



***The mission of CTK Healthcare and Career Institute is to offer quality professional trainings in Healthcare, Information Technology and Business related disciplines.***

## **Plan for Work-based Activities**

### **Objective**

CTK Healthcare & Career Institute has a goal to provide quality work-based activities as per the curriculum to all students of all the programs, that will assist students with job placement prior to and upon completion of their program.

### **Outlines of the activities**

The outlines of the activities differ from program to program based on the content and objective of the program. The details of the list is given to the student, instructor and to the Externship sites. After the completion of the list of activities, the instructor and the professional from the externship sites signs the form to submit to the school. The SSC handover the completed form to admission officer to put in the student's personal file.

### **Coordination of Services**

The work-based activities of all the students of all the programs is coordinated by student services coordinator (SSC). SSC makes the plan contacting students towards the end of the didactic courses and also finds the externship sites schedule that fits on students schedule. SSC is also responsible to make phone call to the site or asks instructor of each program to visit the externship site towards the Mid and the end of the activities, to know about the students activities. Based on the students activities as accessed by the externship site's professionals, the instructor offers suggestions to the students, as needed.

**Evaluation of the plan:** This plan will be reviewed and revised by institutional advisory board annually if necessary.

