



Student Name:	Student ID#:
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Street Address:	City, State, Zip:
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Student email:	Phone #:
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Employer (Company):

Student Job Title:

Supervisor's Name:	Supervisor's Title:
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Company Street Address

Company City, State, Zip	Co Phone:
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✓	Term	Year	Units	Hours	Paid	Vol	Date:
	Spring						Course:
	Fall						CRN:
	Summer		Occupational Work Exp				Instructor:
	Winter		General Work Exp				

Academic Area/Major: _____

Have you ever enrolled in Cooperative Work Experience before? Yes No

If yes, total number of Work Experience Units previously earned _____

Complete This Portion only if You are Applying for Occupational Work Experience

List courses you have taken or are taking at College of the Siskiyous related to your major

1		4	
2		5	
3		6	

List previous work experience related to your major

Job Title	Employer Name (Company)	Length of Employment
1		
2		
3		

Student Guidelines/Requirements for Cooperative Work Experience

WHAT IS WORK EXPERIENCE?

The Work Experience Program is part of the total educational process and assists students in career exploration, employment preparation, and skills development which allow the student to advance within their career area or explore career opportunities. College of the Siskiyous' Work Experience Program is an academic program. Learning takes place in the public or private sector through internships, volunteer work, and/or student employment. The program's purpose is to enhance a student's education by providing an opportunity for on-the-job training and practical learning. College of the Siskiyous offers two types of Work Experience Opportunities in which students can earn college credit: **Occupational** and **General**. Units are determined by the number of hours the student works during the semester (see chart on page 2 for unit hour requirements).

Occupational Work Experience (1 - 8 units per semester or enrollment period)

Occupational Work Experience is supervised employment directly related to a student's major or field of study. Employment must be an extension of the student's occupational or educational goals.

General Work Experience (1 – 6 units per semester or enrollment period)

General Work Experience is supervised employment and assists students in acquiring desirable work habits, attitudes, and career awareness. Employment does **not** need to be related to the student's major or field of study.

Note: A student can earn a **maximum of 16 units of General or Occupational Work Experience**; however, a student cannot earn more than 6 (general) or 8 (occupational) units during the course of one semester or one enrollment period.

How the Program Works, Course Requirements, and Receiving Credit:

1. **Orientation:** The student must complete the orientation process each semester/enrollment period. Students meet with the Work Experience Coordinator to review the guidelines, course requirements, timelines, and forms.
2. **Approval:** Students will need to complete an application and obtain approval from the Work Experience Coordinator, employer, and their instructor to register.
3. **Students Secure a Paid or Voluntary Position.** Students who currently have a job, are participating in volunteer work, or have arranged to participate in a paid/voluntary job are eligible to register in Work Experience.
4. **Instructor:** Each student will be assigned to work with an instructor/faculty member. If you register in Occupational Work Experience, the instructor must be from that specific career area.
 - a) Students must meet with the instructor to review goals, discuss learning objectives, coursework, grading, and deadlines/schedules.
5. **Supervisor Cooperation.** A letter is provided to explain your participation and your employer's/supervisor's role in this program/class. Your employer must be willing to support your participation in the Work Experience Program, sign and return the employer letter to Work Experience Coordinator, and provide feedback to College of the Siskiyous' (COS) program staff and faculty.
 1. Three learning objectives are to be developed that the employer agrees to support.
6. **Learning Objectives:** Complete the "Learning Objective Report" form with the three established objectives, sign it, have employer sign, and return to the Work Experience Coordinator.
7. **Register/Enroll:** Once you have identified the appropriate course section and units, secured your work site, completed the proper paperwork, and obtained instructor and coordinator approval, register for the class through Admissions and Records.
 - a) You must submit the completed and signed Application, Learning Objectives, Employer Letter, and Guidelines to the Work Experience Coordinator for approval to register.
8. **Letter or Pass/No Pass Grade:** Decide whether you want to take the class on a Pass/No Pass basis or receive a letter grade. Only one non-major course each semester can be Pass/No Pass (See Catalog for more info).
9. **Grades and Credit** will be awarded at the end of the semester based on the successful completion of all required hours, satisfactory completion of the learning objectives, work performance (evaluated by supervisor), and any instructor assigned projects or coursework. **Note:** Late or incomplete paperwork will lower your grade and may result in a grade of "F".
10. All documents other than registration documents can be emailed to the Coordinator; however, originals must also be mailed to the Work Experience Coordinator.
11. **Important: Students must complete all required hours to receive credit for work experience. Work Hours cannot be counted until you have been approved, submitted all paperwork, and registered.**
12. No incompletes will be granted.

