

Cooperative Work Experience/Internship Program

Faculty Handbook



2018-2019 Academic Year

Mission Statement

Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

Vision Statement

Allan Hancock College will be the recognized leader in student success through excellence in teaching, learning, and services in an environment of mutual respect.

Allan Hancock College's Six Factors for Student Success

- Directed:*** Students have a goal and know how to achieve it.
- Focused:*** Students stay on track, keeping their eyes on the prize.
- Nurtured:*** Students feel somebody wants them to succeed and helps them achieve.
- Engaged:*** Students actively participate in class and campus activities.
- Connected:*** Students feel like they are part of the college community.
- Valued:*** Students' skills, talents, abilities and experiences are recognized by others; they have opportunities to contribute on campus and feel their contributions are appreciated.

Table of Contents

Student Learning Outcomes	4
Definitions	5
Cooperative Work Experience/Internship FAQs	6
Notice to Cooperative Work Experience Instructors	8
Enrollment Requirements	9
Benefits of the Cooperative Work Experience/Internship Course	10
Units	10
Student Responsibilities	11
Instructor Responsibilities	12
Employer Responsibilities	12
Grades	13
Learning Objectives	13
Guidelines for Writing Your Objectives	14
Action Word List	16
Sample Objectives	17
Attendance & Time Sheets	18
Student Report	18
Required Forms	20
Student Data Form	22
Release of Liability & Medical Treatment Authorization	23
Workers' Compensation Pre-Designation of Personal Physician	24
Jobsite Agreement	25
Learning Objectives Agreement	26
Time Sheet	27
Employer Evaluation of Student Performance	28
Student Evaluation of Employer and Jobsite	29
Student Self-Evaluation	30
CWE Instructor Summary Sheet	31
District Travel Request Form	32
Mileage Claim Form	33

Student Learning Outcomes

Student(s) will be able to develop and apply personal skills, attitudes, and competencies in the workplace and within course-related activities. This requires a written agreement between a supervisor and employee, to accomplish specific, measurable, achievable, relevant and timely (S.M.A.R.T.) goals related to new or expanded workplace responsibilities will be completed. Student(s) will demonstrate effective communication and technological awareness through the use of technologies (internet, email and telephone) in ways appropriate to the course.

Assessment of Student Learning Outcomes will be measured through:

- Papers
- Class Performance
- Writing Requirements
- Attendance/participation in orientation session
- Successful completion and submission of requisite forms
- Instructor evaluation of the student's performance on measureable learning objectives, and compliance with program requirements.
- Employer evaluation of student's performance on measureable learning objectives and basic work skills
- Instructor evaluation of student's final written report describing the student's experience in accomplishing the measureable learning objectives

Skills required of students in order to succeed in this course/program:

1. Planning
2. Organizing
3. Time-management
4. Critical thinking
5. Problem solving
6. Oral, written, and electronic communication
7. Ability to follow written and verbal instructions

Definitions

- **AHC**: Allan Hancock College
- **Employer-Jobsite Supervisor**: The person at the work site who is responsible for the student's learning experience, approves the learning objectives, and evaluates student performance.
- **Cooperative Work Experience (CWE) Program**: A process of education that combines employment experience with regular college instruction. The program helps to develop skills and knowledge, and improve self-understanding.
- **Job Board**: Local job and internship openings, posted in the online Career/Job Placement Center which are referrals available to all Allan Hancock College students. Referrals include part-time, full-time and internship positions.
URL = <https://www.hancockcollege.edu/careers/jobs.php>
- **Learning Objectives**: A Specific, Measureable, Achievable, Relevant, Timely (S.M.A.R.T) outcome a Cooperative Work Experience (CWE) student attempts to achieve on the job. Objectives must be within the student's range of accomplishment. Objectives must be developed by the student and the immediate supervisor and reviewed and approved by the CWE Instructor.
- **Site Visit**: Work Experience Instructors must visit the students' place of employment at least once each term to confer with the Employer/Jobsite Supervisor.
- **Student Report**: A paper written by the CWE student regarding a specific topic relating to their work experience. The paper is due prior to the end of the term.
- **Term**: May be used interchangeably in reference to the fall semester, the spring semester, or the summer session.

Cooperative Work Experience/Internship – Frequently Asked Questions

What is Cooperative Work Experience?

Cooperative Work Experience (CWE) courses at Allan Hancock College provide on-the-job learning related to a student's educational or occupations goals, and are offered by numerous disciplines. The purpose of CWE is to help students transition from school to work by providing hands-on learning experiences. There are two different types of CWE (149 & 302).

What are the differences between the two work experience courses?

CWE 302 – General Work Experience, is appropriate for supervised employment extending classroom-based learning to an on-the-job learning environment ***not directly related to student's major***. Maximum of 6 units per semester.

CWE 149 – Occupational Work Experience, is appropriate for supervised employment, extending classroom-based learning to an on-the-job learning environment ***relating to the student's career and educational goals***. Maximum of 8 units per semester.

Both CWE 302 and 149 work experiences improve the student's basic work skills and professional competencies by creating career awareness, improving work habits and fostering positive workplace attitudes.

Can a student repeat Work Experience?

Yes, students can take the work experience "class" more than once. Eligibility requirements remain the same; however, the objectives must be different from one term to the next and represent new learning or expanded responsibilities. Students may take a combination of work experience classes, however they may not exceed 16 CWE units total (combined 149 & 302).

Are the units transferable?

It depends. The California State University system does accept up to 8 units of Cooperative Work Experience credit as elective units. Currently, the UC system does **not** accept the transfer of Work Experience units. Private universities and colleges may be contacted individually for their own policy. Students should consult with an academic counselor for potential unit limitations.

How does CWE help students?

- An internship provides students an opportunity to make informed decisions about their career and enables them to change career goals prior to graduation if the present career track doesn't measure up to their expectations.
- In addition to the experience an internship provides students and opportunity to gain valuable business contacts and references.
- Students who complete an internship often do significantly better in both salary and opportunities after graduation.

Are internships full or part-time?

Internships may be full or part-time. They will be determined specifically by the employer. Typically internships are part-time.

How long do internships last?

The duration of an internship is determined by the employer, but will generally last the entire duration of the semester/term.

Are internships paid or unpaid?

Internships can be either paid or unpaid.

How many units are CWE classes worth?

Students may enroll in 1-6 units of (CWE-302). Unit enrollment directly correlates to the amount of hours worked in the Semester/term and if the internship is paid or unpaid. See table below.

MINIMUM HOURS REQUIRED		
Units Enrolled	Unpaid Internships	Paid Internships
1	60 hours	75 hours
2	120 hours	150 hours
3	180 hours	225 hours
4	240 hours	300 hours

How do students enroll?

- Students must secure an internship or job opportunity with an employer independently, through individual academic departments and programs and/or the Career Center.
- Students can officially enroll prior to attending the mandatory orientation.
- Attend the mandatory orientation for each semester/term (click on the CRN for specific times and locations).

Do students attend classes?

Yes. There is **one** mandatory class (orientation) meeting the week prior or first week of the semester/term.

Does CWE find a job or internship for me?

No. CWE provides a resource for students to apply to internships and receive credit for either a job or internship. To be eligible to enroll in CWE, students will need to search and apply for a job or internship.

What is required of my employer?

