

**Cooperative Work
Experience Education
(CWEE)**

Course Handbook

**Woodland
Community College**

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Welcome to the Woodland Community College Work Experience Program

The Cooperative Work Experience Education program is an experiential academic program which allows student to apply what they have learned the classroom to a work environment while earning college credit. In order to participate in Work Experience, students shall pursue a planned program which includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment and have on-the-job-learning experiences that contribute to their occupational or educational goals.

General Work Experience (CWEE 44) is supervised employment with the intent to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the student's educational goals. Occupational Work Experience Education (CWEE 45) is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal.

This course will help you to integrate your college courses and your career goals. Our staff and resources are available to help you obtain the maximum benefits from your efforts. Benefits of our program include:

BENEFITS

- Links your college coursework to the world of work
- Develops professional work habits to improve current job performance
- Learn the dynamics of the career decision making process
- Set and achieve realistic and measurable learning objectives in the workplace
- Earn college credit while learning on-the- job

Student will work cooperatively with the Woodland Community College Work Experience Coordinator, their employer/supervisor, and program staff to increase their employment skills and earn academic credits.

This Work Experience Course Handbook includes the required Title V forms and program information necessary to meet all course requirements. It also includes a letter to your employer/supervisor from our office. Please present this letter to the person who directly oversees your work.

Work Experience is a valuable and significant part of your college education. Please feel free to contact us at any time during the semester for assistance with this course.

Estelita Spears
Cooperative Work Experience Coordinator
Building 600, Room 615
Phone: 530-668-3696
espears@yccd.edu

Course Syllabus

Contact Information for Work Experience:

Estelita Spears, CWEE Coordinator
Building 600, Room
Phone: (530) 661-3696, Fax: (530) 661-5737
Email: espears@yccd.edu

Course Number: **CWEE 44A**
Course Title: 1st Semester General Work Experience

COURSE DESCRIPTION:

Coordination of introductory on-the job learning with college experience to develop desirable work habits, attitudes and career awareness through supervised "paid" or "volunteer" employment. A maximum of (16) semester units can be earned in General Work Experience during a student's enrollment with Yuba Community College District with a four (4) unit maximum in any one semester. Students enrolled in this class are not eligible for other Cooperative Work Experience/Internship classes during the same semester. Students may not exceed sixteen (16) units in the combination of programs (CWEE 44A/44B/44C/44D, CWEE 45A/45B)

COURSE OBJECTIVES:

1. Develop initial job oriented learning objectives in the 1st semester of work experience, that shows potential of new or expanded knowledge and/or skills, or that show increased proficiencies.
Requires critical thinking.
2. Make satisfactory progress toward accomplishments of job oriented learning objectives within the semester.
3. Demonstrate a positive attitude toward work resulting in a satisfactory job performance evaluation
4. Communicate, listen and follow instructions with your supervisor in an effective manner resulting in a satisfactory job performance evaluation.
5. Make a transition from school to a work environment by obtaining and continuing employment.
Requires critical thinking.

COURSE STANDARDS:

Lecture Hours:	0.00
Lab Hours:	60.00-300.00
Total Units:	1.00-4.00
Total Hours:	60.00-300.00

CONDITION OF ENROLLMENT:

Must have a PAID or VOLUNTEER position. This is a requirement for a Work Experience class.

STUDENT LEARNING OUTCOMES:

It is expected that, as a result of participating in a Work Experience course, students will be able to:

- Student will demonstrate desirable communication skills with the visiting instructor and job supervisor at their perspective work study, internships, or off-campus employment work site
- Student will create achievable learning objectives that are measurable by job performance
- Student will demonstrate above average competencies levels of three (3) semester learning objectives

The following steps are the responsibility of the student and are required. All required course assignment forms are contained in this handbook beginning on page 26.

1. Enroll in a qualified Work Experience course.
2. Attend a mandatory Work Experience orientation
3. Complete/submit a Work Experience application
4. Complete/submit a Training Agreement
5. Complete/submit a Statement of Understanding
6. Complete/submit three (3) semester measurable and achievable learning objectives with supervisor signature.
7. Complete/submit a semester long timesheet with employer signature

Work Experience Course Requirements:

1. Application
 - Complete a Work Experience application
2. Attend a mandatory Work Experience Orientation
3. Training Agreement
 - Complete the Training Agreement with employer signature
4. Statement of Understanding
 - Complete the Statement of Understanding
5. Learning Objectives
 - Give your employer/supervisor the Training Agreement contained in this handbook.
 - Talk with your employer/supervisor and develop your objectives.

6. First Meeting
 - Prior to the 4th week for the Fall/Spring semester meet with the Work Experience Coordinator or visiting instructor to review and confirm semester learning objectives. supervisor

7. Work Hours
 - Track your hours of work during the semester on the timesheet (form).
 - 75 hours of paid work or 60 hours of unpaid work are required for each Work Experience unit you are currently enrolled.
 - Timesheet must be signed by the student and the employer/supervisor.
 - Timesheets must be turned in to your assigned Work Experience Coordinator prior to the end of the semester.
 - Any change in your employment situation for the purpose of fulfilling this course must be reported immediately to the Work Experience coordinator.

8. Final Meeting
 - The Work Experience Coordinator or your visiting instructor will meet with your employer/supervisor for a final evaluation to evaluate progress related to your stated objectives.

Below is a chart of required assignments for the course and possible points you may earn toward obtaining a grade.

COURSE ASSIGNMENTS	POINTS POSSIBLE
Application	25
Statement of Understanding	25
Training Agreement	50
Learning Objectives (DRAFT)	50
Learning Objectives (FINAL)	50
Objectives	100
Timesheet	100
Final Evaluation	100
TOTAL POINTS POSSIBLE	500

Course Syllabus

Estelita Spears, CWEE Coordinator
Building 600, Room
Phone: (530) 661-3696, Fax: (530) 661-5737
Email: espears@yccd.edu

Course Number: **CWEE 44B**
Course Title: 2nd Semester General Work
Experience

COURSE DESCRIPTION:

Coordination and the continuation of the development of more advanced level skills, work habits, attitude and career awareness through supervised "paid" or "volunteer" employment. A maximum of (16) semester units can be earned in General Work Experience during a student's enrollment with Yuba Community College District with a four (4) unit maximum in any one semester. Students enrolled in this class are not eligible for other Cooperative Work Experience/Internship classes during the same semester. Students may not exceed sixteen (16) units in the combination of programs (CWEE 44A/44B/44C/44D, CWEE 45A/45B)

COURSE OBJECTIVES:

1. Develop initial job oriented learning objectives in the 2nd semester of work experience, that shows potential of new or expanded knowledge and/or skills, or that show increased proficiencies. Requires critical thinking.
2. Make satisfactory progress toward accomplishments of job oriented learning objectives within the semester.
3. Demonstrate a positive attitude toward work resulting in a satisfactory job performance evaluation
4. Communicate, listen and follow instructions with your supervisor in an effective manner resulting in a satisfactory job performance evaluation.
5. Make a transition from school to a work environment by obtaining and continuing employment. Requires critical thinking.

