LEBANON COUNTY CAREER AND TECHNOLOGY CENTER

Section: PROGRAMS

Title: CLINICAL/INTERNSHIP/ JOB SHADOWING/ AUTOYES/ AND RELATED PROGRAMS

Adopted: September 17, 1996

Revised: May 15, 2007

119. CLINICAL/INTERNSHIP/JOB SHADOWING/AUTOYES AND RELATED PROGRAMS

1. Purpose

The Joint Operating Committee recognizes that clinical experiences and similar opportunities are educationally sound and important teaching strategies. Properly planned and executed, they can:

- supplement and enrich classroom procedures by providing learning experiences in an environment outside the school.
- arouse new interests among students.
- help students relate school experiences to the reality of the world outside of school.
- Bring all the resources of the community – natural, artistic, industrial, commercial, governmental, educational – within the scope of a student's learning experience.
- afford students the opportunity to study real things and real processes in their actual environment.

2. Authority

The Joint Operating Committee authorizes the Administrative Director or his designee to approve clinical experiences and job shadowing opportunities utilizing the following guidelines.

3. Guidelines

1. Instructors must obtain prior approval for all off-campus activities from the Assistant Principal.
2. The instructor, administrator or other staff member who initiates the program is responsible for preparing a basic memorandum of agreement between the business or agency and the school. The memorandum covers the following major areas: (a) purpose for the activity, (b) identify school/business/agency personnel responsible, (c) process to terminate the agreement, (d) student responsibilities, (e) instructor responsibilities, (f) business/agency responsibilities (g) school responsibilities.
3. Parental permission is obtained through standard procedures.
4. The instructor, administrator or other staff member who initiates the program is responsible for all communications and recordkeeping associated with the activity.
5. Transportation is the responsibility of the student.
6. The Lebanon County Career and Technology Center provides liability and malpractice insurance covering the students and the CTC instructor.

See Guidance Plan for Cooperative Education Clinical/Internship/Job Shadowing/AutoYES, etc..