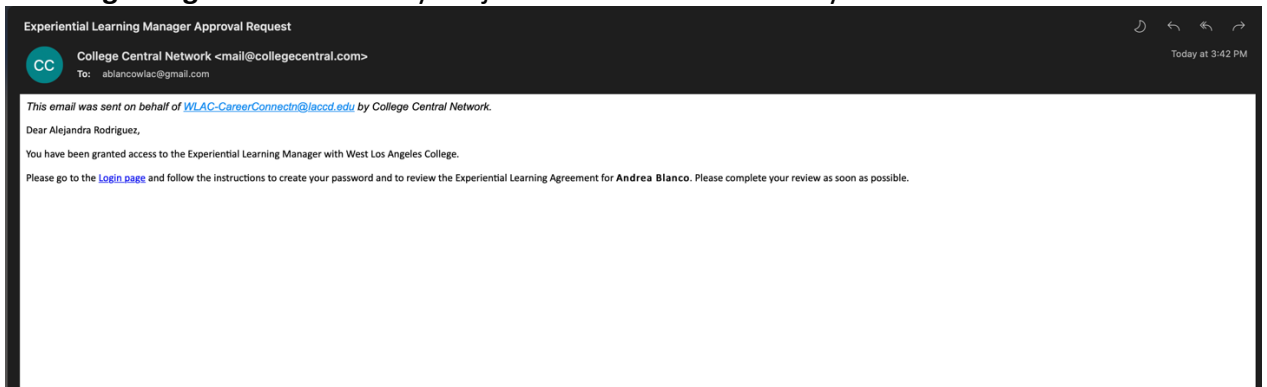


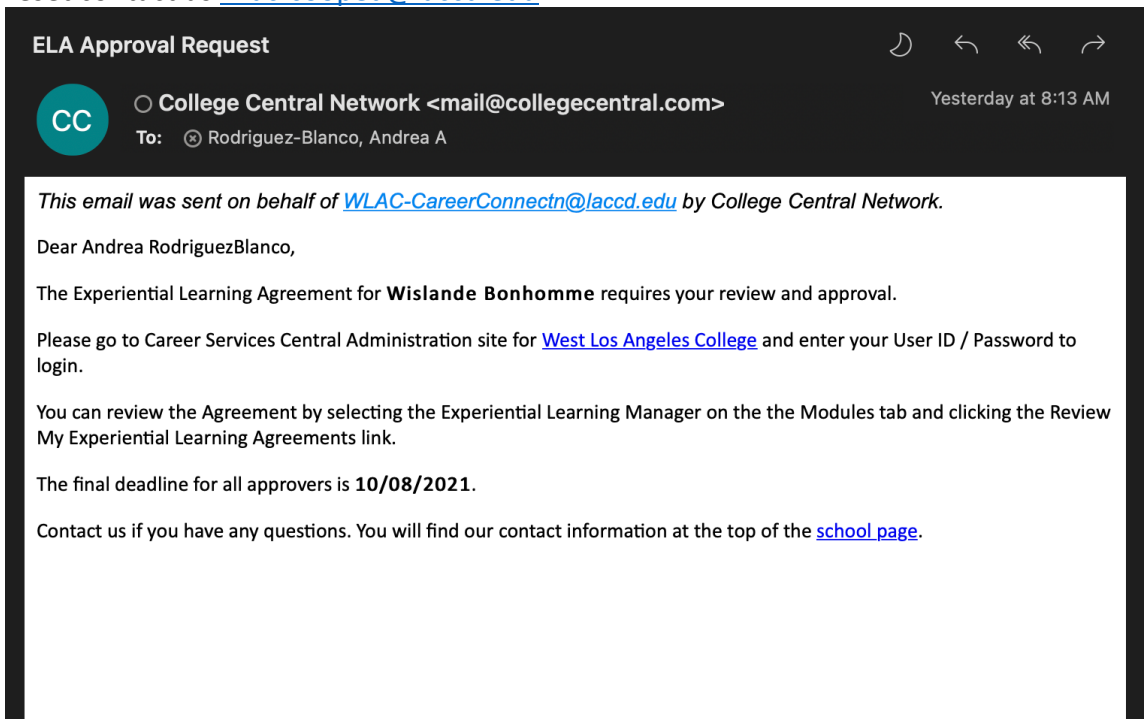
Workplace Learning Objectives Agreement (ELA Approval Request):

The student was instructed to initiate the Workplace Learning Objectives Agreement through CCN. Upon this completion, an email will be sent to you that will include a link to the College Central Network, where the Workplace Learning Agreement between employer, the student and you can be found. Your approval of this Agreement is needed for the student to continue in the CWEE Program.

- You will be registered as a New Faculty Advisor and the **first time** you are asked to review an agreement you will receive an email like the one below. You will click on the link "**Login Page.**" Please check your junk box as well to ensure you don't miss this email



- After that, email will look like similar to the following email, please make sure to always check you junk box. You will use your username and password to login. If you need a pw reset contact us wlac-cooped@laccd.edu



- You will then be prompted to create a password to access the CCN job portal and review the agreement.

The screenshot shows the West Los Angeles College website header with navigation links: Home, Students, Alumni, Employers, Location, and social media icons for Facebook and LinkedIn. Below the header is a dark blue bar with a 'Contacts' button and the college name 'West Los Angeles College'. The main content area is titled 'On-Line Services for Faculty/Staff Members' and contains the following text:

You have been registered to participate in West Los Angeles College On-Line Services.

Please create a password for your Faculty/Staff Member account. Confirm your password and then select the Sign In button.