Employers will be required and must be willing to do the following:

- Meet with a CWE Instructor
- Sign off and approve the student's workplace learning objectives
- Sign time sheet
- Complete a mid and end-of-term job performance evaluation

IMPORTANT NOTICE TO COOPERATIVE WORK EXPERIENCE (CWE) INSTRUCTORS

Please be aware of and meet the identified responsibilities:

- Objectives: Assist the student in the development of their objectives then review and approve these objectives. Their objectives are to be written and approved within two weeks from the date they register. Complete the Learning Objectives Worksheet, acquire required signatures (student, jobsite supervisor & CWE instructor) and return it to the CWE/Internship program office.
- Jobsite Supervisor Contact & Site Visits: The CWE instructor must contact the student's work site supervisor at least **TWICE** during the term, **one** of those must be an **in person visit at the work site**. The purpose of this is to approve and confirm the appropriateness of the work site, to make sure the employer is in agreement to provide the CWE experience for the student, and to receive and provide feedback regarding the student's performance.
 - The initial site visit should be made within the first two weeks of the term. The purpose of this meeting is to confirm the employer's knowledge of Cooperative Work Experience and his/her role in the program. Additionally, the purpose of the first contact is to confirm the supervisor's name, the business physical and mailing addresses, and contact phone numbers.
- Monitoring: The CWE instructor must personally meet with the student at least twice during the term.
- Document: Using your Instructor Summary Sheet, maintain a written record of visits/contacts with the student and work site supervisor, including any action taken and feedback received. You will need to document the contact with student/employer and the final grade on this form.
- Student Report: A written report is **REQUIRED**. Designate which topic from the handbook section "Student Report and Guidelines" or indicate a specific topic including format and length of paper that is appropriate to the work assignment and/or declared major of the student. The provided Rubric may be used to score the report.
- Grades and CWE Documentation: Complete the CWE Instructor Summary for the student. **ALL** documents identified in this document and on the CWE Student Checklist must be completed, including all signatures and turned into the CWE office by the ***term assigned due date***. Per Title V Regulations, these CWE documents are to be stored indefinitely in the CWE office or digitally – they are not to be kept in the instructor's personal files. You should keep as part of your personal files, a COPY of the Instructor Summary Sheet (with your contact notes).

ENROLLMENT REQUIREMENTS

Students must meet requirements that include the following eligibility criteria and enrollment procedures:

1. Eligibility requirements for **CWE 302**:

Any AHC student may enroll in **General Cooperative Work Experience (CWE 302)** as long as he/she meets the following requirements.

- ✓ Students must attend an orientation, either face to face or online.
- ✓ Students must have a valid email address.
- ✓ Students must turn in a fully completed **Student Data Sheet**, handed out at the orientation or downloaded from the CWE Website ("How to Register" tab) within 3 days of start of the course.
- ✓ Students must find their own approved Work Experience placement. Students may find employment opportunities through the online AHC Job Board, instructor referrals or personal connections and contacts. For the summer term, placement should be obtained by the second week of summer school. Students will need a CWE Instructor. If you do not have a CWE Instructor, CWE staff will work to match students with an appropriate CWE Instructor. The Work Experience Instructor must agree that the Work Experience includes new or expanded responsibilities and learning opportunities beyond those previously experienced.
- ✓ Student completes the **Learning Objectives Worksheet** with his/her employer and instructor input and approval.
- ✓ The **Learning Objectives Worksheet** form must be signed by the CWE instructor, the employer and the student.

2. Eligibility requirements for **CWE 149**:

Any AHC student may enroll in **Vocational Cooperative Work Experience (CWE 149)** as long as he/she meets the following requirements.

- ✓ AHC students may enroll in Vocational Cooperative Work Experience (CWE 149) if they have a major or certificate program they intend to pursue. They must have taken (or be currently taking) a class in that major/field at AHC within the previous 18 months.
- ✓ Students must attend an orientation, either face to face or online.
- ✓ Students must turn in a fully completed Student Data Sheet, handed out at the orientation.
- ✓ Students must find their own approved Work Experience placement. Students may find employment opportunities through the online AHC Job Board, instructor referrals, or personal connections and contacts. For the summer term, placement should be obtained by the second week of summer school. Students will need a CWE Instructor.
- ✓ Students complete the Learning Objectives Worksheet with the employer and instructor input and approval.
- ✓ The Learning Objective Worksheet form must be signed by the instructor, the employer and the student.

WHAT ARE THE BENEFITS OF COOPERATIVE WORK EXPERIENCE?

Benefits to the student:

- Provides the opportunity to use the knowledge gained in the classroom and relate it, with hands-on experience, to the real world.
- Increases the potential to advance by improving skills.
- Presents the opportunity to explore a field or business before a career decision is set in concrete.
- Enables the student to make sound educational and career decisions through related assignments.
- Provides opportunities and contacts for permanent employment.
- Develops self-confidence and good work habits.
- Produces a specific, measurable evaluation of work related skills and abilities.
- Equips the student with knowledge and attitudes necessary for successful job performance by learning the different behaviors, roles, skills and expectations of the working world.
- Provides experience that can be included on the resume.

Benefits to the employer:

- Assists in the training of potential personnel in occupational and career fields.
- Improves the employer's recruitment, selection, and retention of employees.
- Establishes an ongoing relationship with the College that provides a channel for exchanging information regarding current employment needs and industry information.
- Provides an avenue for hiring student employees who have a dedicated and proven interest in a particular occupation.
- Enhances employee motivation and can reduce hiring and training costs.

Benefits to the college & community:

- Increases student motivation, retention, and future employment potential.
- Helps meet the training needs of the community.
- Provides faculty with current information on employment developments and trends through direct contact with the industry and business community.
- Promotes better school/community relations through a cooperative approach to education.
- Ensures continuity in the way non-clinical employment experience is offered, carried out, monitored, and documented.
- Provides the opportunity for faculty to interact with students on a one-one-one basis with greater flexibility than the traditional classroom.
- Contributes to the mutual benefit of the community and the college.

UNITS

Cooperative Work Experience units are based on the number of hours worked during the term. One unit is earned for every 75 hours of paid work or 60 hours of unpaid work. **Reminder: The Work Experience hours can begin accumulating only after the orientation and enrollment process has been completed by the student.**

Paid Work Experience Units

<i>Hours Worked</i>	<i>Units</i>
75 - 149	1
150 - 224	2
225 – 299	3
300 +	4

UnPaid Work Experience Units

<i>Hours Worked</i>	<i>Units</i>
60 - 119	1
120 - 179	2
180 - 239	3
240 +	4

Students should carefully evaluate their working conditions/hours worked to determine how many units of CWE are possible to obtain prior to registration.

Units may be applied to the elective requirements for AHC graduation.

Students enrolled in CWE 149 may earn up to four (8) units each term, but are capped at a maximum total of 16 units. Students enrolled in CWE 302 may earn up to three (6) units each term, up to a maximum total of 16 units. Students may combine 149 and 302 units – earning a maximum of 16 CWE units total.

