



# Rose State College Office of Career Development

The Office of Career Development recognizes the importance quality work-based learning opportunities in order to prepare our raiders for the workforce! The Rose State College Work - Based Learning program is a structured initiative designed to provide students with practical work experience related to their field of study. The Office of Career Development offers a plethora of experiences such as:

- Work - Based Learning Opportunities
- One - on - one Career Advising
- Major and Career Advising
- Monthly Career Fairs / networking events
- Part - time job help

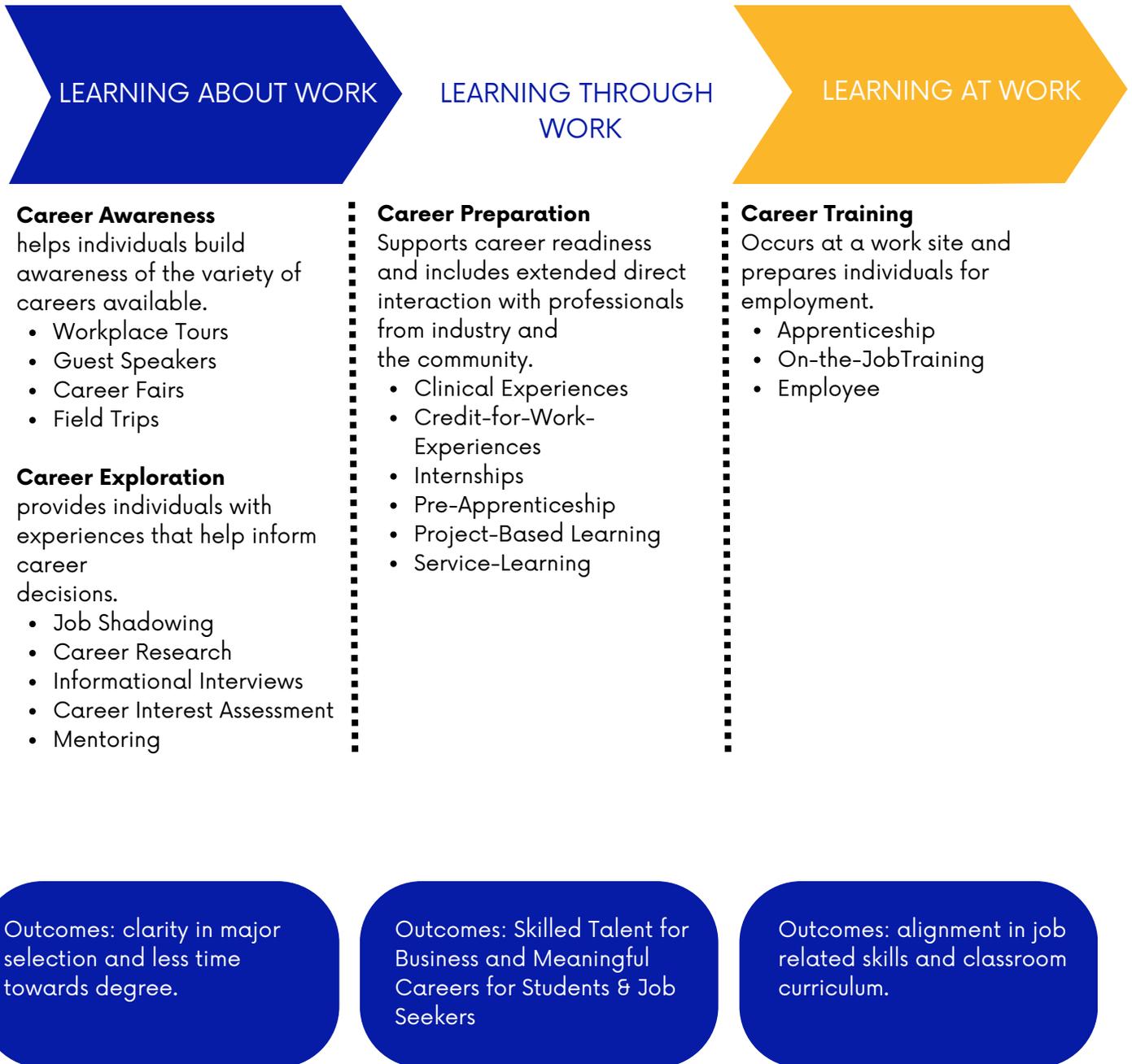


# Rose State Work - Based Learning Program

The Office of Career Development offers an array of opportunities for employers to engage. These programs vary in scope and detail, but here's a general overview of our program opportunities:

- Internships - The Rose State Internship program provides a structured environment where students gain practical experience, develop professional skills, and explore career options.
- Job Shadow - The Rose State Job Shadow program is available for individuals, typically students or career changers interested in observing professionals in their daily work environments to gain insights into a particular occupation or industry.
- Work - Study - The Rose State Federal Work-Study Program (FWS) is a U.S. federal financial aid program designed to provide part-time employment opportunities for undergraduate and graduate students with financial need. The goal is to help students pay for their education expenses while gaining work experience.