COURSE STANDARDS:

Lecture Hours:	0.00
Lab Hours:	60.00-300.00
Total Units:	1.00-4.00
Total Hours:	60.00-300.00

CONDITION OF ENROLLMENT:

Must have a PAID or VOLUNTEER position. This is a requirement for a Work Experience class.

STUDENT LEARNING OUTCOMES:

It is expected that, as a result of participating in a Work Experience course, students will be able to:

- Student will demonstrate desirable communication skills with the visiting instructor and job supervisor at their perspective work study, internships, or off-campus employment work site
- Student will create achievable learning objectives that are measurable by job performance
- Student will demonstrate above average competencies levels of three (3) semester learning objectives

The following steps are the responsibility of the student and are required. All required course assignment forms are contained in this handbook beginning on page 26.

1. Enroll in a qualified Work Experience course.
2. Attend a mandatory Work Experience orientation
3. Complete/submit a Work Experience application
4. Complete/submit a Training Agreement
5. Complete/submit a Statement of Understanding
6. Complete/submit three (3) semester measurable and achievable learning objectives with supervisor signature.
7. Complete/submit a semester long timesheet with employer signature

Work Experience Course Requirements:

1. Application
 - Complete a Work Experience application
2. Attend a mandatory Work Experience Orientation
3. Training Agreement
 - Complete the Training Agreement with employer signature
4. Statement of Understanding
 - Complete the Statement of Understanding
5. Learning Objectives
 - a. Give your employer/supervisor the Training Agreement contained in this handbook.
 - b. Talk with your employer/supervisor and develop your objectives.

6. First Meeting
 - a. Prior to the 4th week for the Fall/Spring semester meet with the Work Experience Coordinator or visiting instructor to review and confirm semester learning objectives. supervisor

7. Work Hours
 - a. Track your hours of work during the semester on the timesheet (form).
 - b. 75 hours of paid work or 60 hours of unpaid work are required for each Work Experience unit you are currently enrolled.
 - c. Timesheet must be signed by the student and the employer/supervisor.
 - d. Timesheets must be turned in to your assigned Work Experience Coordinator prior to the end of the semester.
 - e. Any change in your employment situation for the purpose of fulfilling this course must be reported immediately to the Work Experience coordinator.

8. Final Meeting
 - a. The Work Experience Coordinator or your visiting instructor will meet with your employer/supervisor for a final evaluation to evaluate progress related to your stated objectives.

Below is a chart of required assignments for the course and possible points you may earn toward obtaining a grade.

COURSE ASSIGNMENTS	POINTS POSSIBLE
Application	25
Statement of Understanding	25
Training Agreement	50
Agreement to Participate and Waiver	50
Unpaid Internship Agreement (If Applicable)	50
Learning Objectives (DRAFT)	50
Learning Objectives (FINAL)	50
Timesheet	100
Final Evaluation	100
TOTAL POINTS POSSIBLE	500

Course Syllabus

Estelita Spears, CWEE Coordinator
Building 600, Room
Phone: (530) 661-3696, Fax: (530) 661-5737
Email: espears@yccd.edu

Course Number: **CWEE 44C**
Course Title: 3rd Semester General Work Experience

COURSE DESCRIPTION:

Coordination of introductory on-the job learning with college experience to develop desirable work habits, attitudes and career awareness through supervised "paid" or "volunteer" employment. A maximum of (16) semester units can be earned in General Work Experience during a student's enrollment with Yuba Community College District with a four (4) unit maximum in any one semester. Students enrolled in this class are not eligible for other Cooperative Work Experience/Internship classes during the same semester. Students may not exceed sixteen (16) units in the combination of programs (CWEE 44A/44B/44C/44D, CWEE 45A/45B)

COURSE OBJECTIVES:

- 1 Develop initial job oriented learning objectives in the 3rd semester of work experience, that shows potential of new or expanded knowledge and/or skills, or that show increased proficiencies. Requires critical thinking.
- 2 Make satisfactory progress toward accomplishments of job oriented learning objectives within the semester.
- 3 Demonstrate a positive attitude toward work resulting in a satisfactory job performance evaluation
- 4 Communicate, listen and follow instructions with your supervisor in an effective manner resulting in a satisfactory job performance evaluation.
- 5 Make a transition from school to a work environment by obtaining and continuing employment. Requires critical thinking.

COURSE STANDARDS:

Lecture Hours:	0.00
Lab Hours:	60.00-300.00
Total Units:	1.00-4.00
Total Hours:	60.00-300.00

CONDITION OF ENROLLMENT:

Must have a PAID or VOLUNTEER position. This is a requirement for a Work Experience class.

STUDENT LEARNING OUTCOMES:

It is expected that, as a result of participating in a Work Experience course, students will be able to:

- Student will demonstrate desirable communication skills with the visiting instructor and job supervisor at their perspective work study, internships, or off-campus employment work site
- Student will create achievable learning objectives that are measurable by job performance
- Student will demonstrate above average competencies levels of three (3) semester learning objectives

The following steps are the responsibility of the student and are required. All required course assignment forms are contained in this handbook beginning on page 26.

- 1 Enroll in a qualified Work Experience course.
- 2 Attend a mandatory Work Experience orientation
- 3 Complete/submit a Work Experience application
- 4 Complete/submit a Training Agreement
- 5 Complete/submit a Statement of Understanding
- 6 Complete/submit three (3) semester measurable and achievable learning objectives with supervisor signature.
- 7 Complete/submit a semester long timesheet with employer signature

Work Experience Course Requirements:

- 1 Application
 - Complete a Work Experience application
- 2 Attend a mandatory Work Experience Orientation
- 3 Training Agreement
 - Complete the Training Agreement with employer signature
- 4 Statement of Understanding
 - Complete the Statement of Understanding
- 5 Learning Objectives
 - a. Give your employer/supervisor the Training Agreement contained in this handbook.
 - b. Talk with your employer/supervisor and develop your objectives.

