

**Pitt Community College
Work-Based Learning
Application/Placement Information**

Student Information

Name: _____ **PCC ID #:** _____

Street Address: _____

City/State/Zip Code: _____

Phone #: _____

WBL Course #: _____ **Section #:** _____

Program Major: _____ **Program GPA:** _____

Faculty Coordinator: _____ **Faculty Email:** _____

NOTE: Job Description MUST be attached

(Supervisor Evaluating Student's WBL Work Experience Cannot Be Related to Student)

WBL Site:		Site Supervisor:	
Phone:		Email:	
Site Address Street:			
City/State/Zip Code:			

Student Orientation for WBL:

Before any student begins a WBL assignment, the College must conduct an orientation. During the orientation, the following information must be provided:

a. Explanation of the purpose of WBL.	b. Explanation of the WBL enrollment process.
c. Requirements to successfully complete WBL.	d. Understanding the world of work.
e. Explore student interests & abilities & how they affect job performance.	f. Benefits of work experience in securing employment upon graduation.
g. Importance of earning good grades & how they affect the ability to secure employment.	h. Specific policies regarding sexual harassment and discrimination.
i. Other College policies, as appropriate.	<p style="text-align: center;">Have you met with your Faculty Coordinator for an orientation session? Type Yes or No.</p>

Other topics may be added by the College. The determination of topics should be made based on an assessment of each student and their individual needs. Documentation of the orientation with the student's signature should be placed in the student's WBL folder.

Student Signature: _____

*** Faculty Signature:** _____

*** By signing this document, the Faculty Coordinator has verified student's site securement prior to registration.**