

## WORK-BASED LEARNING PROGRAM

The Work Based Learning (WBL) Program is designed to assist students with their career planning process. As with all Career Planning there are three questions, we will assist students in answering for themselves: Who am I? Where am I going? How do I get there?

The College recognizes the challenges students face in meeting the financial obligations of attending college and this program will work towards assisting students. We strive to provide meaningful experiences that will improve the student's employability skills. This is accomplished through three facets of the Work Based Learning Program. Students may be part of all one, two, or all three facets of the program.

### Paid Internships

Paid internships will provide a way for students to earn pay while they learn about and explore their chosen career field. Students who take advantage of the paid internships will earn a competitive wage while deciding if this career choice is right for them.

Work Based Learning has a large network of local businesses and nonprofit organizations that are eager to host an LCOOC Student Intern. Employers hosting a student intern are provided with the unique opportunity to create their own pool of skilled and motivated future employees, improve retention, reduce training time and costs, and showcasing a positive image within the community.

### Career Exploration and Professional Development

Career Exploration and Professional Development are great ways for students to upgrade their employability skills while learning key factors about themselves to make good decisions for their own futures. There are several ways these services are provided to students.

Career Exploration is the process in which the student chooses an educational path which fits their interests, skills, and abilities. Career Exploration at LCOOC provides students with opportunities to learn more about themselves and the careers that may be a good match for them. This is accomplished through self-assessments, paid internships, career fairs, and guest speakers.

Professional Development is the process of improving and increasing individual work capabilities through continually seeking education and training opportunities. Professional Development at LCOOC provides students with opportunities to continually upgrade their employability skills through faculty requested student group travel to relevant conferences, workshops, and seminars. The College also offers Professional Development opportunities onsite by either sponsoring or hosting conferences, workshops, and seminars.

### Financial Assistance

Financial Assistance provides basic school and work supplies to students. This portion of the program also assists with testing fees, transfer fees, student travel, and other financial assistance that is allowed by the funding agency. The student should bring all college concerns related to financial need to the Work Based Learning Program Director and together we will try to find a reasonable solution. Work Based Learning is dedicated to upgrading employability skills and providing professional development skills to

all students. We have assisted students with producing employment portfolios, developing cover letters and resumes. Work Based Learning provides in-class services to instructors and students as well as providing tips and techniques to assist students in professionalism.