- 6 First Meeting
 - a. Prior to the 4th week for the Fall/Spring semester meet with the Work Experience Coordinator or visiting instructor to review and confirm semester learning objectives. supervisor

- 7 Work Hours
 - a. Track your hours of work during the semester on the timesheet (form).
 - b. 75 hours of paid work or 60 hours of unpaid work are required for each Work Experience unit you are currently enrolled.
 - c. Timesheet must be signed by the student and the employer/supervisor.
 - d. Timesheets must be turned in to your assigned Work Experience Coordinator prior to the end of the semester.
 - e. Any change in your employment situation for the purpose of fulfilling this course must be reported immediately to the Work Experience coordinator.

- 8 Final Meeting
 - a. The Work Experience Coordinator or your visiting instructor will meet with your employer/supervisor for a final evaluation to evaluate progress related to your stated objectives.

Below is a chart of required assignments for the course and possible points you may earn toward obtaining a grade.

COURSE ASSIGNMENTS	POINTS POSSIBLE
Application	25
Statement of Understanding	25
Training Agreement	50
Agreement to Participate and Waiver	50
Unpaid Internship Agreement (If Applicable)	50
Learning Objectives (DRAFT)	50
Learning Objectives (FINAL)	50
Timesheet	100
Final Evaluation	100
TOTAL POINTS POSSIBLE	500

Course Syllabus

Estelita Spears, CWEE Coordinator
Building 600, Room
Phone: (530) 661-3696, Fax: (530) 661-5737
Email: espears@yccd.edu

Course Number: **CWEE 44D**
Course Title: 4th Semester General Work Experience

COURSE DESCRIPTION:

Coordination of introductory on-the job learning with college experience to develop desirable work habits, attitudes and career awareness through supervised "paid" or "volunteer" employment. A maximum of (16) semester units can be earned in General Work Experience during a student's enrollment with Yuba Community College District with a four (4) unit maximum in any one semester. Students enrolled in this class are not eligible for other Cooperative Work Experience/Internship classes during the same semester. Students may not exceed sixteen (16) units in the combination of programs (CWEE 44A/44B/44C/44D, CWEE 45A/45B)

COURSE OBJECTIVES:

- 1 Develop initial job oriented learning objectives in the 4th semester of work experience, that shows potential of new or expanded knowledge and/or skills, or that show increased proficiencies. Requires critical thinking.
- 2 Make satisfactory progress toward accomplishments of job oriented learning objectives within the semester.
- 3 Demonstrate a positive attitude toward work resulting in a satisfactory job performance evaluation
- 4 Communicate, listen and follow instructions with your supervisor in an effective manner resulting in a satisfactory job performance evaluation.
- 5 Make a transition from school to a work environment by obtaining and continuing employment. Requires critical thinking.

COURSE STANDARDS:

Lecture Hours: 0.00
Lab Hours: 60.00-300.00
Total Units: 1.00-4.00
Total Hours: 60.00-300.00

CONDITION OF ENROLLMENT:

Must have a PAID or VOLUNTEER position. This is a requirement for a Work Experience class.

STUDENT LEARNING OUTCOMES:

It is expected that, as a result of participating in a Work Experience course, students will be able to:

- Student will demonstrate desirable communication skills with the visiting instructor and job supervisor at their perspective work study, internships, or off-campus employment work site
- Student will create achievable learning objectives that are measurable by job performance
- Student will demonstrate above average competencies levels of three (3) semester learning objectives

The following steps are the responsibility of the student and are required. All required course assignment forms are contained in this handbook beginning on page 26.

- 1 Enroll in a qualified Work Experience course.
- 2 Attend a mandatory Work Experience orientation
- 3 Complete/submit a Work Experience application
- 4 Complete/submit a Training Agreement
- 5 Complete/submit a Statement of Understanding
- 6 Complete/submit three (3) semester measurable and achievable learning objectives with supervisor signature.
- 7 Complete/submit a semester long timesheet with employer signature

Work Experience Course Requirements:

- 1 Application
 - Complete a Work Experience application
- 2 Attend a mandatory Work Experience Orientation
- 3 Training Agreement
 - Complete the Training Agreement with employer signature
- 4 Statement of Understanding
 - Complete the Statement of Understanding
- 5 Learning Objectives
 - a. Give your employer/supervisor the Training Agreement contained in this handbook.
 - b. Talk with your employer/supervisor and develop your objectives.

- 6 First Meeting
 - a. Prior to the 4th week for the Fall/Spring semester meet with the Work Experience Coordinator or visiting instructor to review and confirm semester learning objectives. supervisor

- 7 Work Hours
 - a. Track your hours of work during the semester on the timesheet (form).
 - b. 75 hours of paid work or 60 hours of unpaid work are required for each Work Experience unit you are currently enrolled.
 - c. Timesheet must be signed by the student and the employer/supervisor.
 - d. Timesheets must be turned in to your assigned Work Experience Coordinator prior to the end of the semester.
 - e. Any change in your employment situation for the purpose of fulfilling this course must be reported immediately to the Work Experience coordinator.

- 8 Final Meeting
 - a. The Work Experience Coordinator or your visiting instructor will meet with your employer/supervisor for a final evaluation to evaluate progress related to your stated objectives.

Below is a chart of required assignments for the course and possible points you may earn toward obtaining a grade.

