

College of the Siskiyous

Cooperative Work Experience Student Guidelines/Requirements Spring 2009

WHAT IS WORK EXPERIENCE?

The Work Experience Program is part of the total educational process, which assists students in exploring a career, preparing for full-time employment, and developing skills that allow the student to further advance within their chosen field. Work Experience at College of the Siskiyous is an academic program where learning takes place in the public or private sector through internships, volunteer work, or student employment. The purpose of the program is to enhance a student's theoretical education by providing an opportunity for on-the-job training and practical learning. College of the Siskiyous offers two types of Work Experience opportunities: **occupational** and **general**.

Occupational Work Experience (1 - 4 units)

Occupational Work Experience is supervised employment that is directly related to a student's major or field of study. Employment must be an extension of the student's occupational or educational goals. The number of units a student receives is dependent on how many hours the student works during the semester (see chart below for breakdown). A student can earn a **maximum of 16 units** over the course of four semesters in occupational work experience.

General Work Experience (1 - 3 units)

General Work Experience is supervised employment that is intended to assist students in acquiring desirable work habits, attitudes, and career awareness. Employment does not need to be directly related to the student's major or field of study. Students may earn 1-3 units per semester for up to two semesters. A student can earn a **maximum of 6 units** of general work experience credit.

How the Program Works:

- ⌚ Students who currently have a job, are participating in volunteer work or have arranged to participate in one of these activities are eligible to enroll in Work Experience.
- ⌚ Each student will then be assigned to work with an instructor of record.
- ⌚ The faculty member will meet with the student to review goals and explain how to create learning objectives. Students will work with their supervisor to create appropriate learning objectives and to complete them by the end of the semester.
- ⌚ Grades or credit will be awarded at the end of the semester based on the successful completion of the set objectives and any projects assigned by the faculty advisor.

Guidelines & Requirements:

In order to receive full credit for Work Experience, students must adhere to the following guidelines:

- ⌚ Your employer must be willing to support your participation in the Work Experience program and provide feedback to program staff and faculty.
- ⌚ Students must be assigned to a faculty member and are responsible for scheduling an initial appointment with their faculty member.

- ⌚ Once enrolled, any changes to your job/internship (changes in hours worked, job title or duties) **must be reported** to the Work Experience office.

How are units earned? (Hours of work required per semester)

Paid Work

5hrs/week or 75hrs/semester = 1 unit
10hrs/ week or 150hrs/semester =2 units
15hrs/week or 225hrs/semester = 3 units
20hrs/week or 300hrs/semester = 4 units

Volunteer Work

4hrs/week or 60hrs/semester = 1 unit
8hrs/week or 120 hrs/semester = 2 units
12hrs/week or 180hrs/semester = 3 units
16hrs/week or 240hrs/semester = 4 units

You need to have a job or volunteer position.

Course Requirements

Beginning of the Semester:

- ❑ **Orientation:** Students new to Work Experience should meet with the Work Experience Coordinator to review the course requirements and associated forms. You will need to obtain a signature from your work supervisor, instructor and the Work Experience Coordinator.
- ❑ **Inform your work supervisor** about your participation in the Work Experience class. A letter is provided to explain your participation and your supervisor's role in the class. Discuss possible learning objectives with your supervisor.
- ❑ **Enroll:** Once you have identified the appropriate course section and units, secured your work site and obtained coordinator approval, register for the class through Admissions and Records.
- ❑ **Meet with your instructor** to discuss how to create learning objectives. Also review grading criteria for the class.
- ❑ **Create Learning Objectives:** Work with your supervisor and Work Experience Advisor to create learning objectives. Fill out the Learning Objectives & Progress Report form with the agreed objectives and get your supervisor's signature. The Learning Objectives & Progress Report sheet is due twice. Once with the objectives created and signed off by your supervisor and again at the end of the semester with all ratings completed & signed by your supervisor.
- ❑ **Letter or Credit/No Credit:** Decide whether you would like to take the class on a Credit/No Credit basis or get a letter grade.

During the Semester:

- ❑ **Track Your Hours:** Keep track of your work hours to ensure you can meet the minimum requirement of 75 work hours per unit (for a paid position) or 60 work hours per unit (for volunteer positions). Timesheets are due by the 15th of the following month. (ie: January timesheets are due by February 15th.)
- ❑ **Progress on Learning Objectives:** Make an effort to achieve your learning objectives. Keep track of your progress and the things you are learning.
- ❑ **Set up Meeting:** The instructor will arrange a meeting with your supervisor at your place of work to discuss your progress on your objectives.

End of the Semester:

- ❑ **Evaluation:** At the end of the semester, your supervisor must evaluate your performance on your learning objectives and also verify the number of hours worked during the semester.
- ❑ **Evaluation:** Fill out the program evaluation form and turn it in to the Work Experience Coordinator by the end of the semester.

□ **Grading:** Your grade for Work Experience is based on completion of your hours (you must complete **ALL** of your required hours to receive credit for the course), your supervisor's ratings of your performance and completion of all of your required paperwork (LO&PR, timesheets, assignments) **ON TIME**. Late or incomplete paperwork will lower your grade.

You must turn in a verification of your hours (time sheets), the completed and signed Learning Objectives & Progress report form and any assignments (resume or paper) by Thursday, May 14 to receive a grade.

A grade of "F" will be recorded for any student who does not turn verification of hours worked (timesheets) on time. Any other missing or late paperwork will lower your grade by one level (ie: an 'A' grade with a missing or late LO&PR sheet becomes a 'B'.)

How to write Learning Objectives

A learning objective is a measurable goal that you set for yourself to be accomplished through your work experience. It will require that you do one of the following:

- ↔ **Learn** a new skill
- ↔ **Develop** a new habit
- ↔ **Gain** new information

A Learning Objective is:

- ↔ **Understandable:** Written in clear, simple language, which communicates the meaning to all interested parties.
- ↔ **Challenging:** Difficult enough to stimulate interest and be worth college credit.
- ↔ **Achievable:** Capable of being accomplished within the prescribed period of time (one semester).
- ↔ **Measurable:** Specific enough to provide for the observation and verification of accomplishment.

For each objective you should be able to answer the following questions:

Question 1: What are you planning to achieve?

What is the task to be completed?

Why are you going to achieve this?

Question 2: How will it be completed?

What do you intend to do to accomplish your objective?

Question 3: How will the objective be measured or evaluated and by whom?

How will you know you have reached your objective?

Question 4: When will it be completed?

What is your deadline?