



Student and Faculty Handbook

Cooperative Work Experience Education (CWEE) Program



Connecting Education with a Career

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Welcome Letter to Students

Dear Cooperative Work Experience Education Student:

Whether you are enrolling in Cooperative Work Experience Education for the first time, or you are a returning student, *welcome* to the program at West Los Angeles College. The Cooperative Work Experience Education (CWEE) Program is designed to help you relate your college courses to your career goals and help you receive the maximum educational benefit.

CWEE can be a valuable and significant part of your college education. Increasingly, employers are seeking employees who have first-hand experience and understand what is required to be successful in the workplace. The CWEE program offers this first-hand experience and aims to help students understand what it takes to be successful in a professional environment.

The CWEE program does not provide job placement, however, the program will provide you with the knowledge and tools necessary to conduct a job search, write a powerful resume and prepare for interviewing with reputable employers.

In order for you to participate in the CWEE Program you must first enroll in the mandatory orientation. After you have completed the orientation, you must enroll in the CWEE course and the (2) Employment Prep. Classes. The Employment Prep. Classes are designed to successfully transition you from the classroom into a professional internship opportunity. Because the CWEE program is governed by the California Education Code, it is important for students to fully understand the expectations of the program before making the decision to participate in CWEE.

For more information and details on the CWEE Program, visit the CWEE website at <http://www.wlac.edu/Career-Center/CoopEd.aspx>

Thank you for deciding to participate in the CWEE Program and I look forward to helping you reach your educational and vocational goals.

Sincerely,
Andrea Rodriguez-Blanco
Director, Career Connections Center rodrigaa3@laccd.edu

What Is CWEE?

It is called “Cooperative Work Experience Education” because the program establishes a three-way relationship between the student, the college, and the employer. This structured relationship allows the student to create short- and long- range career goals and to recognize his/her progress by establishing three measurable learning objectives for the semester. Cooperative Education provides a practical learning model for the students and helps them prepare for their future careers through the integration of the on-the-job learning experiences and academic classroom lessons. By integrating both study and work, each area should become more relevant, interesting, and rewarding.

1. **Occupational Internship** Occupational Work Experience is supervised employment extending classroom-based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal (Title 5 section 55252). This program provides supervised work experience at a job site that is directly related to the student’s career goal, and along with other on-campus lecture and laboratory courses, is an integral part of the student’s major. Students earn one unit per 60 hours of unpaid work experience or one unit per 75 hours of paid work experience. Students may earn a maximum of (8) semester credit hours during one enrollment period up to a total of (16) semester hours of occupational internship.
2. **General Work Experience** is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness. This program is designed to help students develop career and workplace awareness and need not be related to the students’ educational goals (Title 5 section 55252). Students may earn up to (6) units’ maximum of general work experience education.

The CWEE Program staff cultivates working relationships with students, college personnel, and employers to support student access, retention, success and to enhance economic growth through workforce improvement. The staff supports educational effectiveness and program growth through ongoing evaluation and improvement of course-related content and services, and with the use of technological resources when appropriate.

The CWEE Program adheres to the regulations for Cooperative Work Experience Education outlined in Title 5 of the California Code of Regulations and in the Los Angeles Community College District Work Experience Plan.

Students are advised to check with a WLAC counselor to verify whether their Cooperative Work Experience credits are transferrable.

Mission

Cooperative Work Experience Education (CWEE) is an important component of the education and training that student receive at West Los Angeles College. CWEE courses help students apply their classroom-based learning in an actual work environment. These courses provide experiential learning activities to strengthen student learning and reinforce the student’s effective work habits, attitudes, and career awareness, thereby enhancing the student’s marketable skills.

The CWEE Program adheres to the regulations for Cooperative Work Experience Education outlined in Title 5 of the California Code of Regulations and in the Los Angeles Community College District Work Experience Plan.