Work-based learning is a continuum of activities that occur, in part or in a whole, in the workplace, providing the learner with hands-on, real world experience.



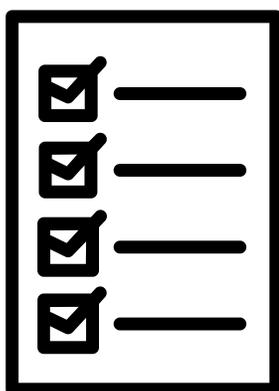
# Learning about Work

There's no better way to connect with your future workforce than to create meaningful work-based learning experiences between students and industry. Our Work - based learning program aims provide faculty and staff the opportunity to create co-learning experiences for all students. Co-learning opportunities include: job shadow, tours, speakers, networking events, and career assessments.

**Job Shadow** - The Rose State Job Shadow program is available for individuals, typically students or career changers interested in observing professionals in their daily work environments to gain insights into a particular occupation or industry.

**Tours, Speakers, Networking Events** - The Rose State College Office of Career Development can support faculty in scheduling career related events to expose students to growing careers.

**Career Assessments** - All students have access to a suite of free career assessments via the Career Development website.

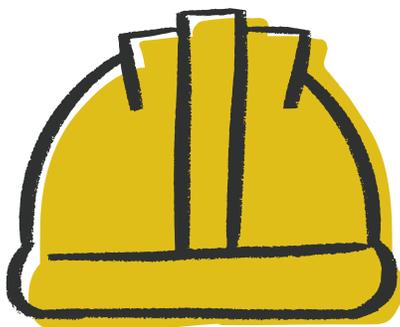


Approximately 40-50% of people who follow their career assessment recommendations find careers that better match their interests and skills.  
Nace.web



Approximately 70% of jobs are filled through networking connections.  
Nace.web

Approximately 80% of participants reporting positive outcomes regarding career clarity and direction following a job shadowing experience.  
Nace.web