During the Semester/Enrollment Period:

1. **Track Your Hours:** Keep track of your work hours to ensure you can meet the minimum requirements. See the following chart. **All hours must be completed to receive credit for work experience. No partial credit!**
2. Units are earned by working the required number of hours and completing all course requirements.

Paid Work

Units	Total Hours	Approximate Hrs/Week
1	75	5
2	150	10
3	225	15
4	300	20
5	375	25
6	450	30
7	525	35
8	600	40

Volunteer Work

Units	Total Hours	Approximate Hrs/Week
1	60	4
2	120	8
3	180	12
4	240	16
5	300	20
6	360	24
7	420	28
8	480	32

Note: Units 7 & 8 are allowed only for Occupational Work Experience

3. **Timesheets** are due right after the end of the month and no later than the 15th of the following month. **Timesheets must be submitted to the Work Experience Coordinator by the 15th of the following month.**
4. **Progress on Learning Objectives:** Work to achieve and complete your learning objectives. Keep track of your progress and the things you are learning. **Learning Objectives must be satisfactorily completed by the end of the semester.**
5. **Complete and submit** any projects or coursework to your instructor by the specified deadline(s). **Instructor/coursework assignments must be submitted to your instructor as scheduled to receive your grade.**

End of the Semester:

1. **At the end of the semester,** you must submit your final monthly timesheets on the **last day of the semester.**
2. **Instructor/Supervisor Meeting Evaluation:** At the end of the semester, your instructor will arrange a meeting with your supervisor at your work place to discuss your work performance and progress on your objectives.
3. **Instructor and supervisor will complete** a Site Visit Learning Objective/Performance Evaluation Form and submit it to the Work Experience Coordinator.
4. **Your grade for Work Experience is based on:**
 - a. Completion of your hours--you must complete **ALL** required hours to receive your grade and credit for the course.
 - b. Completion and submission of all required paperwork. Learning Objectives/Progress Reports must be submitted to the Work Experience Coordinator **ON TIME.**
 - c. Timesheets must be completely and correctly filled out and submitted to your instructor on time.
 - d. Your supervisor's and instructor's ratings of your performance.
 - e. A grade of "F" will be recorded for any student who does not submit timesheets.
 - f. Any other missing or late paperwork will lower your grade and may result in a grade of "F".

I have read and understood these guidelines and regulations, and I agree to comply with them.

Print student name _____

Student's Signature _____ Date _____

Please identify three (3) learning objectives you intend to complete this semester:

Cooperative Work Experience student must develop new learning objectives each semester. Objectives should be specific, measurable and attainable. They should be approved by the instructor, supervisor/employer, student and CWEE Coordinator. For assistance in developing objectives, see attached or the CWEE Coordinator on the Weed campus. *Instructor and supervisor should make a copy of completed form. Student will be evaluated based on these objectives and work performance at the end of the semester.*

Learning Objectives:
1.
2.
3.

Submit this completed and signed Application & Learning Objectives form to the Work Experience Coordinator

We agree with the validity of the learning objectives listed above:

Student's Signature **Date**

Instructor's Signature **Date**

Supervisor's Signature **Date**

Work Experience Coordinator's Signature **Date**

How to Write Learning Objectives

A learning objective is a measurable goal that you set for yourself to be accomplished through your work experience. Just as in any class, but the end of the semester you will have developed new knowledge, skills or abilities. Each learning objective you create requires that you do one of the following:

- ✓ **Learn** a new work skill
- ✓ **Improve** on an already familiar work skill
- ✓ **Develop** a new habit
- ✓ **Gain** new information

A Learning Objective is:

- **Understandable:** Written in clear, simple language, which communicates the objective clearly
- **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?

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?

Examples of Learning Objectives are listed below:

Environmental Studies:

1. Learn to operate and use the plant's combustion control system efficient as per plant requirements.
2. Consistently maintain the boiler drum at required levels, pressures, and temperatures.
3. Effectively operate the Zero Discharge (Z.D.) and know the variables.

Fire 49

1. Complete a resume suitable for application to a professional fire department.
2. Demonstrate improvement of FF 1 skills under the supervision of a company officer.
3. Demonstrate a "customer service" attitude which includes service of above self, initiative, punctuality, and good communication skills.

Administrative Assistant/Clerical

1. Complete resume and cover letter suitable for an administrative assistant or clerical position.
2. Gain experience using modern office technology in the conversion of files and information in hard copy format to electronic files.
3. Improve efficiency in filing documents using office filing system.