



STATE COLLEGE OF FLORIDA
MANATEE - SARASOTA

Employer Work-Based Learning Opportunity Handbook

Welcome to SCF!

Dear Employer,

Thank you for your interest, support, and partnership with State College of Florida, Manatee-Sarasota (SCF.) This handbook was developed to assist you and your company through the work-based learning (WBL) process. We are grateful for your partnership and desire to support the continuing education of our students as they apply classroom learning while gaining job readiness skills and additional knowledge in the field.

All employers participating in the WBL experience must apply the standards of Equal Employment Opportunity to the internship process, whether the student intern is paid or unpaid. While hosting a student, their site supervisor will assist them in achieving their career and academic goals. Through your guidance, the student will gain a meaningful WBL experience in their academic discipline.

The WBL checklist and overall handbook are intended to serve as an employer's guide through the experience. Please use the WBL checklist to track your steps through this process.

We hope this opportunity is meaningful to you and your business. If we can help you in any way, please reach out to the instructor or SCF's Lifelong Learning and Workforce Development Department. We look forward to working with you and appreciate your integral contribution to the success of our SCF students and developing workforce talent.

In partnership for student success,

SCF Lifelong Learning and Workforce Development Department

Employer Work-Based Learning Opportunity Checklist

Use this checklist as a guide to help set up your WBL process.

BEFORE THE WBL OPPORTUNITY

- Explore work-based learning (WBL) definition
- Consider which type of WBL to allow
 - Credit/Non-Credit
 - Paid/Unpaid
 - Full-Time/Part-Time
- Establish the length of the WBL opportunity
- Create a successful WBL program
 - Determine needs of the business
 - Determine goals of the WBL opportunity
 - Identify the WBL supervisor
- Review the qualifications to become a WBL host site/business
- Evaluate the legalities of WBL insurance coverage
- Register for [Handshake](#) (free online employer/student network) and post your WBL opportunity
- Interview WBL candidates and hire student(s)
- Review the [Florida Department of Education \(FLDOE\) Work-Based Learning Manual](#) and [F.A.P. 6A-23.0042](#)

FROM BEGINNING THROUGH COMPLETION OF THE WBL OPPORTUNITY

- Complete the required forms and send to Internships@SCF.edu
 - WBL Training Agreement and Plan (Student will work with you to complete)
 - Provide a copy of the business's current **Certificate of Insurance** to Internships@SCF.edu
- Conduct a company orientation and tour with incoming students
- Assign supervisor for student who will:
 - Hold regular meetings with student
 - Share feedback regarding job performance with student
 - Provide student opportunities to network and build relationships (if possible)
 - Complete end of internship WBL Employability Skills Assessment provided by SCF
 - Complete end of internship WBL Employer Evaluation provided by SCF

Thank you for partnering with SCF. Together, we are building a stronger workforce!

CONTACT INFORMATION - Internships@SCF.edu

What is work-based learning?

A work-based learning (WBL) opportunity combines the knowledge learned in the classroom with the experience gained in a professional setting. These opportunities not only provide students with practical experience, but also with new networking opportunities and potential future employment. The student should have a dedicated supervisor in the career field and be guided by a predetermined WBL Training Agreement and Plan. A WBL opportunity is an entry-level, professional training experience in a student's field of interest.

Types of WBL Opportunities

Credit/Non-Credit

WBL opportunities can be connected to college credit and part of a graduation requirement or offered without credit. It is the responsibility of the student to explore whether they can receive academic credit for their WBL opportunity. The student must contact their College and Career Success Coach to confirm eligibility and complete the proper paperwork.

Paid/Unpaid

The WBL opportunity is unique to every individual and company. This is usually determined by industry, company size, and other factors. It can be a paid or unpaid opportunity; however, it is preferable that students are paid.

To avoid legal action, a for-profit employer may "hire" an unpaid student only when the student is the "primary beneficiary" of the position. An easy test is to ask yourself, "Who is benefiting the most from the work-based learning opportunity - the student or my organization?" Courts have identified [seven factors](#) as part of the "primary beneficiary test".

Additionally, student interns providing services to your organization are frequently working to support themselves while attending college. Review the [US Department of Labor, Fact Sheet #71](#) to determine if your opportunity passes the test for unpaid status.

Full Time/Part Time

There are several different options available to students when it comes to hours involved on a WBL opportunity. The student needs to look at their academic course load and select the best alternative for this part of their learning experience. The employer also should understand that students are on school schedules that may not be the same as the traditional work environment. Please remain flexible in terms of work schedules during mid-terms, finals, and vacation/holidays.