RESPONSIBILITIES***Student***

- Complete the enrollment forms and procedures (outlined in the Enrollment Requirements section).
- Coordinate the job site visit with supervisor and CWE instructor within the first two weeks of the term.
- Writing the learning objectives, obtain signatures and return completed Learning Objectives Worksheet to the CWE Instructor. Students should retain a copy for their own records and provide a copy to their jobsite supervisor.
- Work the appropriate number of hours per unit enrolled.
- Turn in time sheets signed by student and jobsite supervisor to the CWE instructor.
- Complete all written assignments, including the self and program evaluations and student report as outlined on the course syllabus and return to the CWE Instructor.
- **Immediately notify the CWE Instructor and CWE Staff if:**
 - they drop the course
 - they are laid off or change jobs
 - they are assigned a new supervisor or change working hours
 - they are having problems completing the paperwork
 - they have a change of address or phone number
 - they have any questions
- **Contact the CWE instructor once the required number of hours have been completed to schedule the final wrap-up meeting. Please do not wait until the end of the semester (if you have completed your hours before the semester ends) to contact instructor. Verify due dates on the CWE Checklist for the term enrolled.**

CWE Instructor

- Monitor the student's Work Experience.
- Meet with each student at least twice during the term, one of which must be made in person at the worksite within the first two weeks of the term. The second and any subsequent contacts may be made in person, by phone or email.
- Inform the student of your office hours and phone number.
- Assist the student in the development of their objectives, if necessary.
- Review and approve the student's learning objectives.
 - Objectives must be (SMART):
 - Specific
 - Measurable
 - Achievable
 - Relevant
 - Timely
- Objectives should be directed at extending classroom-based occupational learning and must represent new or expanded responsibilities or learning opportunities. Three objectives are required of all students and guidelines for writing objectives can be found on page 14.
- Contact the site supervisor for each student at least twice during the term; **make at least one site visit.** All other communication can be completed via phone and/or email.
- At the work site visit, complete the following:
 - Make sure that the employer is in agreement with the educational objective of providing Work Experience for students and understand the purpose of Work Experience.
 - Discuss and encourage employer input in developing and/or approving the student's learning objectives. Employer, faculty and student must all agree and sign.
 - Make sure the employer received a copy of the Learning Objective Agreement and the Student Evaluation form. A mid-term and final student evaluation must be completed by the employer and signed by the supervisor, student and CWE instructor.
 - Review and sign Jobsite Agreement form. Employer, faculty and student must all sign. This original will be turned into the CWE office.
 - Confirm that the employer will provide adequate supervision and contribute to student advisement and guidance throughout the CWE experience.
- Approve the site facilities, equipment, and materials necessary to achieve the on-the-job learning objectives and stay apprised of the student's development on the job.
- Ensure that all required paperwork is completed, signed and turned in to the CWE Office by assigned due date (see Term Syllabus).
- Ensure that the job site supervisor has the required paperwork to complete the student evaluation based on the agreed upon objectives. Collect and grade all other student assignments including the student report and assign the final letter grade.

Employer

- Understand and work toward the educational objectives of the Work Experience as detailed on the Learning Objectives Work Sheet and Student Evaluation.
- Provide input in developing and approving the student's learning objectives.
- Evaluate the student's achievement of the identified objectives in one mid-term and one final end-of-term evaluation.
- Certify and sign the student's time sheet.
- Provide continuous work assignments for students during the Work Experience period.
- Provide adequate supervision of the student's work while ensuring the student receives the maximum educational benefit. This includes assisting the student in achieving their learning objectives and teaching certain skills that can be more effectively learned on the job.
- **Meet in person, at least once, with the student's Work Experience Instructor at the job site.**
- Comply with all appropriate Federal and State employment regulations, including Workers Compensation coverage. Allan Hancock College will insure students who do not receive compensation.
- Call the CWE Specialist at Allan Hancock College (805) 922-6966 Ext. 3421 with questions.

GRADES

General Policies

- The Work Experience is a letter-graded course.
- Points are earned for all requirements of the program.
- The Work Experience Instructor assigns the final grade.

Point Breakdown

Grade requirements will be set by each department/Work Experience Instructor who will assign the final grade. Generally, items such as the completion of the Objectives Worksheet, the evaluation of the success in completing each objective, the written report, submission of time sheets, and return of the Program Evaluation are included. **Any missing item could result in an "F" Grade.** It is the responsibility of the student to "DROP" this class if not able to complete.

GRADING SCALE - 200 Points Possible	
Learning Objectives (quality of objectives and whether deadline was met)	15 points max
Accomplishment of Objectives (as graded by Employer, including comments and feedback to CWE Instructor)	100 points max
Student Report (as graded by CWE Instructor using the provided grading rubric)	50 points max
Time Sheets (hours must be completed and signed by student employer & CWE Instructor and meet deadlines)	25 points max
Student Self-Evaluation (completed, signed & turned in)	5 points max
Student Evaluation of Employer & Jobsite (completed, signed and turned in)	5 points max
Grading scale: A=180-200 B=179-160 C=140-159 D=120-139 F= <120	200 total points
<i>Credit is awarded on the basis of assignment completed and the required number of hours worked. The grade you earn will be a direct reflection of the quality of assignments and amount of effort you put forth. The point scale identifies the max points that can be received for each required assignment, however, any missing assignment may result in an "F" grade. All assignments including signatures are mandatory!</i>	

LEARNING OBJECTIVES

What are learning objectives?

Learning objectives are goals to be accomplished within the Work Experience Term. Prior to beginning the Work Experience, students must attend an orientation where they learn how to plan and design the objectives that will be established by the student, employer/supervisor, and Work Experience Instructor.

Objectives are very specific, measurable, have defined goals and a completion date. They include the following elements: the achievement or skill to be learned, how it will be measured, the manner in which it will be accomplished, and when it will be completed.

A large part of the grade depends on the achievement of the objectives. Student input is important and the following are guidelines to help in establishing objectives:

1. Make sure each objective is achievable within the time frame of the Work Experience.

2. Make sure each objective is specific enough to be evaluated.
3. Objectives must involve new learning and/or expanded responsibilities, beyond those experienced in previous employment or Work Experiences.
4. Make sure the objectives work by designing them to particular needs.

Quality of the objectives

Learning objectives are the most important component of a quality Work Experience. Clear, challenging objectives will help students grow and perform well on the job and in the classroom. Students in the Work Experience program do not simply earn units for working; these units reflect specific learning based on measurable objectives. The learning objectives are, in effect, a written agreement between the student, the employer, and Allan Hancock College.

New objectives each term

New and/or expanded learning objectives must be identified each term. Students can draft their objectives with the assistance of their employment supervisor and submit them to the Work Experience Instructor for final approval. The learning objectives must then be signed by all three parties and are to be turned in to the CWE Instructor.

How many objectives?

Three objectives are required of all students. Based on the purpose of the objectives, the degree of difficulty, and the student's ambitions, additional objectives may be set. Students are expected to accomplish as much in their placement as they would in a regular classroom.

Guidelines for writing your objectives

Challenging yet achievable learning objectives are the single most important component of quality Work Experience. It is likely that fifty percent (50%) of your grade is dependent on establishing and reaching them. Objectives are measurable goals that you set for yourself (in conjunction with your supervisor) to be accomplished by you through your Work Experience. They require that you learn or make use of new habits, skills, or information above and beyond your current knowledge.

Each objective must be directly related to your career major and include these four parts: CWE 149 requires work related to major. CWE 302 is general in nature. The objectives will be designed by you with assistance from your employer, and approved by your Work Experience Instructor.

Consider the following guidelines for your objectives:

1. The objectives must involve new learning, new growth, new responsibilities, or improvement on the job.
2. Make sure the objectives are specific enough to achieve within the Work Experience term and can be objectively evaluated.
3. The objectives you set should benefit your employer too.
4. Use an action verb to begin each objective that will describe what you intend to do. Avoid vague or broad terms such as believe, understand, appreciate, get, etc.

There are four distinct "rules" for developing meaningful objectives, and they are as follows.

