



Externships and Clinicals Policy

- (1) Work-Based Activities (hereinafter “WBA”) are structured learning activities conducted in supervised work settings external to the institution or a program, or in a setting that involves the public, that are components of a Dixie Tech programs (e.g., externships, internships, clinical experiences, and similar activities, however designated). WBA may also include structured learning activities that occur outside of the classroom. These activities must be planned with at least two objectives:
 - (a) To provide students with the opportunity to develop and apply a ‘real-world’ work experience using the knowledge and skills they attained in their program of study, and
 - (b) To provide the institution with objective input from potential employers or customers of program graduates
- (2) Written agreements with WBA partners must:
 - (a) Be current,
 - (b) Specify expectations for all parties, and
 - (c) Ensure the protection and safety of students.
- (3) Each WBA must have a written instructional plan for students. The instructional plan shall:
 - (a) Specify particular objectives, experiences, competencies, and evaluations that are required; and
 - (b) Designate the on-site individual(s) responsible for guiding and overseeing supervision of students’ learning experiences and written evaluations.
- (4) The WBA partner agreement and instructional plan should provide that:
 - (a) For liability coverage, the student may be insured by Dixie Technical College’s liability policy while acting during the performance of the student’s duties and within the scope of the student’s employment, so long as the student is not paid,
 - (b) If the student is injured at the work site, the student may be covered by the Dixie Technical College's worker's compensation policy so long as the student is not paid,
 - (c) If the student is paid, the work site is responsible for liability insurance and worker’s compensation coverage,
 - (d) In the event of any injury or property damages caused by a student or injury to a student, Dixie Technical College’s Vice President of Administrative Services must be notified immediately, and

- (e) If the student is a minor, all employees of the work site who will have significant unsupervised access to the student must have cleared a background check.
- (5) The form of all WBA partner agreements and instructional plans must be approved by the Vice President of Instruction.
- (6) All Internal WBA must be approved by the Vice President of Instruction.
- (7) For program applicants or students under the age of 18 who apply to Healthcare programs which have WBA,
 - (a) The program shall include as part of their admissions requirements that the parent or guardian of the applicant execute the following form:

NOTICE AND CONSENT TO PARTICIPATION IN CLINICAL EXPERIENCES

This program contains a clinical experience segment in which the student will observe and perform specific healthcare procedures that may include personal care, patient bathing, bathroom assistance, or other types of contact with the body. The clinical experience is necessary in the training and performance of the occupation. The student would not be able to complete the program without this experience, and would not be eligible to obtain a certificate of completion. The student will be withdrawn from the program if the student does not enroll in and complete the clinical experience. Students who wish to withdraw may file a request in accordance with the College's Withdrawal Policy.

Students must consent to be included in the clinical experience for the student to be admitted to and participate in the program. If a student is under the age of 18, the student's parent or guardian must consent.

Do you agree that the student may participate in the clinical experience as described above?

[Yes/No]

[signature]

- (b) At the time a Healthcare program student under the age of 18 is registered for a program, the parent or guardian of the child shall be provided the following notice:

This is a reminder that the program your student is enrolled in at Dixie Technical College contains a clinical experience segment in which the student will observe and perform specific healthcare procedures that may include personal care, patient bathing, bathroom assistance, or other types of contact with the body. The clinical experience is necessary in the training and performance of the occupation. The student will not be able to complete the program without this experience, and will not be eligible

to obtain a certificate of completion. The student will be withdrawn from the program if the student does not enroll in and complete the clinical experience. Students who wish to withdraw may file a request in accordance with the College's Withdrawal Policy. The student is now registered for that program; you were provided written notice of this requirement as part of the admission process and you gave your written consent to the student's participation in the clinical experience. If there are any issues, please contact the College's Admissions Office immediately.

Revision Dates: January 11, 2023.