The Benefits of Cooperative Work Experience Education (CWEE)

For students:

- Program Available Spring, Summer, and Fall.
- Receive help in finding internship opportunities.
- Relates education to real world work experience through the achievement of workplace objectives and related classes.
- Transferable college units for work/intern experience.
- Teaches valuable job-search skills such as career assessment, resume writing and interviewing techniques.
- Career guidance in a realistic setting.
- Earn income while learning.
- Gain actual work experience while going to school.
- All learning takes place on-the-job and through the completion of career-related assignments and projects; there are no books and no classes.
- Performance is evaluated based on achievement of student learning outcomes and completion of assignments; there are no tests.
- Provides opportunities for job improvement.
- Increases potential to advance by improving work-based skills.
- Improves job opportunities after graduation by giving students valuable work experience and contact with potential future employers.
- Enhances classroom learning by integrating academic curriculum and real-world work experience.

For Employers:

- Create and maintain a relationship with West Los Angeles College.
- Close the gap between classroom experience and job skills by providing real work experience.
- Improves employer/employee communication through objective evaluation.
- Results in improved employee job skills and productivity.
- Assists with the development of employer/employee goals through learning objectives.
- Enhances employee motivation, thus reducing training costs.
- Select from a pool of advanced students to assist in current projects and assignments.
- Cost-effective program for recruiting potential hires and reducing turnover.
- Opportunity to provide feedback to faculty on necessary skills for the industry to update curriculum.

For the College and Community:

- Promotes job stability by improving employee job skills. Helps meet training needs of the community.
- Promotes cooperation between the college and community members. Increases faculty awareness of business/industry requirements.
- Encourages development of relevant programs.
- Provides faculty with fresh insights for classroom education needs through direct contact with business/industry community.
- The economy benefits from an increased number of skilled workers with real-world experience.

Enrollment Requirements

Students must meet requirements that include the following eligibility criteria and enrollment procedures:

- The student must be employed, volunteering, or interning prior to registering for Cooperative Education. Students must be employed a minimum of 5 to 20 hours per week during the semester.
- During spring and fall semesters, student must be concurrently enrolled in and complete at least one additional class at WLAC or a U.S. accredited regional institution. *The employment prep seminar classes satisfy this requirement.*
- Determine whether you qualify for Occupational Internship.
 - 1. Have you completed at least one course in your major? *
 - 2. Is your internship related to your coursework and career goals?

Your answer to both questions must be YES in order to qualify for an Occupational Internship. *Please note: Some majors require more than one course completed in the major prior to enrolling in the internship. Please consult the CWEE staff for more information.

If you answer NO to either question, you can enroll in the General CWEE. Course.

- Complete the CWEE orientation through canvas (email wlac-cooped@laccd.edu to receive the section # and enroll in the orientation course).
- Students must turn in a fully completed [Student Application Packet](#) found online in the Cooperative Work Experience website.
- Students must complete the *Workplace Learning Objectives Agreement* draft (pg. 6 of the application packet) with the employers and instructor's input and approval, then submit it through [College Central Network \(CCN\)](#).
- Call the Cooperative Ed. Office at 310-287-7215 or send an email to WLAC-CoopEd@laccd.edu to schedule an appointment to meet with the Co-op Ed. Coordinator.
- Show up to your appointment to have your application/agreement contract reviewed by the Co-op Ed. Coordinator. A permission number to add the class will be provided for registration upon review and approval of application/agreement.
- Students enrolling in Coop. Ed. for the first time or who have not been a part of Coop. Ed. at WLAC must enroll in the Employment prep program which has two noncredit courses (section # will be given at the time of the intake meeting).
- Students enrolling for a 2nd, 3rd, or 4th time in Coop. Ed. and who have taken and completed the Coop. Ed. Employment prep program at WLAC is required to complete the 21st employability skills program.

Units

Cooperative Work Experience units are based on the number of hours worked during the semester. One unit is earned for every 75 hours of paid work or 60 hours of unpaid work. Determine the number of units you can enroll in based on the hours to be worked in a semester. The number of units may be predetermined by your major of study.