1. **They must be very specific.** What is it that you want to learn, achieve, or accomplish in your Work Experience? For example:
 - Research law cases and write briefs.
 - Operate a camera in a studio and on location productions.
 -
2. **Determine what your method of accomplishment will be.** How will you go about learning the information you specified above? For example:
 - Practical hands-on application
 - Instruction/training from my supervisor and/or co-workers

- Observation
- Discussing techniques with other employees
- Reading/studying manuals and tutorials
- Videos
- Workshops
- Using computer programs
- Reviewing files
- Etc.

3. **The results must be measurable.** How will you and your supervisor be able to determine to what degree each objective has been completed? For example:

- Tests
- Work Experience Instructor critique/evaluation
- Videotape critique
- Submit monthly reports and case files
- Etc.

4. **Specify a completion date.** What is the deadline for each objective? Write a specific date that is prior to the end of the semester.

Types of learning objectives

If you are new to Cooperative Work Experience and just entering your placement, you should have an abundance of opportunities to learn information above and beyond the knowledge that you already have. Think about what it is you want to learn while working. You might want to ask your supervisor or other employees what suggestions they have; things they have found important to know, or wished they had known early on in their career. This type of objective is most frequently used in Cooperative Work Experience. Remember, you want to increase your breadth of knowledge.

Turning a current part time job into an internship position affords you the opportunity to use several types of learning objectives:

- **New assignments.** If you use your current part-time job as Work Experience, you will need to have new learning experiences that can be stated in objective form. To assist you in writing your new objectives you might consider the requirements of the job that is currently a step above yours and what you need to learn in order to be promoted.
- **Routine duties.** Think of new and creative ways you can improve the results of your daily job duties or new aspects for improving efficiency.
- **Problem solving.** Look at a problem you have run into on the job, dissect it and think of possible solutions and/or improvements. Can you spot a potential problem in the making? If you were in charge, what suggestions could you make to the person doing your job?
- **Personal improvement.** How did your interactions at work develop a personal habits or social skills that allowed you to become a more coveted employee? How could you improve your communication with co-workers that would result in increased knowledge, new ideas, more production, better cooperation, smoother workflow, etc?

Action Word List

Accumulate	Construct	Generate	Outline	Screen
Activate	Consult	Guide	Place	Select
Adapt	Contract	Identify	Plan	Sell
Adjust	Contrast	Illustrate	Prepare	Separate
Administer	Control	Implement	Prepare	Serve
Advise	Convert	Increase	Present	Ship
Analyze	Coordinate	Initiate	Process	Sing
Answer	Correct	Inspect	Produce	Solve
Apply	Create	Install	Program	Speak
Appraise	Cultivate	Institute	Provide	Structure
Approve	Dance	Instruct	Publicize	Study
Arrange	Decrease	Interpret	Read	Summarize
Assemble	Define	Introduce	Recognize	Supervise
Assist	Deliver	Inventory	Recommend	Support
Attach	Describe	Investigate	Reconstruct	Survey
Attend	Design	Isolate	Record	Systematize
Balance	Detect	Join	Recruit	Teach
Build	Develop	Lead	Redesign	Test
Calculate	Devise	Limit	Reduce	Train
Call	Diagnose	List	Regroup	Transfer
Capitalize	Direct	Locate	Remove	Translate
Categorize	Display	Match	Reorganize	Tutor
Check	Edit	Maximize	Repair	Type
Coach	Eliminate	Mediate	Replace	Update
Collect	Enforce	Modify	Report	Verify
Combine	Establish	Monitor	Reproduce	Visit
Communicate	Estimate	Negotiate	Research	Volunteer
Compare	Evaluate	Notify	Restructure	Work
Compile	Expand	Operate	Review	
Compose	Explain	Order	Revise	
Compute	Follow-Up	Organize	Rewrite	
Conduct	Formulate	Originate	Schedule	

Sample Objectives

General Work Experience – CWE 302 – Samples

Examples of Basic Learning Objectives:

Please note that the objectives include both WHAT the learning objectives are and HOW (actions and activities) you will achieve those objectives. Remember that in order for a learning objectives to be meaningful it must be measurable. When you are crafting your learning objectives try to determine how they might be measured.

1. Acquire and develop basic employment responsibilities by being to work on time, returning from breaks and lunch on time and promptly starting work.
2. Development of an understanding for the basic job tasks and responsibilities by asking appropriate questions, receiving training and instruction in an open-minded way. Accepting responsibility for both quality and unsatisfactory performance.
3. Demonstrates the ability to get along well with others in the work place by being courteous and considerate of other employees and working to reduce tension under stressful conditions.
4. Completes job tasks effectively and with a degree of quality by proper use of equipment (such as a cash register, computer terminal, and tools, etc.) in a skilled manner.
5. Maintains (or works toward) an acceptable volume of production by working quickly and efficiently with given production standards. (This is usually measured in sales volume or production per hour, etc.)
6. Demonstrates initiative commitment by using cross-selling techniques or suggestions which would lead to increases in sales volume or reduction in costs.

Employers generally have specific jobs which require certain training and skills which must be developed and reinforced. In order to develop these skills and talents there will be generally stated objectives in the job description. *Please feel free to use the objectives which are designed for a particular job.*

The above examples are meant to be an aid for those employers or supervisors who work most directly with the student employee and may not have developed specific learning objectives for the position. The above examples can also be modified to a specific position or job with some minor changes.

Vocational Work Experience – CWE 149 – Samples

The following examples are major specific and may or may not be appropriate for you, depending on your current level of education and employment duties.

Program Major: Photography

Properly **photograph** evidence at a crime scene for court cases. I will read and use the procedures from department manuals and receive on site instruction from my supervisor. The procedures will be learned by the end of the semester and at least two photographs will have been accepted in court as evidence.

Program Major: Marketing (Sales)

Increase my personal sales by 10% over last year's total. I will do this by developing a written plan to include sales suggestions, producing a better sales presentation, and learning more about the products sold.

Sales will be measured by comparing last year's figures covering the same dates with the semester. The objective will be completed by May 16, 20XX.

Program Major: Film & Video

Demonstrate the ability to operate a camera in a studio and on location productions. This will be accomplished by training from camera operators, observation, and practical work. My supervisor will evaluate my work by having me explain the operation of the camera and viewing a production I filmed. My supervisor will evaluate my ability by May 16, 20XX.

Attendance & Time Sheet

You may begin to accumulate hours once you have completed the CWE Orientation process – either in person or online via the CWE Website. It is the student's responsibility to record their hours worked. On a daily basis, CWE students are to log their work hours. At the end of each term, it is the CWE student's responsibility to finalize the time sheet and have it confirmed by his/her supervisor. Once signed by the student/employee and supervisor, the time sheet must be turned in to the Work Experience Instructor before the due date (see the CWE Website or Course Syllabus for individual term due dates). The time sheet, as well as, other required CWE forms can be found on the CWE Website or obtained by the CWE Instructor.

Student Report

Prior to the end of the semester, students are required to write a student report (**CWE 302, 2-4 pages**), (**CWE 149, 4-6 pages**) that is a reflection of what they have learned through their Work Experience. All reports must be typed and double-spaced using Times New Roman 12pt. font, 1" margins, and the title page should have their name, the employer and CWE Instructor name. The grade is based on content grammar, spelling, punctuation, and presentation. The final report is to be turned into the Work Experience Instructor – please see the semester calendar for submission deadlines.

