

**Field Study BA143, BA144, BA243, BA244**

**Course Description:**

This course consists of a combination of work experience through on-the-job-training (OJT). Students will receive actual work experience in business and/or industry in the field of their career interest or career goal. Actual work on the job will consist of a minimum of 15 hours per week and will be paid by the employer at the average hourly prevalent wage. Regular conferences between the student and the instructor will be scheduled, and close coordination between the instructor and the employer will be maintained. The employer will make regular evaluation reports to the instructor.

**Required Textbooks:**

None, since an individualized approach is given.

**Objectives of the course:**

1. Demonstrate the ability to seek out and obtain employment in a related career field.
2. Develop leadership and presentation skills.
3. Demonstrate the ability to accomplish employment competencies.
4. Perform all work assignments in a satisfactory manner as prescribed by the employer.
5. Perform new work assignments and competencies as you progress through the Field Study courses.
6. The student shall demonstrate competencies in the program courses by participating in the State Career Development Conference.
7. Completion of a marketing project in coordination with the instructor.

**Methods of Instruction**

Individual instruction and guidance due to the variety of jobs and project activities.

**Methods of Evaluation:**

1. Student evaluation based on:
  - Employer evaluation
  - Active class participation
  - Completion of a marketing project

**BCCC Vocational Training Agreement  
Marketing/Management Program**

The \_\_\_\_\_ will permit \_\_\_\_\_, a student in the Marketing and Management Program, a viable State approved vocational education program, to enter this establishment for the purpose of gaining training or experience. The supervised on the job training period will begin the \_\_\_\_ of \_\_\_\_ and will extend through the \_\_\_\_ day of \_\_\_\_\_. The program is designed to operate during the nine-month school year. Students should work at least an average of 15 hours each week throughout the school year, accumulating a minimum of 450 hours. The student should receive training or experience in a variety of areas which gradually progresses in difficulty. The training will be in accordance with an attached outline of job tasks and competencies, made and agreed upon by the employer, coordinator and the student.

**General Provisions of Training**

1. Supervised occupational experience, which includes related classroom instruction.
2. The employer will rate the student's supervised occupational experience performance two times a year.
3. The coordinator will assist with adjustment or problems encountered on the job.
4. The employer will notify the coordinator should the student be terminated or should the student terminate his/her employment with the firm.
5. Contact the coordinator regarding any problems on the job. Students who terminate their internships without the prior knowledge and approval of the coordinator may be terminated automatically from the program, and receive "W" for the course.

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Employer/Supervisor                      Date

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Student    Date

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Coordinator    Date

## Job Description Sheet

**Duties performed daily:**

**Duties performed weekly:**

**Duties performed occasionally:**