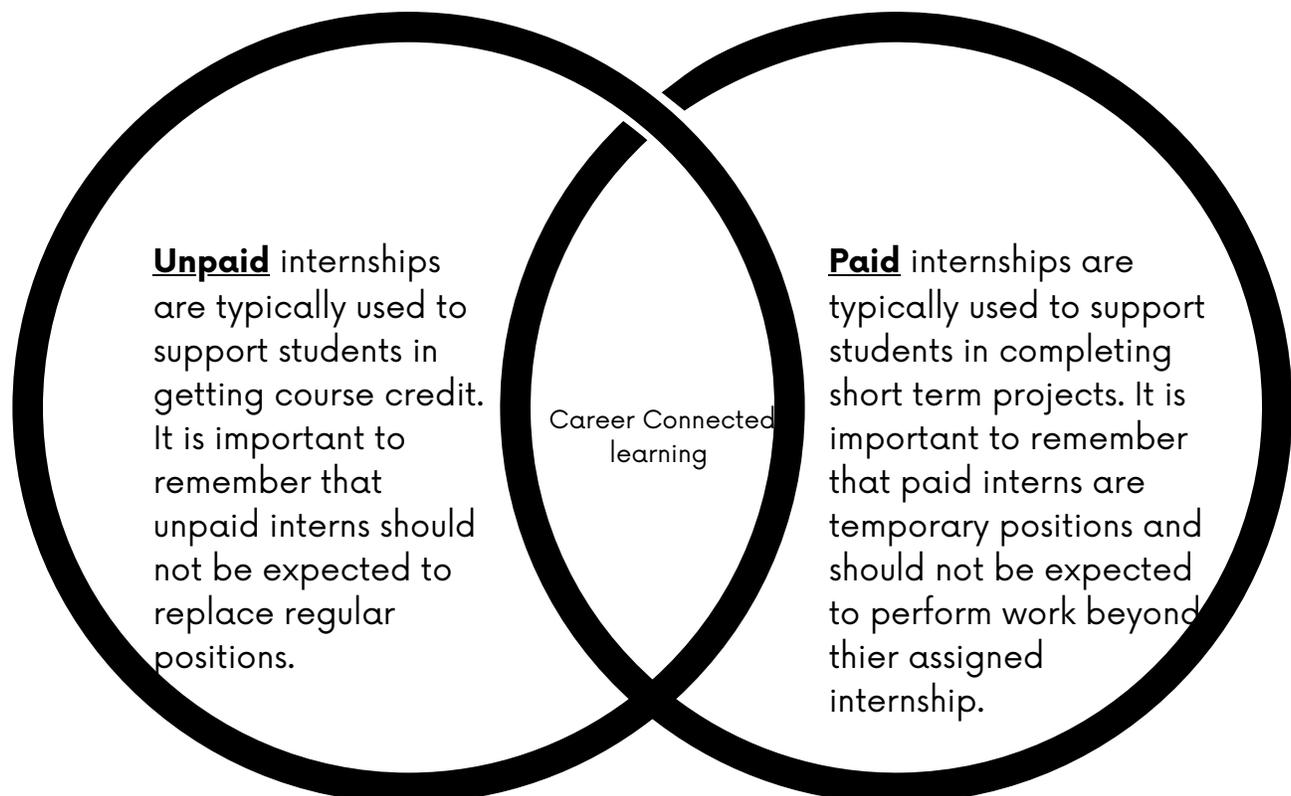


# Learning through Work

## INTERNSHIPS SHOULD INCLUDE:

- A learning experience with a real-world opportunity to apply the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or replace the work that a regular employee would routinely perform.
- Learned skills and knowledge that are transferable to other employment settings.
- A defined beginning and end that is mutually agreed upon and consistent with institutional sponsor guidelines and schedules.
- A position description with clear responsibilities and required/desired qualifications.
- Clearly defined learning objectives/goals supportive of the student's academic program goals and institutional requirements.
- Direct supervision by a professional(s) with relevant expertise and educational and/or professional experience who provides productive feedback, guidance, and the resources and equipment necessary to successfully complete the assignment.
- In order to receive credit for a 3 year course, internship hours should be at least 48 hours a semester while a 1 hour course should be at least 18-20 hours.

There are two types of internships Paid and Unpaid, while both have benefits it is important to weigh all options before making a decision.



## **Work-Based Learning**

At Rose State College, work-based learning, as defined\* by the Oklahoma State Regents for Higher Education (OSRHE) below, opportunities are designed to be completed in collaboration with off-campus industry partners and employers, and they are applicable to all for-credit courses that include a work-based learning component.

A Rose State College student must complete a minimum of 80 work-based learning hours to receive credit for any 3-hour course based upon a work-based learning experience. This same ratio of work-based learning hours to for-credit hours (26.67 work hours per credit hour) shall apply to courses of varying credit hours. This standard ensures meaningful engagement and learning in professional environments aligned with academic and career objectives.

In the event that any discipline, program, or course is subject to specific industry minimum standards that exceed those referenced above, those industry minimums shall be applied in lieu of this policy. If a student is currently employed with an employer in the industry of their respective work-based learning requirements, the student must submit documentation certifying work-based learning requirements are satisfied from current supervising employer.

\*Rose State College requires that students be paid for all internships associated with for-credit courses.

### **OSRHE Work-Based Learning Definitions:**

The Oklahoma State Regents for Higher Education (OSRHE) defines work-based learning as a planned, structured learning experience that provides students with real-world or simulated workplace environments, enabling the development and application of academic, technical, and essential employability skills. These experiences support the attainment of postsecondary education and career goals. Work-based learning is a comprehensive term encompassing a variety of experiential learning opportunities, outlined below.

### **Apprenticeship**

An apprenticeship is a formal, structured job training experience that combines paid, on-the-job training (OJT) with related technical instruction under the mentorship of an experienced professional. Registered Apprenticeship (RA) programs are recognized by the U.S. Department of Labor and follow an “earn while you learn” model. These programs are full-time, paid positions typically requiring a minimum of 2,000 OJT hours and 144 hours of classroom instruction annually. Completion leads to industry-recognized national certification and occupational proficiency.