The Work Experience Instructor may indicate a specific topic, format or length s/he wants addressed in the paper, otherwise you must choose one of the following five topics and follow the instructions above:

- 1. Evaluate the use of objectives and the Work Experience:** Some questions to consider when writing your paper: How did you choose your learning objectives? What was it like to sit down with your employer and discuss both your expectations? Did you find the objectives helpful in directing your learning experience? What did you learn by completing the objectives that you might not otherwise have learned? Did your supervisor follow through on his/her commitment to teach you new information/skills? What did you learn from using your objectives?
- 2. Evaluate the effectiveness of the Work Experience program:** Some questions to consider when writing your paper: Was the experience valuable to your future goals/employment? If it was valuable, how? And if not – why not? How did the experience influence your future career decision(s)? What were the benefits and what were the drawbacks of the program?

- 3. Describe your ideal career:** Some questions to consider when writing your paper: What is important to you in your job? Do you have a “career-ladder” philosophy or do you see yourself in one job, at one level? When do you think about your career future? What are you willing to sacrifice in your life to “move up the ladder”? What would you NOT give up for your career? How can Allan Hancock College help you attain your ideal career? What else will you need to make it happen for yourself?
- 4. Suggestions that might improve efficiency & productivity at your jobsite:** Some things to consider when writing your paper: In your place of work – how is efficiency and productivity identified? How do you know if you are meeting the efficiency and productivity expectations at your place of work? Analyze your job site, then discuss the current levels of efficiency/productivity, and describe how you would go about improving efficiency and productivity (make sure you include changes in procedure and workflow). What could be eliminated to improve efficiency? This is our opportunity to be creative – yet realistic.
- 5. Research the career opportunities available within your field of study/job:** Some things to consider when writing your paper: Identify the pros and cons concerning this field of study or occupation. Include the necessary education, training, pay scales, occupational outlook (employment possibilities), hours of work, and potential for promotion, drawbacks and benefits. Which organizations hire people in this career? What is the demand for workers in this career cluster? What can you do that might give you an “edge” for future employment in your field? Please note – the Allan Hancock College Career and Technical Education Center (CTEC) has information about many occupations and careers. The library is also a great resource for this project.

Required Student, Faculty and Employer Forms

**All forms are Class 1 and are required by Title 5
to be maintained indefinitely in the CWE Office**

All forms will be distributed at the in-person orientation or can be printed from the CWE Website or picked up from the CWE Office

Student Data Form: Filled out and turned in at the completion of Orientation. The form is distributed at the in-person orientation. If student is completing the online orientation, the form must be printed out from the CWE Website, completed and turned into the CWE Office. This form is due before or immediately following completion of the in-person or online orientation.

Release of Liability & Medical Treatment Authorization: Filled out and turned in at the completion of Orientation. The form is distributed at the in-person orientation. If student is completing the online orientation, the form must be printed out from the CWE Website, completed and turned into the CWE Office. This form is due before or immediately following completion of the in-person or online orientation.

Workers' Compensation Pre-Designation of Personal Physician: Filled out and turned in at the completion of Orientation. The form is distributed at the in-person orientation. If students is completing the online orientation, the form must be printed out from the CWE Website, completed and turned into the CWE Office. This form is due before or immediately following completion of the in-person or online orientation.

Jobsite Agreement: Must be completed at the first jobsite visit with the CWE Instructor, Student and Jobsite Supervisor. Be sure that all parties are in agreement and all three signatures have been acquired. The form may be maintained in the CWE Instructor file until completion of the term and then it must be turned into the CWE Office. This must be completed by week two of the individual term.

Learning Objectives Agreement: This form is distributed at the in-person orientation or may be acquired from the CWE Website or office. The objectives must be developed by the student and the immediate supervisor, and reviewed and approved by the instructor at the beginning of each semester or term. This form must be signed by the student, employer and CWE Instructor. A copy should be provided for evaluation purposes to the jobsite supervisor.

Time Sheet: Students can begin accumulating time as soon as they have completed orientation and officially enrolled in CWE. It is the responsibility of the student to log their work hours and finalize the time sheet and have it confirmed by his/her supervisor. Once signed by the student and supervisor, it must be turned into the CWE Instructor by the assigned due date. The CWE Instructor must sign the time sheet and turn in to the CWE Office.

Employer Evaluation of Student Performance: Twice during the academic term, the employer will rate the student progress on the student performance evaluation form. It must be signed by the employer and student when the final evaluation has been completed. The form must be turned in to the CWE Instructor who will then sign and use as a basis for determining the student's grade.

Student Evaluation of Employer and Jobsite: This form must be completed and turned in to the CWE Instructor. The employer will not review or be provided a copy of this form.

Student Self-Evaluation: This form must be completed and turned in to the CWE Instructor. The employer will not review or be provided a copy of this form.

Advisor Summary Sheet: Completed and turned in to the CWE Office with all other paperwork by the assigned due date of the individual term to the CWE Office. This form is for recording student/employer information and logging student contact. ***The final course grade is recorded on this form.***

District Travel Request: Completed and turned in by CWE Instructor to the CWE Specialist for processing. Estimate the miles traveled at the beginning of the term.

Mileage Reimbursement Claim Form: Complete & submit to CWE Specialist.



**ALLAN HANCOCK COMMUNITY COLLEGE
COOPERATIVE WORK EXPERIENCE STUDENT DATA FORM**

Semester: Fall ☐ Spring ☐ Summer ☐ **Year:** _____ **CWE Instructor:** _____

This program is open to all students of Allan Hancock Community College District without regard to race, color, sex, religion, age, national origin, or disability.

STUDENT INFORMATION

Name: _____
Last First Initial

Student I.D. Number: **H** _____

Address: _____

City: _____ Zip: _____

Phone: (____) _____

Email: _____

EMPLOYMENT INFORMATION

Agency or Company Name: _____

Address: _____

City: _____ Zip: _____

Work Phone: (____) _____

Website: _____

Job Duties: _____

PROGRAM FOR WHICH YOU ARE APPLYING

☐ **CWE 149 – Occupational**
(Job does relate to major)

☐ **New CWE Student**

☐ **CWE 302 – General**
(Job does not relate to major)

☐ **Returning CWE Student**

Is your academic credit based on: ☐ Job ☐ Internship

How many units are you taking this semester? _____
(Including CWE)

What is your College Major? _____

What is your Career Goal? _____

Employer/Supervisor: _____

Best Time to Call Supervisor: _____

Work Phone (____) _____

Email: _____

Is this job/internship ☐ Paid ☐ Or Unpaid

Number of Hours Weekly: _____

Work Schedule: List your hours worked each day

M____ T____ W____ THR____ Fri____ Sat____ Sun____

WORK EXPERIENCE INFORMATION

Credit will be earned at the rate of 75 hours paid or 60 hours of unpaid work per unit.
A maximum of 3 units for General Work Experience (CWE 302) and 4 units of Occupational Work Experience (CWE 149) may be earned during the semester.

Total Work Experience Units I plan to enroll in and complete based on the number of work hours I will be working this semester:

☐1 ☐2 ☐3 ☐4

The information stated above is correct: _____ Date: _____

Student Signature

OFFICE USE ONLY

☐ Occupational Work Experience: CRN # _____

☐ General Work Experience: CRN # _____

☐ Release of Liability & Medical Treatment Authorization Completed

☐ Workers' Compensation – Pre-Designation of Personal Physician Completed

ALLAN HANCOCK COMMUNITY COLLEGE
VOLUNTARY ACTIVITY PARTICIPATION WAIVER
RELEASE OF LIABILITY and MEDICAL TREATMENT AUTHORIZATION

Participant Name:	Student I.D.: H
Description of Activity:	Unpaid internship or Work Experience, Cooperative Work Experience Education Course
Date(s) of Activity (Class Term):	
Activity Program/Department and Coordinator Name:	CWE – Christine Espinoza, Ext. 3421

I understand and acknowledge that I have voluntarily enrolled in the Allan Hancock Community College Cooperative Work Experience Education course and related Activities. I authorize the District to contact and visit my worksite supervisor to inform them of CWE course requirements and to notify them if I fail to complete the enrollment process, drop the course or are dis-enrolled for any other reason.