COURSE ASSIGNMENTS	POINTS POSSIBLE
Application	25
Statement of Understanding	25
Training Agreement	50
Agreement to Participate and Waiver	50
Unpaid Internship Agreement (If Applicable)	50
Learning Objectives (DRAFT)	50
Learning Objectives (FINAL)	50
Timesheet	100
Final Evaluation	100
TOTAL POINTS POSSIBLE	500

Course Syllabus

Estelita Spears, CWEE Coordinator
Building 600, Room
Phone: (530) 661-3696, Fax: (530) 661-5737
Email: espears@yccd.edu

Course Number: **CWEE 45A**
Course Title: Occupational Work Experience-
Volunteer

COURSE DESCRIPTION:

Coordination of on-the job learning with college experience to develop desirable work habits, attitudes and career awareness through supervised "volunteer" employment. A maximum of (16) semester units can be earned in Occupational Work Experience during a student's enrollment with Yuba Community College District with a four (4) unit maximum in any one semester. Students enrolled in this class are not eligible for other Cooperative Work Experience/Internship classes during the same semester. Students may not exceed sixteen (16) units in the combination of programs (CWEE 44A/44B/44C/44D, CWEE 45A/45B)

COURSE OBJECTIVES:

1. Make satisfactory progress toward accomplishments of "New" job oriented learning objectives within the semester.
2. Obtain and continue employment in a "**VOLUNTEER**" job relating to the student's career path and provide an on-the-job occupational training benefit.
3. Develop job oriented learning objectives related to college major or occupation choice, that shows the potential of new or expanded knowledge and/or skills, or that show increase proficiencies.
Requires critical thinking.

COURSE STANDARDS:

Lecture Hours:	0.00
Lab Hours:	60.00-240.00
Total Units:	1.00-4.00
Total Hours:	60.00-240.00

CONDITION OF ENROLLMENT:

Must have a **VOLUNTEER** position. This is a requirement for a Work Experience class.

STUDENT LEARNING OUTCOMES:

It is expected that, as a result of participating in a Work Experience course, students will be able to:

- Student will demonstrate desirable communication skills with the visiting instructor and job supervisor at their perspective work study, internships, or off-campus employment work site
- Student will create achievable learning objectives that are measurable by job performance
- Student will demonstrate above average competencies levels of three (3) semester learning objectives

The following steps are the responsibility of the student and are required. All required course assignment forms are contained in this handbook beginning on page 26.

- 1 Enroll in a qualified Work Experience course.
- 2 Attend a mandatory Work Experience orientation
- 3 Complete/submit a Work Experience application
- 4 Complete/submit a Training Agreement
- 5 Complete/submit a Statement of Understanding
- 6 Complete/submit three (3) semester measurable and achievable learning objectives with supervisor signature.
- 7 Complete/submit a semester long timesheet with employer signature

Work Experience Course Requirements:

- 1 Application
 - Complete a Work Experience application
- 2 Attend a mandatory Work Experience Orientation
3. Training Agreement
 - Complete the Training Agreement with employer signature
4. Statement of Understanding
 - Complete the Statement of Understanding
5. Learning Objectives
 - a. Give your employer/supervisor the Training Agreement contained in this handbook.
 - b. Talk with your employer/supervisor and develop your objectives.
6. First Meeting
 - a. Prior to the 4th week for the Fall/Spring semester meet with the Work Experience Coordinator or visiting instructor to review and confirm semester learning objectives.
supervisor

7. Work Hours

- a. Track your hours of work during the semester on the timesheet (form).
- b. 75 hours of paid work or 60 hours of unpaid work are required for each Work Experience unit you are currently enrolled.
- c. Timesheet must be signed by the student and the employer/supervisor.
- d. Timesheets must be turned in to your assigned Work Experience Coordinator prior to the end of the semester.
- e. Any change in your employment situation for the purpose of fulfilling this course must be reported immediately to the Work Experience coordinator.

8. Final Meeting

- a. The Work Experience Coordinator or your visiting instructor will meet with your employer/supervisor for a final evaluation to evaluate progress related to your stated objectives.

Below is a chart of required assignments for the course and possible points you may earn toward obtaining a grade.

COURSE ASSIGNMENTS	POINTS POSSIBLE
Application	25
Statement of Understanding	25
Training Agreement	50
Agreement to Participate and Waiver	50
Unpaid Internship Agreement (If Applicable)	50
Learning Objectives (DRAFT)	50
Learning Objectives (FINAL)	50
Timesheet	100
Final Evaluation	100
TOTAL POINTS POSSIBLE	500

Course Syllabus

Estelita Spears, CWEE Coordinator
Building 600, Room
Phone: (530) 661-3696, Fax: (530) 661-5737
Email: espears@yccd.edu

Course Number: **CWEE 45B**
Course Title: Occupational Work Experience-**Paid**

COURSE DESCRIPTION:

Coordination of introductory on-the job learning with college experience to develop desirable work habits, attitudes and career awareness through supervised “**PAID**” employment. A maximum of (16) semester units can be earned in Occupational Work Experience during a student’s enrollment with Yuba Community College District with a four (4) unit maximum in any one semester. Students enrolled in this class are not eligible for other Cooperative Work Experience/Internship classes during the same semester. Students may not exceed sixteen (16) units in the combination of programs (CWEE 44A/44B/44C/44D, CWEE 45A/45B)

COURSE OBJECTIVES:

1. Develop new job oriented learning objectives that show progression of knowledge and/or skills.
Requires critical thinking.
2. Make satisfactory progress toward accomplishments of job oriented learning objectives within the semester.
3. Apply college vocational course skills and knowledge to the work environment.
4. Continue and maintain employment in a “**PAID**” job relating to the student’s career path.

COURSE STANDARDS:

Lecture Hours:	0.00
Lab Hours:	60.00-300.00
Total Units:	1.00-4.00
Total Hours:	60.00-300.00

CONDITION OF ENROLLMENT:

Must have a **PAID** position. This is a requirement for a Work Experience class.

STUDENT LEARNING OUTCOMES:

It is expected that, as a result of participating in a Work Experience course, students will be able to:

- Student will demonstrate desirable communication skills with the visiting instructor and job supervisor at their perspective work study, internships, or off-campus employment work site
- Student will create achievable learning objectives that are measurable by job performance
- Student will demonstrate above average competencies levels of three (3) semester learning objectives

The following steps are the responsibility of the student and are required. All required course assignment forms are contained in this handbook beginning on page 26.

