

# Bay College

## *Careers Program Fact Sheet*

1. The Careers Program is a one-year certificate program (two semesters) designed to prepare the student for entry level employment.
2. Although initial screening is done by the program coordinator, student placement is determined by a personal interview with the trainer and the trainers have the right of refusal.
3. Students train for 13 hours a week at the business for a total of 384 hours for the two semesters. (Trainers and students set the training schedule.)
4. Performance objectives are established and used as guidelines to insure quality training for the student and well-trained employees for the business community.
5. Students are not paid by the business, but are awarded 8 academic credit hours per semester.
6. Students are required to enroll in on-campus related instruction. (Students must successfully complete 16 academic credit hours.)
7. Businesses are paid the rate of \$1.25 per contact hour for a total of \$240 per semester per student or \$480 per academic year.
8. Businesses are under no obligation to hire the student they train.
9. Evaluations are completed twice per semester. This helps maintain program quality and integrity and is also used in assigning the student's grade.
10. Since the student is at the business as a trainee and no employer/employee relationship is established, the business does not incur liability with regard to workmen's compensation.

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