I understand and acknowledge that this Activity and any related activities, by their very nature, pose the potential risk of serious injury/illness to individuals who participate in such activities. I also realize that the Activity may be strenuous, and that I have the option to seek the advice of a physical before I participate in this Activity. I understand and acknowledge that some of the injuries/illnesses which may result from participating in this Activity include, but are not limited to, the following:

- | | | |
|-------------------|-----------------------------------|-------------------------|
| • Sprains | • Head and/or back injuries | • Loss of eyesight |
| • Fractured bones | • Paralysis | • Communicable diseases |
| • Unconsciousness | • Activity related injury/illness | • Death |

The above list is not intended to be inclusive of all injuries that may occur, but rather to inform me of the types of risks inherent in my participation in the above Activity, so that I can make a voluntary choice to participate or not participate.

In the event that this Activity is off campus, I hereby acknowledge and understand that, unless specifically advised otherwise, the District is not providing transportation and it is my responsibility to arrange for my transportation to and from the Activity. If District does provide transportation but I do not use the transportation, I am responsible to make my own arrangements and the District assumes no responsibility or liability of any kind. When providing my own transportation, I further acknowledge and agree that:

- The driver of the vehicle in which I am riding, either as driver or passenger, is not driving on behalf of, or as an agent of, the District and that District has not verified the driving record of the driver, the liability insurance on the vehicle, or the condition of the vehicle;
- The District is in no way responsible for, nor does District assume any liability for, any injury or loss which may result from my transportation.

In the event of accident or illness, I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services. Further, I agree that the District and its personnel are not legally or financially responsible or liable for any claim arising from any consent given in good faith in connection with diagnosis or advised treatment.

In the event of accident or illness please notify: _____
Name Telephone

I voluntarily waive any claims against the District for injury, accident, illness or death occurring during or by reason of these Activities. I voluntarily elect to participate in these Activities. I agree to assume any and all liability and responsibility for any and all potential risks which may be associated with participation in such Activities or any Activities incidental thereto. I hereby voluntarily exempt and relieve, on behalf of myself and my heirs, executors, administrators and assigns, the Allan Hancock Community College District, its officers, agents, servants, employees, and volunteers from any liability or responsibility for any property damage, personal injury, bodily injury, or wrongful death that I might sustain which is incident to and/or associated with preparing for and/or while participating in any Activity in any way connected with said Activities, including travel to and from Activity locations, whether same shall arise by the negligence of any of said persons, or otherwise.

I acknowledge that I have carefully read and understand this Voluntary Activities Participation Waiver, Release of Liability and Medical Treatment Authorization and that I agree to its terms and conditions.

Signature of Participant or, If Participant is a minor, Parent/Guardian

Date

Print Name of Participant or, if Participant is a minor, Parent/Guardian

Date

Sign, scan and submit as an email attachment to your CWE Instructor



WORKERS' COMPENSATION – Pre-Designation of Personal Physician

EMPLOYEE NAME	JOB TITLE
---------------	-----------

If you are injured on the job **you have the right to be treated by your personal physician if you notify us, in writing, prior to the injury. To qualify as your pre-designated, personal physician, the physician must agree, in writing, to treat you for a work related injury.** must have previously directed your medical care and must retain your medical history and records (Labor code 4600). Your pre-designated physician must be a general practitioner, family practitioner, board certified or board eligible internist, pediatrician or obstetrician-gynecologist.

This is an optional form that can be used to notify us of your personal physician. You may choose to use another form, as long as you notify us, **in writing, prior** to being injured on the job and provide **written verification** that your personal physician meets the above requirements and agrees to be pre-designated. Otherwise, you will be treated by one of our designated worker's compensation medical providers.

EMPLOYEE ACKNOWLEDGEMENT (Choose one)

- ☐ **I acknowledge receipt of this form and elect not** to pre-designate my personal physician at this time. I understand that in the event of a work related injury or illness, I will receive medical treatment from my employer's medical provider. I understand that, at any time in the future, I can change my mind and provide written pre-designation of my personal physician. I understand that the written notification must be on file prior to an industrial injury.

Employee Signature _____ **Date:** _____

OR

- ☐ **If I am injured on the job, I wish to be treated by my personal physician.** This physician is my personal physician who has previously directed my medical care and retains my medical history and records.

Name of Physician _____ Phone Number _____

Physician Address _____

Employee Signature: _____ **Date:** _____

The remainder of this form is to be completed by your physician and returned to the CWE Office.

PERSONAL PHYSICIAN ACKNOWLEDGEMENT

Per Labor Code 4600 to qualify you must meet the criteria outlined above. You are not required to sign this form, however, if you or your designated employee, does not sign, other **written** documentation of the physician's agreement to be pre-designated will be required pursuant to Title 8, California Code of Regulations, section 9780.1 (a)(3).

- ☐ **I agree to treat the above named employee in the event of an industrial accident or injury AND I meet the criteria outlined above.** I agree to adhere to the Administrative Director's Rules and Regulations, Section 9785, regarding the duties of the employee-designated physician.

Physician Signature: _____ **Date:** _____

Printed Name: _____

Please return completed form to: Your CWE Instructor

Allan Hancock Community College District
Cooperative Work Experience Education
PAID/UNPAID INTERNSHIP JOBSITE AGREEMENT

The purpose of this agreement is to identify the standards and conditions under which the College and a company or Agency may enter into an agreement to provide paid or unpaid work-learn experience to cooperatively train a student in a job related to a specific major or course of study. The parties involved will be the company or Agency, called the "Agency," agreeing to provide a training experience to a student; the Cooperative Work Experience Education program of Allan Hancock College, or the "College," and the student.

The Cooperative Work Experience Education Program of the college is operated in compliance with sections 55250-55257 of Title V, of the California Code of Regulations.

According to the State Labor Code, Section 3368, Allan Hancock College assumes Worker's Compensation responsibility for the student internship when the employer is not paying the student and when the internship meets these conditions as set forth in Federal Labor Law and Title V:

1. The student named below is enrolled in a Cooperative Work Experience course at Allan Hancock College.
2. This internship program is open to all without regard to race, religious creed, color, national origin, ancestry, physical disability, mentor disability, medical condition, marital status, sex, age, or sexual orientation.
3. There is a structured training program identified on the Learning Objective Agreement between the college, student and employer, the hours of work are verified; and an evaluation is completed along with other course work by the end of the semester. Interns are not independent contractors, and it is the parties' mutual intent that interns are not employees of either College or Agency for purposes of minimum-wage and overtime laws.
4. The focus of the training is primarily for the benefit of the student. If travel is required, the intern must accompany the supervisor who will be the designated driver.
5. The intern does not displace other paid workers.
6. The student is not guaranteed a job as a result of the training; however, the intern may be offered a paid position at any time during the training by arrangement between the employer, instructor and the student.
7. There is an understanding that the student is not entitled to pay during this training experience; however, that change can be mutually made at any time during or after the initial training experience.

STUDENT AGREEMENT: I agree to cooperate with the Agency and the instructor in this internship, to accept responsibility to keep a regular work schedule by arrangement with the employer and the instructor; to put in all the hours of work agreed upon; as well as the Work Experience course requirements in accordance with Title V including: writing and completing the Learning Objective Agreement, compliance with all other course requirements and the resulting grade from this course. I will not terminate the internship without first conferring with the supervisor and the Work Experience Instructor.