1. Enroll in a qualified Work Experience course.
2. Attend a mandatory Work Experience orientation
3. Complete/submit a Work Experience application
4. Complete/submit a Training Agreement
5. Complete/submit a Statement of Understanding
6. Complete/submit three (3) semester measurable and achievable learning objectives with supervisor signature.
7. Complete/submit a semester long timesheet with employer signature

Work Experience Course Requirements:

1. Application
 - Complete a Work Experience application
2. Attend a mandatory Work Experience Orientation
3. Training Agreement
 - Complete the Training Agreement with employer signature
4. Statement of Understanding
 - Complete the Statement of Understanding
5. Learning Objectives
 - Give your employer/supervisor the Training Agreement contained in this handbook.
 - Talk with your employer/supervisor and develop your objectives.
6. First Meeting
 - a. Prior to the 4th week for the Fall/Spring semester meet with the Work Experience Coordinator or visiting instructor to review and confirm semester learning objectives.
Supervisor

7. Work Hours

- a. Track your hours of work during the semester on the timesheet (form).
- b. 75 hours of paid work or 60 hours of unpaid work are required for each Work Experience unit you are currently enrolled.
- c. Timesheet must be signed by the student and the employer/supervisor.
- d. Timesheets must be turned in to your assigned Work Experience Coordinator prior to the end of the semester.
- e. Any change in your employment situation for the purpose of fulfilling this course must be reported immediately to the Work Experience coordinator.

8. Final Meeting

- a. The Work Experience Coordinator or your visiting instructor will meet with your employer/supervisor for a final evaluation to evaluate progress related to your stated objectives.

Below is a chart of required assignments for the course and possible points you may earn toward obtaining a grade.

COURSE ASSIGNMENTS	POINTS POSSIBLE
Application	25
Statement of Understanding	25
Training Agreement	50
Agreement to Participate and Waiver	50
Unpaid Internship Agreement (If Applicable)	50
Learning Objectives (DRAFT)	50
Learning Objectives (FINAL)	50
Timesheet	100
Final Evaluation	100
TOTAL POINTS POSSIBLE	500

Greetings Employer/Supervisor:

The employee delivering this letter to you has demonstrated an interest in enrolling in Woodland Community College's Work Experience course. The purpose of our course is to help the student obtain on-the-job training and provide a practical education that supplements and enhances classroom theory. The program gives you an opportunity to make a contribution to the employee's college education in a way that will directly benefit you and your organization. Your participating in this process includes:

- Active involvement in selection of the student's objectives.
- One meeting with the Woodland Community College Work Experience Coordinator and employee/student.
- Evaluation of the student's objectives.
- Verification of employee/student work hours (a requirement of the course is that student complete a specified amount of work hours per unit they will earn in the course)

In order for this contribution to be documented for college course credit, the course requires that learning objectives (identifying new learning which is validated by the employer) be written at the beginning of the semester. Objectives are written with the intent of the student progressing and becoming a more valuable employee. Please discuss the learning possibilities with your employee accepting only those objectives that meet this intent. The student/employee will provide you with additional information contained in their course handbook which may assist you in this process.

The student is required to fill out a worksheet of objectives. A Woodland Community College Work Experience Coordinator will contact you to review these objectives. The objectives will be written in final form by the student and you will be provided a copy for reference and evaluation. The student will work to achieve the objectives during the semester, which will be used as a basis for evaluation at the end of the semester. You will be asked to verify the employee/student hours at the end of the semester. The student will provide you with a timesheet for your signature.

Thank you for your cooperation. Your support of our Work Experience program is appreciated. Please contact us if you have any concerns, questions or comments.

Regards,

Estelita Spears,

CWEE Coordinator, Building 600, Room

Phone: (530) 661-3696 Fax: (530) 661-5737

Woodland Community College

2300 E. Gibson Road • Woodland, CA 95776 • www.yccd.edu • Fax 530-661-5737 • Phone 530-661-5777

COOPERATIVE WORK EXPERIENCE INFORMATION SHEET

COURSE DESCRIPTION:

General Work Experience: 44 (ABCD) Coordination of on-the-job learning with college experience to develop desirable work habits, attitudes, and career awareness through supervised employment. The course is designed for those students whose present employment is not related to their major area of study.

A student may earn from 1-3 units in any one semester; a maximum of 16 semester units can be earned in General Work Experience. These units are transferable to the C.S.U. System.

Occupational Work Experience: 45 (AB) Coordination of on-the-job learning with college major to improve employment skills and career goals through supervised employment. This course is designed for those students whose present employment is related to their major area of study or ultimate occupational goal.

A student may earn 1-4 units in any one semester; a maximum of 16 semester units can be earned in Occupational Work Experience. Units may be transferred to the California State University System. See your counselor for more information.

GRADE/UNITS OF CREDIT: Grading is P/NP for both General and Occupational Work Experience. Credit will be awarded at the end of the semester based upon your success in completing your "Learning Objectives" and upon the total number of hours worked during the semester (see hours below).

The following table shows the approximate number of hours a week you must work in order to earn from 1-4 units in a semester.

SEMESTER HOURS

PAID EMPLOYMENT

5 HRS/WEEK =1 UNIT	75 HOURS
9 HRS/WEEK =2 UNITS	150 HOURS
14 HRS/WEEK = 3 UNITS	225 HOURS
18 HRS/WEEK UNITS= 4 UNITS	300 HOURS

VOLUNTEER HOURS

4 HRS/WEEK = 1 UNIT	60 HOURS
8 HRS/WEEK -2 UNITS	120 HOURS
11 HRS/WEEK = 3 UNITS	180 HOURS
15 HRS/WEEK K UNITS	240 HOURS

NOTE: One unit of Work Experience Credit is earned for every 75 hours of paid employment or for every 60 hours of volunteer employment.

IF ANY QUESTIONS, PLEASE CONTACT: Work Experience Coordinator at 530-668-3696

HOW TO WRITE LEARNING OBJECTIVES

For the purpose of this course, a learning Objective is a goal that you wish to achieve in the workplace. Objectives are developed jointly with your employer/supervisor and require the signature approval of the employer/supervisor. The Objectives that are developed should benefit the student and the business.

Definition of a written Objective:

A specific, measurable goal that is limited to a single definite result, with an established completion date.

Writing an Objective:

Each Objective statement starts with the word "To" and includes an action word, description, measurement, and completion date.

Example of a written Objective:

To create a closing procedure checklist to the satisfaction of my supervisor by December 14.