Length of WBL Opportunity

The typical length of a WBL opportunity varies. The commitment could be the whole semester or just a part of the semester. The length of the student's WBL opportunity can vary based on the needs of your company. For a student, a 3 credit course is equal to about 150 internship/work hours. The important part about looking for a student is to anticipate when you will need the student to start. The recruitment and application process should start one semester before the actual WBL start date. This will allow your

company adequate time to get prepared for onboarding a new student and will provide time to complete the required paperwork. For example, if you would like a student for the spring semester, you need to start the process in the fall.

Create a Successful WBL Program

A successful WBL program should provide the student with real-world employability skills and meet the organization's needs. Employability skills are the non-technical, transferable skills and behaviors necessary for success in the workforce. The student should have a dedicated supervisor, and the work experience should fulfill the set learning goals that will be defined in the WBL Training Agreement and Plan. The student should be considered a new employee. As a new employee they should go through company orientation and be held responsible for performing the assigned duties in a satisfactory manner. All company regulations, all conditions of health and safety, and all legal requirements apply. Any company policy violations should be handled pursuant to the policies and procedures adopted by the employer.

Determine the needs of the business.

- What department would benefit from a student?
- What kind of projects/tasks could be given to the student?
- What time of year would the company benefit from a student?
- How long should the WBL opportunity last?

Determine the goals of the WBL opportunity.

- What will be the student's responsibilities?
- What are the qualifications and technical skills you are looking for in a student?
- What kind of technical skills and knowledge can the student take away from this opportunity?

Identify the WBL opportunity supervisor.

- Who can manage a student daily?
- Who possesses knowledge of the company and the designated project?
- Who is qualified to train, supervise, and evaluate a student through their WBL opportunity?

Qualifications for a WBL Opportunity Host Site/Business

- Must have been in business for at least one year.
- Must be able to meet students in an office or public space outside of a private home.
- Will offer continuous hands-on experience as the primary function of the student and/or training specific to the student's career goals and envisioned professional role.
- Business should be registered with Sunbiz.org, Florida's division of corporations (or your state's equivalent).
- The business may not use a personal email address as the primary business contact. (Businesses must have an email address that matches the company domain).
- The business will allow a representative from SCF (from Experiential Learning or the student's academic department) the opportunity to visit and/or observe at any time as may be needed to validate the work-based learning opportunity and/or student's performance.

- The business will provide the student with a qualified supervisor on-site or in an office or public space outside of a private home who can guide the student's work and provide any needed resources and materials.
- The business must fully comply with the [US Department of Labor – Fair Labor Standards Act](#), regarding student pay. Paid students should be compensated no less than minimum wage, and in a pay range comparable with an entry level position within that job area and for the student's educational level.
- The business should maintain planned work hours for the work-based learning opportunity.
- The student's safety should be always paramount, and the business is expected to provide attention, training, and support.
- If a uniform is required, the employer should provide that for the student. Additionally, any standard safety equipment (e.g., safety vests, hard hats) should be provided, but personal safety equipment (e.g., sunglasses) may be purchased by the student. Exceptions include medical scrubs and personal equipment.

Recognize Legalities of WBL Insurance Coverage

The student participating in the WBL experience is to be covered under the employers' workers' compensation insurance policy for any workplace accident, injury or illness related to the work-based learning opportunity. Tax credits and/or [reimbursement](#) for workers' compensation insurance premiums may be available. However, insurance and liability are complex topics and decisions about coverage should be made with the aid of your legal counsel, risk management personnel, and insurance carriers.

Register and Post WBL Opportunities on Handshake

We request that all employers post their jobs and WBL opportunities on our FREE online platform, [Handshake](#). Students are directed to Handshake when searching for WBL opportunities and careers, both while attending school and after graduation. We encourage our students to regularly check new listings on Handshake and to reach out to employers.

Please complete the employer registration information on Handshake and submit your profile for review. Once you receive email approval, you will be able to post openings on the site. Check out [Getting started with Handshake](#) and [Posting Jobs](#) for additional tips.

Interview and Hire

On Handshake, you will be able to search for students interested in your WBL opportunities based on their criteria and programs of study, and review résumés and applications posted by SCF students.

Students are advised that these opportunities are competitive, and they need to be prepared to interview. We encourage them to approach the process as a hiring event, with the understanding they may or may not be selected.

Complete the Training Agreement

Before the WBL opportunity starts, the student, the instructor, and the worksite supervisor will complete the [WBL Training Agreement & Plan](#). At the beginning of the WBL opportunity, the student and worksite supervisor will meet to discuss the Training Agreement. The purpose of this agreement is to ensure that all parties are aware of the expectations and intended outcomes of the WBL opportunity.

Required Paperwork/Forms

- Employer will work with the student to complete [WBL Training Agreement & Plan](#)
- Employer must provide a current Certificate of Insurance. Email the certificate to Internships@SCF.edu
- Employers will keep the student's emergency contact information on file and readily available

Company Orientation and Tour

The student should be considered a new employee and follow a similar onboarding process to acquaint the student with your organization.