STUDENT SIGNATURE: _____ DATE: _____

AGENCY AGREEMENT: The Agency agrees to cooperate with the College and the student to provide a training experience to the student's major or program. It is understood that this may be an Unpaid Internship and that the student may not be paid for this work experience, but may continue as a paid employee. It is understood that Allan Hancock College assumes Worker's Compensation responsibility for the student when the student is not paid and not covered otherwise, and that the student will not work as an intern before or after the semester. Students paid by Employer shall be under the Employer's worker's compensation and/or liability insurance as required by law. The Agency agrees to provide the intern a safe professional working environment free from sexual harassment and unlawful discrimination. Finally, the Agency agrees not to terminate the student or the internship without first conferring with the student and the Work Experience instructor.

AGENCY SIGNATURE: _____ DATE: _____

COLLEGE AGREEMENT: The College agrees to refer qualified and interested students to the Agency, to provide counsel and guidance to the student. The College will grant academic credit for this work experience when all assignments are completed. It is understood that the student may not be paid for this work experience, and under these conditions that Allan Hancock College assumes responsibility for Workers Compensation when the student is not paid and not covered otherwise, and the student will not work as an intern before or after the semester in this program.

INSTRUCTOR'S SIGNATURE: _____ DATE: _____

STUDENT: _____	*	This agreement is between AHC College Work Experience
_____	*	Coordinator and Student.
_____	*	
_____	*	MAJOR: _____
AGENCY: _____	*	
_____	*	HOURS PER WEEK: _____
_____	*	
_____	*	WORK SCHEDULE: _____
ADDRESS: _____	*	
_____	*	UNITS OF CREDIT: _____
CITY/STATE/ZIP: _____	*	
_____	*	SESSION: FALL/ SP/ SMR (CIRCLE ONE)
CONTACT PERSON: _____	*	
_____	*	Beginning ____ / ____ / ____ , Ending ____ / ____ / ____
PHONE: _____	*	



Student Name: _____

Class (circle one): CWE 149 or 302 _____

CWE Instructor: _____

STATEMENT OF SPECIFIC LEARNING OBJECTIVES AND COOPERATIVE WORK EXPERIENCE EDUCATION AGREEMENT

Both the college and State guidelines for Cooperative Work Experience Education require that a student perform a planned program of Work Experience Education which includes new or expanded responsibilities or learning opportunities beyond those experience during previous semesters of employment. The Statement of Specific Learning Objectives are used by the college to determine whether the student is eligible for the Cooperative Work Experience Program and for the college credit which may be granted. It is a method for developing new or expanded skills in the workplace.

A learning objective is a measurable goal. It is also a method for developing new or expanded skills in the workplace. **A minimum of three objectives are required for the program.** The objectives must be **Specific, Measurable, Achievable, Relevant, Timely (S.M.A.R.T)**, and within the student's range of accomplishment. The objectives must be developed by the student and the immediate supervisor, and reviewed by the instructor at the beginning of each semester.

OBJECTIVES

1. What is the task to be completed? _____
2. How will it be accomplished? _____
3. How will it be evaluated and by whom? _____
4. When does it need to be completed? _____

2. What is the task to be completed? _____
2. How will it be accomplished? _____
3. How will it be evaluated and by whom? _____
4. When does it need to be completed? _____

3. What is the task to be completed? _____
2. How will it be accomplished? _____
3. How will it be evaluated and by whom? _____
4. When does it need to be completed? _____

AGREEMENT

We the undersigned, agree with the validity of the learning objectives listed above. The employer and the college agree to provide the necessary supervision and counseling to insure that the maximum educational benefit may be achieved for the employee/student's work experience. There are three participants in the Cooperative Education Venture. The student agrees to abide by the Cooperative Education Guidelines. The employer will evaluate the employee/student's objectives performance twice during the semester. The employer also agrees not to discriminate on the basis of race, color, national origin, sex, disability or age. The college will award academic credit for work successfully accomplished.

Employment Supervisor's Signature _____ Date _____

Student's Signature _____ Date _____

CWE Instructor Signature _____ Date _____



Student Name: _____

Class: **CWE 149 or 302** (please circle) _____

COOPERATIVE WORK EXPERIENCE TIME **CWE Instructor:** _____ **Paid or Unpaid** (please circle) _____

Credits in this course will only be granted when the record of total hours worked during the semester is filed with the instructor. Course credit will be earned at the rate of 75 hours paid or 60 hours of volunteer work per unit. A maximum of 3 units may be earned for General Work Experience and 4 units for Occupational Work Experience per semester.

Students, please enter total hours for each day and then each month's total hours. Add up all months for a grand total for the semester or term.

1. Month of _____	
1. _____ 6. _____ 11. _____ 16. _____ 21. _____ 26. _____ 31. _____	
2. _____ 7. _____ 12. _____ 17. _____ 22. _____ 27. _____	
3. _____ 8. _____ 13. _____ 18. _____ 23. _____ 28. _____	
4. _____ 9. _____ 14. _____ 19. _____ 24. _____ 29. _____	
5. _____ 10. _____ 15. _____ 20. _____ 25. _____ 30. _____	Monthly Total _____
2. Month of _____	
1. _____ 6. _____ 11. _____ 16. _____ 21. _____ 26. _____ 31. _____	
2. _____ 7. _____ 12. _____ 17. _____ 22. _____ 27. _____	
3. _____ 8. _____ 13. _____ 18. _____ 23. _____ 28. _____	
4. _____ 9. _____ 14. _____ 19. _____ 24. _____ 29. _____	
5. _____ 10. _____ 15. _____ 20. _____ 25. _____ 30. _____	Monthly Total _____
3. Month of _____	
1. _____ 6. _____ 11. _____ 16. _____ 21. _____ 26. _____ 31. _____	
2. _____ 7. _____ 12. _____ 17. _____ 22. _____ 27. _____	
3. _____ 8. _____ 13. _____ 18. _____ 23. _____ 28. _____	
4. _____ 9. _____ 14. _____ 19. _____ 24. _____ 29. _____	
5. _____ 10. _____ 15. _____ 20. _____ 25. _____ 30. _____	Monthly Total _____
4. Month of _____	
1. _____ 6. _____ 11. _____ 16. _____ 21. _____ 26. _____ 31. _____	
2. _____ 7. _____ 12. _____ 17. _____ 22. _____ 27. _____	
3. _____ 8. _____ 13. _____ 18. _____ 23. _____ 28. _____	
4. _____ 9. _____ 14. _____ 19. _____ 24. _____ 29. _____	
5. _____ 10. _____ 15. _____ 20. _____ 25. _____ 30. _____	Monthly Total _____
5. Month of _____	
1. _____ 6. _____ 11. _____ 16. _____ 21. _____ 26. _____ 31. _____	
2. _____ 7. _____ 12. _____ 17. _____ 22. _____ 27. _____	
3. _____ 8. _____ 13. _____ 18. _____ 23. _____ 28. _____	
4. _____ 9. _____ 14. _____ 19. _____ 24. _____ 29. _____	
5. _____ 10. _____ 15. _____ 20. _____ 25. _____ 30. _____	Monthly Total _____

COMMENTS: _____

GRAND TOTAL
SEMESTER/TERM HOURS: _____

**AHC does not
discriminate
on the basis of
race, color,
national origin,
sex, disability
or age**

Verified by: _____

Employment Supervisor's Signature	Title	Date
Student's Signature		Date
CWE Instructor's Signature		Date



Student Name: _____

Class: CWE 149 or 302 (circle one)

CWE Instructor: _____

COOPERATIVE WORK EXPERIENCE EDUCATION
EMPLOYER EVALUATION OF STUDENT PERFORMANCE

1. Each term that a student is enrolled in Work Experience, it is necessary to identify a minimum of three new learning objectives. They should be specific, measurable, and within his/her ability to accomplish.
2. Once the objectives are formulated, they must be approved by employer, student and faculty work experience instructor at the beginning of the academic year.
3. ***Twice*** during the academic term, ***the employer will rate this progress.*** From the employer rating and other required course work, the college will determine the overall credit the student will receive.