The registration form includes:

- User ID: ablancowlac
- Password field with a 'Create a Password' placeholder and a help icon.
- Password strength indicator.
- Show Password checkbox.
- Re-enter Password field with a 'Re-enter Password' placeholder.
- Sign In button.

- Once you create your password you will be taken to the dashboard and there you will see “Attention” and the number of agreements you need to review and approve. Click on the “1 Experiential Learning Agreement” link

The screenshot shows the West Los Angeles College dashboard. The header is dark blue with the college name 'West Los Angeles College' and a navigation bar with links: DASHBOARD, STUDENTS, ALUMNI, EMPLOYERS & JOBS, and ANNOUNCEMENTS. Below the header is a blue banner for a 'Special Announcement' dated October 1, 2021, with the following text:

A Warm Welcome to the one-third of all U.S. community colleges that have now fully tra
Job Agent is boosting engagement every day by automatically emailing job matches to students, alumni,
 Each day, Job Agent matches millions of registered College Central Network® users to thousands of new
 Both 4-year and 2-year job seekers are seeing excellent job matching results: [View 4-year sample screens](#)
It's simple: Clients who regularly Bulk Upload a) proactively invite students/alumni to complete their regis
 receiving daily Job Alerts, and c) outperform clients who do not Bulk Upload by a wide margin.

Below the announcement is a yellow attention banner:

Attention: There is **1 Experiential Learning Agreement** that you have not reviewed.

At the bottom of the dashboard, there is a 'Registered Users' section with a help icon and an upward arrow.

- You will then see the student who submitted the agreement and you will need to click on their name to view the details of the agreement.

Experiential Learning Agreements

Agreements that require your review

Click on the name of the applicant to review the Experiential Learning Agreement.

| Applicant Name | Company Name | Job Title | Semester/Year |
|-------------------------------|---------------|-----------|---------------|
| Andrea Blanco | Business test | IT Intern | Fall 2021 |

- You can now review the student’s information, their working site and their workplace learning objectives.

Experiential Learning Agreement Work Flow for: [Andrea Blanco](#)

You agree to serve as a faculty advisor for a student during the course of his or her internship.

* Review and approve the student’s internship site. If there are any concerns, please discuss with the student and CWEE coordinator.

* Workplace Learning Objectives Agreement: The student was instructed to complete an online form. Upon this completion, an email will be sent to you that will include a link to the College Central Network, where the Workplace Learning Agreement between employer, the student and you can be found. Your approval of this Agreement is needed for the student to continue in the CWEE Program.

* As the Faculty Advisor you will review the Workplace Learning Objectives Agreement. You must approve the student’s workplace learning objectives through the this Experiential Learning Agreement.

[View In Process Agreement](#)

Current Work Flow

| Step | Approver Type | Approver | Status |
|------|------------------|-------------------------|----------|
| 1 | EL Administrator | Andrea Rodriguez-Blanco | Complete |
| 2 | Employer | Angela Blanco | Complete |
| 3 | Faculty/Staff | Alejandra Rodriguez | Pending |

Agreement Details

Student Section

Semester
Fall

Year
2021

Major
Business

EMPLOYER INFO:

Company Name
Business test

- Please read the workplace learning objectives and ensure they are attainable and measurable.

| |
|--|
| Hours Worked Per Week 12 |
| WORKPLACE LEARNING OBJECTIVES. The employer and student need to write together prior to enrollment in the program. Remember that this is worth 1-4 units of college credit for the student. Each objective should take from 16 to 20 hours each to complete or 50 to 60 hours total for the semester. You have until the end of the semester, to learn the 3 skills below. |
| #1) By the end of the semester student will Establish filing system for office operations. To be done by practical application of current and new skills, working with supervisor, locating space and researching the best system to use. Supervisor to evaluate through observation and inspection of new system. To be completed by (enter semester end date). |
| #2) By the end of the semester student will Demonstrate practical working knowledge and skills in the makeup of chemical solutions. To be accomplished through study, practice and instruction from supervisor. Evaluation to take place by supervisor through the testing of the solutions. Completed by (enter semester end date). |
| #3) By the end of the semester student will Develop basic engineering knowledge and practical skills in regard to concrete construction. Supervisor to assist through instruction and company written materials. Evaluation by supervisor through inspection with a completion date of (enter semester end date). |
| The three participants in the Cooperate Work Experience Education (CWEE) Program agree with the validity of the above learning objectives. The student agrees to abide by the Cooperative Work Experience Education requirements and expectations. Student: I hereby certify that I agree with the terms outlined in this agreement and that all information is accurate. |
| Agreement Terms I agree |
| Student Signature Andrea Bianco |
| Today's Date 10/08/2021 |

- Lastly, As the Faculty Advisor you will review the Workplace Learning Objectives Agreement. You must approve the student's workplace learning objectives through this Experiential Learning Agreement.
- Then, type the section # for your CWEE class where student is enrolled and click "Submit Review."

After reviewing the information above, please select the **Approved** or **Not Approved** radio button below.

If there is an issue with the Agreement, please enter your comments as to why you did not approve the ELA and recommendations on how to correct it. Your comments will not be viewable by the student.

The three participants in the Cooperate Education Program agree with the validity of the above learning objectives. The student agrees to abide by the Cooperative Education requirements. The employer and the college will provide supervision and guidance to insure maximum educational benefit from this work experience. The Los Angeles Community College District does not discriminate on the basis of race, national origin, sex or handicap, in employment, educational processes, or activities.

Agreement Review *

- Approved
 Not Approved

Review Notes

Course Section Number *

Submit Review