- Give the student a company tour
- Introduce the student to other staff members
- Set up and confirm the student work schedule. Discuss office hours, meetings, and potential projects
- Discuss HR information: pay schedule, company procedure if they need to call in sick, dress code, and any other topics that are involved with the WBL opportunity
- Familiarize the student with applicable technology such as the printer, copy machine, phones, systems, software, etc.
- Set the student up at their workstation

Assign Supervisor for the Student

The company should assign one person to supervise the student. This supervisor should be able to dedicate time to the student and help them understand the organization. They should also feel comfortable with providing direction and feedback to the student.

The employer supervisor shall ensure that each student is fully trained in safety rules, regulations and practices that are relevant to the WBL opportunity. The supervisor should also go over the employers' procedures for reporting injury, harassment, and discrimination, as stated in the work-based standards of [F.A.P. 6A-23.0042](#).

If the student is under 18 years of age, the employer agrees that the supervisor will be subject to a background check as required by Florida Work Based Learning regulations.

In addition, the following should be adhered to in order to promote a productive and meaningful experience for the student:

Hold regular meetings with the student

The supervisor should set up regular meetings with the student. Discuss progress, learning objectives, provide feedback to the student on how the student is performing in the work environment, and other relevant topics at these regularly scheduled meetings.

Provide opportunities to network and build relationships (If possible)

The supervisor should encourage the student to meet with other staff members of the organization. By setting up meetings, the student can collect information about other staff roles and responsibilities within the company.

End-of-Term Required Paperwork

At the end of the term, employers must complete the following forms and submit them to SCF.

WBL Employability Skills Assessment

The worksite supervisor must complete and submit a skills assessment of the WBL experience. The school will provide an assessment form for the supervisor to complete, providing feedback on the student's employability and technical skills. WBL Employability Skills Assessment

WBL Employer Evaluation

The worksite supervisor is asked to complete and submit an employer survey at the end of WBL experience. The survey form will be provided by SCF. WBL Employer Evaluation

Forms that the Student will use:

- [WBL Work Log](#) - Record hours and activities
- [WBL Student Evaluation](#) at the end of the semester
- [WBL Student Reflection](#) at the end of the semester

Thank you for your willingness to partner with SCF by offering students the opportunity to apply their knowledge and learn new skills as your employee. We value your input into their education and the guidance and mentoring the students will receive during their time with you and your organization. Together, we are building a stronger workforce!

CONTACT INFORMATION - Internships@SCF.edu

Statement of Nondiscrimination

State College of Florida, Manatee-Sarasota does not discriminate based on sex, pregnancy, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information, or sexual orientation in any of its educational programs, services and activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5599, 5840 26th St. W., Bradenton, FL 34207.

Location: Office of Human Resources:
5840 26th St. West, Bradenton, FL 34207
Administration Building 7, Room 121
Bradenton Campus

(Revised 11/28/23)

Glossary of terms as stated in the Florida Department of Education (FLDOE) Work-Based Learning Manual and F.A.P. 6A-23.0042

Work-based learning – The term ‘work-based learning’ (abbreviated as WBL) refers to sustained interactions with industry or community professionals in real workplace settings or simulated environments at an educational institution that foster in-depth, firsthand engagement with the tasks required of a given career field which are aligned to curriculum and instruction.

A work-based learning opportunity must meet all of the following criteria:

- a. Be developmentally appropriate.
- b. Identify learning objectives for the term of experience.
- c. Explore multiple aspects of an industry.
- d. Develop workplace skills and competencies.
- e. Assess performance.
- f. Provide opportunities for work-based learning reflection.
- g. Link to next steps in career planning and preparation in a student’s chosen career pathway.
- h. Be provided in an equal and fair manner.
- i. Be documented and reported in compliance with state and federal labor laws.

*Section 446.0915, Fla. Stat.

Student – a person enrolled in an educational institution participating in a work-based learning opportunity.

Employer – a sole proprietorship or a business or organization that hires at least one individual, pays the individual a salary or wage, and has the power to control the individual’s work duties. For the purpose of this rule, an employer may be a governmental entity or a private, public, or quasi-public legal entity eligible to conduct business in the State of Florida.

Employer supervisor – an employee of an employer providing a work-based learning opportunity, who supervises a student or students participating in a work-based learning opportunity.

WBL Training Agreement and Plan – the document which establishes the roles, responsibilities, and intended outcomes of a WBL opportunity.

Instructor – the employee of the educational institution who is responsible for administration of the student’s WBL opportunity and, if applicable, the student’s WBL Training Agreement and Plan.

Work-Based Learning Reflection – a student’s reporting of his or her experience during a WBL opportunity.