(Action)	(Description)	(Measurement)	(Completion Date)
-----------------	----------------------	----------------------	--------------------------

Below is a list of sample action words:

Activate	Create	Gather	Reduce
Adjust	Construct	Illustrate	Remove
Administer	Convert	Implement	Reorganize
Analyze	Coordinate	Improve	Repair
Arrange	Decrease	Increase	Replace
Articulate	Define	Initiate	Report
Assemble	Demonstrate	Introduce	Reproduce
Assist	Describe	Investigate	Research
Audit	Design	Limit	Revise
Build	Develop	List	Rewrite
Calculate	Eliminate	Maintain	Schedule
Categorize	Establish	Market	Select
Change	Estimate	Merchandise	Separate
Chart	Evaluate	Monitor	Set Up
Collect	Examine	Organize	Structure
Combine	Exhibited	Perform	Summarize
Complete	Expanded	Plan	Test
Compose	Expedited	Prepare	Train
Compute	Explain	Produce	Update
Conduct	Facilitate	Reconstruct	Upgrade
Consolidate	Formulate	Recruit	Utilize

EMPLOYER'S GUIDE TO ASSIST STUDENT WITH WRITING OBJECTIVES

The Woodland Community College Work Experience Program provides students an opportunity to set valuable workplace objectives and to accomplish those objectives. Students will provide employers with these guidelines.

Guidelines for employers/supervisors:

Developing good objectives are a very important part of the student's Work Experience course. Twenty percent (20%) of the student's grade is based on successful completion of the established learning objectives. The employer/supervisor input is essential. The following guidelines will help you and the student develop effective and measurable learning objectives.

- Objectives should be measurable and achievable within a reasonable, pre-determined timeframe.
- Objectives should include new learning, growth, and improvement opportunities and should not describe what the student has already accomplished.
- Develop objectives that are pertinent to the work environment. For example, if there is a skill that the student needs to improve upon (e.g. reliability, promptness, or communication), design an objective that will help to improve that skill.
- Objectives should be specific enough for you to evaluate.
 - a. Example of an objective that is too general: To do a good job at work so that I can get a full- time job in custodial work.
 - b. Example of an acceptable objective: To write a short report explaining how to handle, apply and store cleaning chemicals by May 1st.

If you have any questions, please contact your assigned instructor or Work Experience Coordinator.

LEARNING OBJECTIVES GUIDE

Determining three achievable Learning Objectives will be your main responsibility in this course. The objectives describe to your employer/job supervisor and to your Visiting Instructor what you are trying to achieve this semester. Keep in mind that the objectives describe what you will be able to do; they do not describe the skills and knowledge that you presently have or are normally expected to have for your job.

Learning Objectives must be:

- 1) UNDERSTANDABLE: Written in clear, simple language which communicates the meaning to all interested parties.
- 2) CHALLENGING: Difficult enough to stimulate interest and be worth college credit.
- 3) ACHIEVABLE: Capable of being accomplished within this semester.
- 4) MEASURABLE: Specific enough to provide for the observation and verification of accomplishment (Usually by your job supervisor/employer).

YOUR LEARNING OBJECTIVES MUST HAVE THREE PARTS:

PART 1: Describes what you are going to accomplish:

Describes in specific detail what you are going to do. Use words that are measurable, like to improve, to revise, to up-date, to increase. Avoid using vague or general terms. Be sure to describe only one major task or result you are trying to achieve in each objective.

PART 2: Describe how you are going to accomplish your objective:

Be specific here as it will help you, your supervisor, and your Visiting Instructor to know the kind of support you will be needing. Describe resources, people, books, or activities that you will use.

PART 3: Part 3 of each Learning Objective should read: "My supervisor will evaluate my progress".

Your on-site supervisor will evaluate your progress on your three Learning Objectives near the end of the semester.

ON THE NEXT PAGE ARE SOME EXAMPLES OF LEARNING OBJECTIVES. THEY MIGHT FIT ANY NUMBER OF JOBS. USE THEM AS A GUIDE IN WRITING YOUR LEARNING OBJECTIVES.

Below are some examples of clear and specific Learning Objectives. Use them as a guide in writing your three Learning Objectives. THE OBJECTIVE IS IN CAPITAL LETTERS, the method of accomplishment is underlined. Again, Part 3 should show "My supervisor will evaluate my progress".

I WILL IMPROVE IN MY ENGLISH-SPEAKING ABILITY AND MY COMMUNICATION SKILLS. By speaking more clearly, by concentrating on improving my English vocabulary, and by conversing with my customers. My supervisor will confirm the improvement through my conversations with customers.

BY THE END OF THE SEMESTER, I WILL INCREASE MY TYPINGSPEED FROM 25 TO 35 WORDS-PER-MINUTE. By obtaining a typing book and by practicing daily. My supervisor will confirm my success by giving me a timed typing test.

I WILL LEARN "MICROSOFT ACCESS" ON THE COMPUTER SO THAT I CAN CREATE BETTER REPORTS. By taking a 1-day beginner Microsoft Access training class. By printing reports that include accurate dollar totals.

I WILL IMPROVE MY SPEED IN LOCATING LOST MEDICAL CHARTS. I will do this by computer searches, checking previous appointments, and by reviewing chart locations. Verification will be done by the medical doctors or nurses.

I WILL BECOME MORE ORGANIZED IN PERFORMING MY WORK ASSIGNMENTS. By making a list of all assignments, by prioritizing, and by completing tasks in a timely manner. My supervisor will confirm my accomplishment by the end of the semester.

I WILL IMPROVE IN MY ABILITY IN WORKING WITH PARENTS OF MY STUDENTS. By developing student activities with parent involvement. The Lead Teacher will observe my improved communication with parents.

I WILL PERSONALLY GREET EACH STORE CUSTOMER IN MY AREA WITHIN 30 SECONDS OR LESS. By scanning my department more frequently and by carefully watching the store entrance into my department. My Department Manager will be able to observe my improvement.

I WILL IMPROVE MY ABILITY TO COMMUNICATE WITH UNSATISFIED CUSTOMERS. By observing co-workers who are skilled in this area and by watching a video on assertive communication skills. Positive feedback from my supervisor

I WILL DISTRIBUTE MAIL TO POST OFFICE BOXES MORE EFFICIENTLY AND MORE ACCURATELY. By taking more time to develop a skill in matching names and boxes. My success will be measured by my supervisor and by my post office box customers.

I WILL BECOME MORE ORGANIZED WHILE PERFORMING MY DUTIES. By making a list of all anticipated tasks, setting priorities for tasks to be done, and by increasing my attention to detail. Feedback from my supervisor and other staff regarding the completion of my daily duties will determine my achievement.

