV-TEC includes: Classroom Recruitment, Presentations, On-Campus Bulletin Board Announcements, Referrals by Instructors.**

**Please consider these options when filling your next position.**

## Assurances

- Student learners will be provided with adequate and safe equipment and a safe and healthful workplace in conformity with all health and safety standards of federal and state law.
- Student learners will not displace any current employed worker (including a partial displacement, such as a reduction in the hours of non-overtime work, wages or employment benefits).
- The work-based learning program will not impair existing contracts for services or collective bargaining agreements. Any work-based learning program that would be inconsistent with the terms of a collective bargaining agreement shall be approved only with the written concurrence of the labor organization and employer involved.
- An employer will not hire a student learner when:
  1. Any other individual is on temporary layoff, with the clear possibility of recall, from the same or any substantially equivalent jobs, or
  2. The employer has terminated the employment of any regular employee or otherwise reduced its work force with the intention of filling the vacancy so created with a student learner

Plattsburgh (518-561-0100) @ 1585 Military Turnpike and  
 Mineville (518-942-6691) @ Plank and Pilsfershire Roads

## CV-TEC Component School Districts

AuSable Valley Central	Peru Central
Beekmantown Central	Plattsburgh City Schools
Chazy Central	Putnam Central
Crown Point Central	Saranac Central
Elizabethtown Central	Schroon Lake Central
Keene Central	Ticonderoga Central
Moriah Central	Westport Central
Northeastern Clinton Central	Willsboro Central
Northern Adirondack Central	

### **CV-TEC is a Division of:**

**Champlain Valley Educational Services**

## Work Experience at CV-TEC Explanation of Program

Work experience options are available for students who have proven their abilities in their Career and Technical Education (CTE) program. These may be exploratory in nature or a culminating experience designed to perfect and expand skills through on-the-job training.

CTE instructors recommend students who have achieved, at minimum, an entry level of technical proficiency and who have demonstrated maturity and reliability. Individually tailored learning objectives are developed for each work experience student placement. Students complete time sheets documenting attendance and learning experiences. Workplace supervisors/mentors review and verify student time sheets, which are then submitted to the workplace coordinator to be included in the student's permanent educational records.

CV-TEC sanctioned work experience opportunities can be categorized under one or more of the following options: Shadowing, Clinical, Internship and Capstone. Please refer to page 7 for explanations and parameters of each learning opportunity.

In general, the capstone experience is the most advantageous for both the student and the placement work site. Student participants are effectively part-time employees with few program restrictions and are released from CV-TEC to work on-site a maximum of four, one-half days per week. When not at the work site, students attend their CV-TEC programs for mentor identified targeted training provided by the student's CTE instructor.

Conventional hiring practices and labor laws apply with the added bonus of having CV-TEC educational resources ensure employment success.

In all cases, a work placement can be terminated through agreement with the work experience coordinator, the employer, the instructor and/or the student.

## Goals of the Work-Based Learning Program

- To determine if the chosen career choice is right for the student
- To give the student an opportunity to apply acquired technical skills, soft skills, academic skills in a real-world working environment
- To allow the student to investigate related career paths and acquire additional skills
- To promote personal development, decision making skills, critical thinking and increased self-esteem and self-confidence

***Work-Based Learning experiences vary in duration. They can last from one day to a full year. They can be part-time or full-time, paid or unpaid. They all have one thing in common. They always benefit the student, business and community.***

**Mentor / Employer**

- Plan and prepare—Define the student's responsibilities and role ahead of time. Prepare staff members who will work with the student.
- Orientation—Inform the student of company rules, regulations, policies and precise performance expectations. Ensure the student has the same safety training as required and provided for any new employee.
- Challenge—Give the student progressively responsible tasks that encourage professional growth while benefiting your organization.
- Feedback—Provide continuous and appropriate performance information to the student. Invite his/her feedback, too.
- Supervise and Mentor —Designate a supervisor that will assist and guide the student's transition to the world of work. Provide opportunities for the student to benefit from experienced members of your organization. Include student in meetings and decision making processes to enrich and expand his/her experiences.
- Evaluate—Provide performance feedback by reviewing and discussing student's Weekly Activity Reports.
- Support—At the completion of the placement, give the student a letter of reference stating accomplishments and strengths/skills.

**Student**

- Complete paperwork prior to placement.
- Attendance—The student will be in attendance daily and will notify the supervisor if unable to report.
- Documentation—Accurately maintain daily/weekly logs.
- Demonstrate personal responsibility and project a positive image of CV-TEC.
- Comply with reasonable duties/requests.
- Observe safety regulations and practices.

**CV-TEC Staff**

- Make all parties aware of their responsibilities and obligations.
- Visit placement sites, consult with supervisors and students to determine adjustment, attitudes, job and educational progress.
- Assist mentor/supervisor with student appraisals.
- Exercise discretion on the time and circumstances for visits.
- Work with employers, students and parents to provide the best possible training opportunities and to strive for continuous improvement.

	Shadowing	Clinical	Internship	Capstone
Educational Objective	Career exploration & introduction to work behavior	Guided work experience & training related to classroom instruction	Exposure to work with hands-on experiences	Income producing culmination of trade training for exemplary students
Coordination and Supervision	Work Experience Coordinator	CV-TEC Instructor	Work Experience Coordinator	Work Experience Coordinator
Placement Monitoring By:	Work Experience Coordinator	CV-TEC Instructor	Work Experience Coordinator	Work Experience Coordinator
Periodic Evaluations By:	Employer	CV-TEC Instructor	Employer	Employer
Student Paid or Un-Paid	Un-Paid	Un-Paid	Un-Paid	Paid
Time Span	One half to one full day per site per student	Determined by curriculum & available supervision	3 hours per day for a total of 10 days per student / site	Maximum 4 days per week Up to one year
Site Identification	Employer, Coordinator, Instructor or Student	CV-TEC Instructor	Employer, Coordinator, Instructor or Student	Employer, Coordinator, Instructor or Student
Student Activities and Tasks	Student observes work and may perform some tasks	Student performs tasks under direct supervision of CV-TEC staff	Student performs job duties to gain experience in technical area	Student is paid to perform training-related job duties
Time Sheets	Each day	Each Experience	Each Experience	Each Week



Champlain Valley Educational Services (CVES) is committed to maintaining an environment free from unlawful discrimination. To fulfill this commitment, CVES will work

to prevent unlawful discrimination from occurring and will ensure that CVES policies prohibiting discrimination are fully enforced.

Champlain Valley Educational Services affirms and protects the rights of students and employees to seek and obtain the services of CVES without discrimination. No employee or student shall on the basis of race, color, gender, religion, age, sexual orientation, marital status, pregnancy, disability, veteran status or national or ethnic origin be excluded from participation, be denied the benefits of or be otherwise subjected to unlawful discrimination, including discriminatory harassment, under any program of CVES.

The CVES Compliance Officer is Rachel Risetto @ 518-561-0100 Ext. 215.



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