## **Pre-Apprenticeship**

A pre-apprenticeship is a preparatory program designed to equip individuals with the foundational academic and technical skills needed to successfully enter and complete a Registered Apprenticeship program. These programs often include formal partnerships with RA sponsors and may provide credit or recognized experience toward a full apprenticeship.

## **Clinical Experience**

Clinical experiences offer supervised, hands-on training in healthcare settings. Students apply academic knowledge in real-world scenarios under the guidance of licensed professionals. Clinicals are essential for degree completion and certification in fields such as nursing, medicine, physical therapy, and radiologic technology. They emphasize direct patient care, diagnostic procedures, and treatment applications.

## **Cooperative Education (Co-Op)**

Cooperative education integrates classroom learning with paid, full-time work experience in a student's field of study. These programs typically alternate semesters of academic coursework and employment, providing students with extensive, career-relevant experience.

Example: An engineering student alternates between academic semesters and working at a tech firm.

## **Externship**

An externship is a short-term, observational experience in a professional environment. Participants gain exposure to day-to-day operations without long-term responsibilities. These experiences often serve as career exploration opportunities.

Example: A law student spends a week at a law firm observing courtroom proceedings.

## **Fellowship**

Fellowships are competitive, professional development programs offering research, training, or practical experience, typically for graduate or post-graduate participants. Fellowships may focus on leadership, academic research, or specialized skill development.

Example: A post-medical residency fellowship in cardiology for advanced clinical training.

## **Internship**

An internship is a supervised, short-term work experience that provides students or trainees with industry exposure and opportunities to develop career-specific competencies. Internships can be paid or unpaid and may occur in private, public, or nonprofit sectors.

**Job Shadowing**

Job shadowing provides brief observational experiences where students or job seekers follow a professional to learn about specific job roles, industries, and work environments.

**Practicum**

A practicum is a structured field experience extending classroom learning into professional settings. It emphasizes observation, reflection, and limited participation, often in fields such as education, social work, and healthcare.

**Residency**

Residencies are intensive, supervised work experiences required for professional licensure or certification in select fields, particularly in healthcare and the arts. They provide in-depth exposure and hands-on practice within real-world settings.  
Example: A medical residency offering hands-on clinical experience prior to full licensure.

**Service Learning**

Service learning integrates meaningful community service with academic instruction and reflection. These experiences foster civic responsibility and apply classroom concepts to real-world challenges.

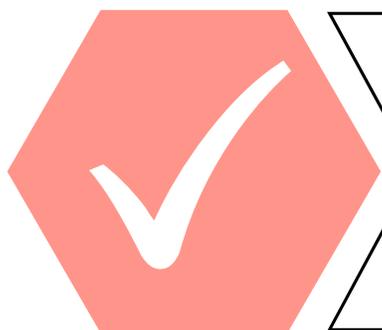
Example: A marketing class partners with a nonprofit to develop a public outreach campaign.

**Work-Based Simulations**

Work-based simulations are structured experiences replicating real job tasks in controlled settings. These simulations allow learners to develop and refine technical and professional skills safely.

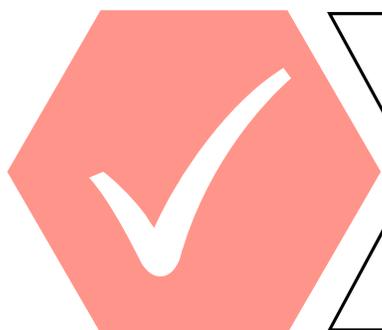
Example: Aviation students using flight simulators to practice piloting techniques.

# Employer Checklist



## **SAMPLE JOB DESCRIPTION**

Find existing or create a job description for a fully-skilled worker in the occupation. Decide hour allowance for interns and designate as paid or unpaid.



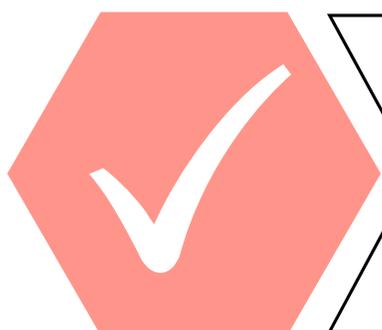
## **PROGRAM TYPE**

Time-based, competency-based, or hybrid. Select a mentor or intern manager



## **SELECTION PROCEDURES**

Develop procedures for application submittals, scoring criteria, interview processes, and candidate selection



## **DESIGN FEEDBACK**

Develop procedures for providing feedback to interns. This process should be flexible enough to meet course guidelines in the event interns need to satisfy course credit.