MY OBJECTIVE IS TO DEVELOP A WORKING KNOWLEDGE OF HOW SUBSTANCE ABUSE AFFECTS CHILDREN. By weekly training with our Substance Abuse Counselor and with interaction with mothers of abused children. My Child Development Coordinator will evaluate my progress.

I WILL IMPROVE MY SPEED IN ANSWERING PHONE CALLS AT WORK IN A MORE EFFICIENT, COURTEOUS MANNER. By omitting unnecessary conversation with customers calling in for appointments. My supervisor will listen to some of my conversations with customers and provide feedback.

I WILL LEARN HOW TO CORRECTLY OPERATE A COMPUTERIZED CASH REGISTER AT WORK. By practicing how to eliminate errors. and by following the instructions of a supervisor. My supervisor will evaluate my progress.

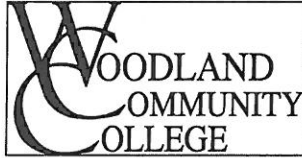
I WILL IMPROVE ON MY GREETING AND SERVING OF CUSTOMERS. By learning from co-workers and by developing a routine to follow. By my supervisor and by the attitudes of my customers.

I WILL FIND DIFFERENT THINGS TO DO WHEN I DON'T HAVE CUSTOMERS. By prioritizing specific duties, including stocking and general maintenance of my assigned work area. My supervisor will notice my increased efficiency.

MY OBJECTIVE WILL BE TO GET AT LEAST ONE NEW CREDIT APPLICATION ON EACH OF MY 8-HOUR SHIFTS. By asking every customer if they would like to open up an account with our store. The number of new accounts will substantiate my progress.

I WILL MEMORIZE ALL OF THE CHILDREN'S NAMES IN MY CLASSROOM. I will accomplish this by pairing faces with student's names. My supervisor will evaluate my progress.

I WILL IMPROVE IN MY BILINGUAL SKILLS. By speaking in Spanish with customers and by practice with co-workers. My co-workers will notice my increased understanding of the Spanish language.



**WOODLAND COMMUNITY COLLEGE
COOPERATIVE WORK EXPERIENCE
STATEMENT OF UNDERSTANDING**

As a student enrolled in the Cooperative Work Experience class, I understand to receive credit I must attend the orientation and progress meetings and return paperwork by the designated deadlines. If there are circumstances preventing me from meeting these requirements, I must contact the CWE instructor. Listed below are the requirements of the Cooperative Work Experience class:

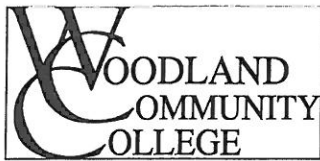
- ! Orientation meeting
- ! Completed Application
- ! Signed Statement of Understanding
- ! Completed Training Agreement
- ! Three Learning Objectives signed by your supervisor
- ! Semester time sheet
- ! Progress meeting
- ! Evaluation of learning objectives completed by your supervisor

I understand that if I do not meet the Cooperative Work Experience criteria, I may be dropped, receive partial or no credit. I have received the Cooperative Work Experience paper work.

Signature Date

Name (printed): _____

Student number: _____



TRAINING AGREEMENT

Student: _____ Student ID #: _____

Employing Firm: _____ Instructor: _____

This program provides the student with on-the-job experience designed to improve his/her employment skills.

The Student's responsibilities include:

1. To enroll and complete a mandatory orientation.
2. To develop with the supervisor and instructor three (3) job-oriented learning objectives that show new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
3. To notify the CWEE instructor IMMEDIATELY upon any change in the circumstances surrounding the work situation, including the need to leave the program.
4. To complete the Application, Training Agreement, Learning Objective, Statement of Understanding, Time sheets, have them verified by the supervisor, and turn them in to CWEE instructor's box by the designated due dates.
5. To apply satisfactory effort toward accomplishing learning objectives through experience gained while working on the job.

Date: _____ Student's Signature: _____

The College's responsibilities include:

1. To pre-screen a student's qualifications for entering the program.
2. To maintain a close working relationship with the student and the student's employer/supervisor.
3. To provide course credit commensurate with the employer's and instructor's evaluation of student's performance.
4. To assist students in writing meaningful learning objectives.
5. To cover volunteer students under the college's workman's compensation benefits (pursuant to Education Code 78249). Should the student become injured on the job while in this program, he/she should go to his/her private doctor or nearest emergency facility. The treating physician should be notified that it is a work-related injury and that the student is covered under Yuba College's Workers' compensation insurance. Our carrier is Keenan & Associates; PO. Box 1538; Chico, CA 95926; 1-800-345-1561. Other questions should be directed to the Yuba College Personnel Office at (530-741-6976).

Date: _____ College Representative: _____

The Employer's responsibilities include:

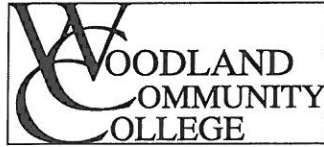
1. To provide an on-the-job learning environment through employment for the student during the college session in which he/she is enrolled.
2. Comply with the Federal and State regulations governing employer/employee relations.
3. To assist student in developing and accomplishing meaningful learning objectives.
4. To work closely with the coordinator or instructor and evaluate the student's performance.
5. To verify hours of work and attendance for college records.

Date: _____ Employer/Supervisor _____

Yuba College does not discriminate against students or employees on the basis of race, color, sex, handicap, age, creed, or national origin, nor does it tolerate sexual harassment.

COOPERATIVE WORK EXPERIENCE EDUCATION
Woodland Community College
(530) 661-5777

White - File
Canary - Supervisor
Pink - Student



FINAL LEARNING OBJECTIVES

Name: _____ ID #: _____
 LAST FIRST MIDDLE

Major: _____ Job Title: _____

INSTRUCTIONS: These objectives must be **specific** and **measurable**. They will be reviewed with your work supervisor. At the end of the semester, your supervisor will be asked to evaluate the level of **accomplishment** and **challenge** of each objective.

PLEASE PRINT OR TYPE

FIRST OBJECTIVE:

What new skill can you learn or what skill can you improve while working on the job?

How are you going to accomplish this?

What or who will determine your accomplishment of the objective?

SECOND OBJECTIVE:

What new skill can you learn or what skill can you improve while working on the job?

How are you going to accomplish this?

What or who will determine your accomplishment of the objective?

