HINDS COMMUNITY COLLEGE
WORK-BASED LEARNING PROGRAM

TO: Students enrolled in Work-Based Learning (WBL course)

FROM: Cindy West, Coordinator

TO QUALIFY FOR WORK-BASED LEARNING, YOU MUST:

1. Be a Career or Technical major ;
2. Secure approval by your major instructor to take this course;
3. Be employed in a field that is the same as your declared major;
4. Work the following hours: 1 SH = 45-89 hours work per semester,
   2 SH= 90-134 hours work per semester, 3 SH=135 or more hours work per semester.
   Students in qualified programs receiving credit for up to 4 SH credits must show documentation
   for 180 hours of work. Note: The last digit in the course equals the number of semester credit
   hours. For example: 1901 = 1 SH
5. Complete the entire application packet, which includes:
   a. Application form,
   b. Employer Information and description of what you do at work,
   c. Agreement Form signed by student, major instructor, and employer.

NOTE: All forms may be downloaded from the HCC website at:
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ALL FORMS MUST BE COMPLETED (do not leave any section blank) AND
TURNED IN TO THE WORK-BASED LEARNING OFFICE AT THE RAYMOND
CAMPUS **NO LATER THAN** THE SECOND WEEK OF CLASS.

If any employment changes occur during the semester, for example: change of
workplace, change of supervisor, hours worked, etc, you must notify this office
immediately.

Failure to adhere to these regulations may result in your failing the class.

GRADES: The following are the requirements for successful completion of WBL courses.
Failure to complete any one of these items in the time-frame given on the Course Policy
will have a negative affect on the student's grade and may result in a "F" for the course.

* Completed WBL Application Packet with current paycheck stub documenting employment/hours
   worked per week to verify student is enrolled in the correct WBL course.

* Student must enroll in Hinds Community College/College Central Network and upload a WLB
   Coordinator approved Personal Resume to the Hinds Community College/College Central Network.

* Documentation of Worksite hours (Turn in paycheck stubs indicating the number of hours worked)

* Career Technical Student Employer Evaluation (Employer must complete and return 2 per semester
   at midterm/final)

Any questions should be addressed to:
Ms. Cindy West
Coordinator, Work-Based Learning
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