

# Work Experience Education Program

## Instructor General Procedures

### IMPORTANT WORK EXPERIENCE DOCUMENTS:

1. Work Experience Education Agreement Form
2. Work Experience Education Information, Visitation and Consultation Form
3. Work Experience Education Timesheet

\*Documents are available online: [Work Experience Education Program Forms](#).

### WORK EXPERIENCE INSTRUCTOR PAY AND RESPONSIBILITIES

- Pay for Work Experience courses are determined by the number of students enrolled at the end of census. NOTE: **A minimum of five (5) students** is needed to sustain the class.
- Continually communicate with students during the semester to ensure they are completing internship hours.
- Contact each student's supervisor at least ONCE during the semester. Alternatives to "in person" consultations will be allowed, i.e. phone, teleconference, and email depending on reasons or circumstances as published by the Chancellor's Office.
- If students are planning to earn less than 4 units, submit a **Unit/Grade Change Form** at the end of the semester to Julie Swanson, Work Experience Coordinator. \*Also see [Faculty Resources](#) webpage.
- If assigning an "I" grade, complete the Incomplete Grade Report and submit all supporting documents to Admissions.

### WORK EXPERIENCE AGREEMENT FORM

**SECTIONS 1 and 2: Agency/Student Information and Job Oriented Learning Objectives/Signatures** - Student completes areas of information listing company or agency and student/course information. The agreement is to be signed by: student, company/agency supervisor/manager and instructor **after** job oriented learning objectives are approved. Student formulates three objectives with the assistance of the job site supervisor and Work Experience instructor.

**SECTION 3: Evaluation of Objectives** – Students supervisor evaluates each objective met using the 4-point scale. New or expanded objectives must be written each semester.

**SECTION 4: Summary Statement of Hours and Objectives** - Verification of completed hours by timesheet. The Instructor and Supervisor verify completed hours and sign.

**Distribution of Agreement:** Student to keep original Work Experience agreement until completion of internship and submits it to the instructor at the end of semester and/or instructor deadline.

### WORK EXPERIENCE INFORMATION AND VISITATION/CONSULTATION FORM

- Discuss progress of learning objectives, work situation, supervisor expectations, and location of work station.
- Last Consultation: Discuss semester assignments. Review Supervisor's evaluation and your on-site visitation.

#### **Employer Visitations:**

- Organize employer visitations geographically and make appointments with supervisors.
- Discuss job-oriented learning objectives and student's progress, including student's performance, outlook, potential, etc.

*\*In certain limited situations, alternatives to "in-person" consultations will be permitted according to the "Alternatives to In-Person Consultations" document published by the Chancellor's Office (2009).*

*Reasons are:*

- *The worksite is hosted by a reliable entity (established employer) with a strong track record*
- *The student and supervisor are repeating work experience – both are familiar with the CWEE program and the instructor*
- *Work hours of student or supervisor do not match the instructor's*
- *Student and supervisor are working in virtual offices*
- *Distance*

*(If an alternate means of contact (i.e. phone, teleconference, e-mail) is used in lieu of an in-person visit, the type of contact used and the circumstance that applies from the above list will be documented on the "Information and Visitation" form).*

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### WORK EXPERIENCE EDUCATION TIMESHEET

**NOTICE:** Students working full-time are exempt from filling a Time-sheet (approx. 40 hours/week), please write "Full-time" on the time-sheet and check off the box. Students working part-time/or volunteering use the time-sheet to indicate:

- Hours worked daily with total number of hours transferred to the Work Experience agreement.
- Daily hours work must equal the weekly totals hours to ensure proper units earned.

Supervisor and student's signature/dates are required. Time-sheet is submitted to instructor when hours to units is achieved.

### COLLEGE CREDITS

Total Hours Worked per Semester		CWEE Credit	Students may earn up to four (4) units per semester/session and a maximum of sixteen (16) units of work experience while attending Southwestern College.  * (1) Unit is an option to receive credit for the class is available for certain classes.
Paid	Unpaid	Units	
*75 (approx. 5 hours/week)	*60 (approx. 4 hours/week)	*1 unit	
150 (approx. 10 hours/week)	120 (approx. 8 hours/week)	2 units	
225 (approx. 15 hours/week)	180 (approx. 12 hours/week)	3 units	
300 (approx. 30 hours/week)	240 (approx. 16 hours/week)	4 units	

### SELF-EMPLOYED STUDENTS:

Students may participate in the Work Experience Program if they are self-employed and meet the following conditions:

- Identify a person who is approved by the instructor to serve as a designated employer representative.
- The representative agrees in writing to accept the following employer responsibilities:
  - Assist in identifying new or expanded on-the-job learning objectives and in the evaluation of the identified on-the-job learning objectives.
  - Validate hours worked.

**AT THE END OF THE SEMESTER ALL WORK EXPERIENCE DOCUMENTS SHOULD BE COLLECTED AND READY TO BE SUBMITTED TO CTC -STUDENT EMPLOYMENT SERVICES, BLDG. 68 2ND FLOOR, RM 68-208A**

**\*Important!** Please keep an eye out for communications from me, throughout the semester, and be ready to submit the following:

- Work Experience Education Agreement form evaluated and signed by supervisor, student and instructor
- Work Experience Education Visitation, Information/Consultation form completed and signed
- Work Experience Education Time-sheet completed and signed by student and supervisor w/units and hours granted
- Final Grade Roster
- Unit Change Forms
- Copies of any assigned 'Record Change' and/or 'Incomplete' forms, submitted to Admissions.

\*A suggested Deadline will be emailed to all Work Experience Instructors

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