THIRD OBJECTIVE:

What new skill can you learn or what skill can you improve while working on the job?

How are you going to accomplish this?

What or who will determine your accomplishment of the objective?

Student's Signature/Date

Supervisor's Signature/Date

Instructor's Signature/Date

Coordinator's Signature/Date

Woodland Community College does not discriminate against students or employees on the basis of race, color, sex, handicap, age, creed, or national origin, nor does it tolerate sexual harassment.

Cooperative Work Experience Education
Woodland Community College
(530) 661-5777

White - File
Canary - Supervisor
Pink - Student

Cooperative Work Experience – Woodland Community College – Yuba Community College District
AGREEMENT TO PARTICIPATE AND WAIVER/ASSUMPTION OF RISK

NAME: _____ STUDENT ID#: _____

CLASS (circle one): WEXP 44A 44B 44C 44D 45A 45B INSTRUCTOR'S NAME: _____

This is a release of liability and assumption of risk agreement. Read it carefully and sign below. Completion of this form is necessary in order to participate in the WEXP class. I understand my decision to take this class is optional and voluntary. This document cannot be altered or modified by any verbal or written statements.

I am aware that participating in this Yuba Community College District class or activity can involve **MANY RISKS OF INJURY** including, but not limited to, property damage, bodily injury, personal injury and death.

In consideration of the DISTRICT permitting me to participate in the WEXP class, I hereby voluntarily assume all risks associated with my participation and release the DISTRICT, its employees and volunteers, its colleges, campuses and centers, its governing board and the individual members thereof, and all other DISTRICT officers, agents and employees from all liability (whether based on negligence or otherwise) for injuries (including death) and damages arising out of or in any way related to the activity and/or class.

I understand that if this involves an excursion or field trip as defined by California Code of Regulations, Section 55220 that Section states in part:

“All persons making the field trip or excursion shall be deemed to have waived all claims against the District or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking out-of-state field trips or excursions and all parents or guardians of minor students taking out-of-state field trips or excursions shall sign a statement waiving such claims.”

By signing this Agreement, I hereby waive all such claims.

I understand and agree to accept all the rules and requirements of the class, including safety rules and instructions given by the supervisory personnel. I understand, and agree, and grant to the Yuba Community College DISTRICT the right to terminate my participation in the class within the Yuba Community College DISTRICT's employee's sole discretion. If applicable, I understand and agree that any costs associated with my return transportation shall be at my personal expense.

I consent to the Yuba Community College DISTRICT providing emergency health assistance if it is determined necessary and further consent to the Yuba Community College DISTRICT notifying the emergency contact (listed below) and agree that this liability release and assumption of risk agreement applies to any of the Yuba Community College DISTRICT's actions in this regard.

This agreement shall insure to the benefit of and be binding upon my heirs, decedents, successors, executors, assignees, legal representatives, and all family members. The provisions of this agreement including, but not limited to, my waiver of liability and my assumption of risk shall survive this agreement.

The following person should be contacted in case of an emergency: (please print)

Emergency Contact Name

Address

Phone #

I/WE, THE UNDERSIGNED, HAVE READ THIS AGREEMENT AND UNDERSTAND THAT IT IS A RELEASE OF ALL CLAIMS AND THAT I/WE ARE VOLUNTARILY ASSUMING ALL RISKS AND WAIVING ANY AND ALL CLAIMS ARISING OUT OF OR IN ANY WAY RELATED TO THIS CLASS. I/WE AGREE THAT NO ORAL REPRESENTATIONS, PROMISES, OR INDUCEMENTS, NOT EXPRESSLY CONTAINED HEREIN HAVE BEEN MADE AND THAT THIS DOCUMENT CONSTITUTES THE ENTIRE AGREEMENT PERTAINING TO THE SUBJECT MATTER CONTAINED HEREIN.

Student Signature Date

If participant is under 18, parent or guardian must sign.

PARENT OR GUARDIAN Date

Note: Make copies for you and your employer's record; return the original to the instructor.

Cooperative Work Experience Education
Yuba Community College District-Woodland Community College
UNPAID INTERNSHIP 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 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 one or more of the Los Rios colleges, or the "College" and the student.

The Cooperative Work Experience Education program of the colleges 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, the Yuba CCD 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 the Federal Labor Law and in Title V:

1. The student named below is enrolled in a Cooperative Work Experience course at the Woodland Community College.
2. This program is open to all without regard to race, religious creed, national origin, ancestry, physical disability, mental 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 student 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's Signature _____

Date _____

AGENCY AGREEMENT

The agency agrees to cooperate with the college and the student to provide a training experience related to the student's major or program. It is understood that this is an **Unpaid Internship** and that the student will not be paid for this work experience, but may continue as a paid employee. It is understood that the Yuba CCD 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. Finally, the Agency agrees not to terminate the student or the internship without first conferring with the student and the Work Experience instructor.

Agency's/Employer's 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 will not be paid for this work experience, and under these conditions that the Yuba CCD assumes responsibility for Workers Compensation 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 in this program.

Instructor's Signature _____

Date _____

Dean's Signature _____

Date _____

STUDENT & WORK INFORMATION

Work Schedule Information

Student Name: _____

This agreement is between (check one)

Agency/Company: _____

Woodland Community College
College Work Experience Coordinator and Student.

Agency Address: _____

Major: _____

City: _____ Zip Code: _____

Hours Per Week: _____

Agency Contact Person: _____

Work Schedule: _____

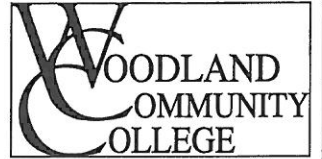
Contact Person Phone No.: (____) _____

Units of Credit: _____

SESSION (check one) (check one)

FALL SPRING

Beginning ____/____/____ Ending ____/____/____



WOODLAND COMMUNITY COLLEGE COOPERATIVE WORK EXPERIENCE TIME SHEET

Student Name: _____ Class: _____ Time: _____ Day: _____

Instructor: _____ Employer's Name: _____

Credits in this course will only be granted when the record of total hours worked during the semester is filled in and verified by employer and 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.

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			
							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			
							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			
							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			
							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			
							TOTAL	

TOTAL SEMESTER HOURS: _____

Comments: _____

Employment Supervisor's Signature _____ Date _____

Student's Signature _____ Date _____

Instructor/Coordinator Signature _____ Date _____