	Student Objectives	Midterm Grade	Final Grade
1			
2			
3			

Grade Rating Scale: Grade A – Excellent Grade C – Average Grade F – Fail
 Grade B – Above Average Grade D – Below Average

Additional Employer Comments:

Evaluation Made by: _____

Employment Supervisor's Signature	Title	Date
<hr/>		
Student's Signature		Date
<hr/>		
Instructor's Signature		Date

Allan Hancock College
Cooperative Work Experience Education
Student Evaluation of Employer & Jobsite

• General Work Experience CWE 302: 1-3 units • Vocational Work Experience CWE 149: 1-4 units •

Student Evaluation of Employer & Jobsite

Date: _____

CWE Instructor: _____

☐ Fall ☐ Spring ☐ Summer

Student Name _____

Student Position (*circle one*): Employee • Intern • Student Worker

Supervisor _____

Title _____

Organization Name _____

Please rate Your Employer & Jobsite in the following areas:

Rating Scale (low) 1-2-3-4-5 (high)

Site

Student Employer & Jobsite Evaluation

Physical environment is safe.

1 2 3 4 5 N/A

An orientation was provided to the organization.

1 2 3 4 5 N/A

Adequate resources were available to accomplish objectives.

1 2 3 4 5 N/A

Jobsite Supervisor

Supervisor assisted you with writing your objectives.

1 2 3 4 5 N/A

Supervisor was willing to let you become involved in new, expanded responsibilities and/or learning.

1 2 3 4 5 N/A

Supervisor was receptive to your participation in the Cooperative Work Experience course.

1 2 3 4 5 N/A

Supervisor was receptive to being contacted by your CWE instructor.

1 2 3 4 5 N/A

Supervisor provided regular feedback on my progress and abilities.

1 2 3 4 5 N/A

Learning Experience

Work experience related to my academic discipline and/or career goal.

1 2 3 4 5 N/A

Opportunities were provided to develop my communication skills.

1 2 3 4 5 N/A

Opportunities were provided to develop my interpersonal skills.

1 2 3 4 5 N/A

Opportunities were provided to develop my creativity.

1 2 3 4 5 N/A

Opportunities were provided to develop my problem-solving abilities.

1 2 3 4 5 N/A

This experience has helped prepare me for the workplace.

1 2 3 4 5 N/A

Overall Value Rating for this Work Experience/Internship

1 2 3 4 5 N/A

Student Evaluation of Employer Comments: _____

Student Signature: _____ **Date:** _____

Please feel free to attach additional comments!

**Allan Hancock College
Cooperative Work Experience Education
Student Self-Evaluation**

• General Work Experience CWE 302: 1-3 units • Vocational Work Experience CWE 149: 1-4 units •

Student Self-Evaluation of Work Experience Program

Date: _____

CWE Instructor: _____

☐ Fall ☐ Spring ☐ Summer

Student Name

Student Position (*circle one*): Employee • Intern • Student Worker

Supervisor

Title

Organization Name

Please rate Yourself & Employer in the following areas:

Rating Scale (low) 1-2-3-4-5 (high)

Job Learning/ Skill Improvement

Student Self-Evaluation

Shows continual improvement in work	1	2	3	4	5	N/A
Learns with ease	1	2	3	4	5	N/A
Can work independently	1	2	3	4	5	N/A
Understands work & responsibilities	1	2	3	4	5	N/A
Exhibits adequate knowledge learned to perform tasks	1	2	3	4	5	N/A

Quality of Work

Uses time effectively	1	2	3	4	5	N/A
Takes initiative on the job	1	2	3	4	5	N/A
Able to understand & follow directions	1	2	3	4	5	N/A
Can adapt to working conditions	1	2	3	4	5	N/A
Dresses appropriate for job setting	1	2	3	4	5	N/A
Attendance	1	2	3	4	5	N/A
Punctuality	1	2	3	4	5	N/A

Interpersonal Skills

Works well with others	1	2	3	4	5	N/A
Shares in the workload	1	2	3	4	5	N/A
Cooperates with supervisors, is respectful	1	2	3	4	5	N/A
Is courteous & helpful with public/ customers/ clients	1	2	3	4	5	N/A
Accepts suggestions, responds well to constructive criticism	1	2	3	4	5	N/A

Using Rating Scale Above, Rate Overall Performance on Completion of Objectives:

Objective #1: _____

Objective #2: _____

Objective #3: _____

Self-Evaluation Comments: _____

Interested in more Employer or CWE Instructor Feedback? Yes/No

Student Signature: _____ Date: _____

Please feel free to attach additional comments!



CWE INSTRUCTOR SUMMARY SHEET

Term: _____

STUDENT INFORMATION

Name: _____ H # _____

Phone: _____ Email: _____

Total Hours Worked: _____ Units Earned: _____ Final Grade _____

EMPLOYER INFORMATION

Company: _____ Supervisor: _____

Address _____ Phone: _____

CONTACT LOG

Date	Purpose	Notes

GRADING SCALE - 200 Points Possible		Date Submitted	Comments	Points Earned
Learning Objectives (quality of objectives and whether deadline was met)	15 points max			
Accomplishment of Objectives (as graded by Employer, including comments and feedback to CWE Instructor)	100 points max			
Student Report (as graded by faculty advisor using the provided grading rubric)	50 points max			
Time Sheets (hours must be completed and signed by student employer & CWE Instructor and meet deadlines)	25 points max			
Student Self-Evaluation (completed, signed & turned in)	5 points max			
Student Evaluation of Employer & Jobsite (completed, signed and turned in)	5 points max			
Grading scale: A=180-200 B=179-160 C=140-159 D=120-139 F= <120	200 total points			
<i>Credit is awarded on the basis of assignment completed and the required number of hours worked. The grade you earn will be a direct reflection of the quality of assignments and amount of effort you put forth. The point scale identifies the max points that can be received for each required assignment, however, any missing assignment may result in an "F" grade. All assignments including signatures are mandatory!</i>				



CLAIM FOR REIMBURSEMENT FOR ON-THE-JOB TRANSPORTATION

NAME: _____ PERIOD: _____

DEPARTMENT: _____ H# _____

DATE	FROM	TO	MILEAGE
Total Mileage			
			x
Total Amount of Claim			

"I certify that the foregoing is a true and correct statement of the use of my personal automobile for the necessary travel performed by me in carrying out my assigned duties as an employee of the Allan Hancock Joint Community College District."

Signature of Payee

Date

APPROVAL & CERTIFICATION

This is to certify person whose name appears above has subscribed to the Oath of Allegiance for Civil Defense Workers and Public Employees in accordance with the provisions of Chapter 8, Division 4, Title 1, of the Government Code, as enacted by the California State Legislature, and that said oath is on file with the Board of Trustees of the district.

Signed: _____

SUBMIT TO THE BUSINESS SERVICES OFFICE.