Reminder: the cooperative work experience hours can begin accumulating only after the Enrollment Procedures have been completed.

<u>Paid CWEE Units</u>		<u>*Unpaid CWEE Units</u>	
Hours Worked	Units	Hours Worked	Units
75 – 149	1	60 – 119	1
150 – 224	2	120 – 179	2
225 – 299	3	180 – 239	3
300 +	4 (*occupational CWEE only)	240 +	4 (*occupational CWEE only)

Checklist for Cooperative Work Experience Education Enrollment

Below is a checklist that may be used as a guide for the enrollment registration process into (CWEE) program

STEP 1: Find & Secure an Internship or Job

- Visit the Career Connection's job portal to explore internships: <https://www.collegecentral.com/wlac/>
- You must have already received and accepted an offer to be enrolled in the CWEE program for academic credit.
- You must have completed at least one courses in your career education major to be eligible for CWEE Occupational. This does not apply for General Coop. Ed.

STEP 2: Complete CWEE Online Orientation

- Enroll and complete the online orientation: Enroll in section # listed on the [website](#) or [email us](#) to receive it.
- Students are responsible for reading and understanding the registration procedures, requirements, and deadlines.
- Pass the quiz with a score of 12; screenshot and include your completion badge with your application packet.

STEP 3: Complete the CWEE Application Packet

- Complete the CWEE Application Packet: [Download](#)
- Develop three learning objectives with help from your supervisor.
 - Sample learning objectives are provided in the CWEE orientation canvas.
- Include your online orientation completion badge with the completed CWEE Application packet.
- Fill out and sign all documents in the CWEE Application packet (Program Application, Student expectations contract, Workplace learning objectives agreement through CCN and the Voluntary activity participation waiver) and email CWEE office with Application packet and orientation completion badge attached.

STEP 5: Employer/Work Site Supervisor Sign the Workplace Learning Objectives Agreement

- Submit a New Cooperative Education Agreement through [CCN](#) Experiential Learning. The CWEE coordinator will review, and it will be sent to your worksite supervisor.
- Make sure your employer/site supervisor is aware that you are applying for the CWEE program.
- Remind your supervisor to check the email that you provided in the CWEE application packet to review and sign the Cooperative Work Experience Education Agreement as the employer, he/she will receive it through CCN directly.
- Have your employer/site supervisor contact CWEE coordinator at 310-287-7215 with questions.

STEP 6: Faculty Advisor (assigned by discipline) Sign the Workplace Learning Objectives Agreement

- Make sure your faculty advisor is aware that you are applying for the CWEE program.
- If you're having trouble connecting with your faculty advisor, contact the CWEE coordinator at 310-287-7215.
- The faculty advisory will then receive an email from CCN requesting signature after your supervisor has signed, faculty advisor will then review your learning objectives, approve, and sign.
- The final approval of this Agreement triggers the scheduling of your workplace visit and is part of your work evaluation, which is worth 30% of your final grade. Without this Agreement, the visitation and evaluation cannot take place. This will result in your final grade being based solely on your assignments (70%).

STEP 7: Schedule the intake Appointment with CWEE Coordinator to Enroll

- Send an email to WLAC-CoopEd@laccd.edu or call 310-287-7215 to schedule an appointment to meet with the CWEE Coordinator.
 - Email your completed application packet and orientation completion badge before your intake appointment.
- Show up to your appointment to have your application and agreement reviewed by the CWEE Coordinator. A permission number to add the class will be provided for registration upon review and approval of the application.

STEP 8: Employer Partner/Work Site Supervisor Sign CWEE Work Experience Agreement

- The employer/intern partner must sign the Cooperative Education Work Experience Agreement.
- The agreement will be sent by the CWEE Coordinator to the employer through Adobe Sign with a welcome letter after the student enrolls in the coop-ed class.

The entire registration process described above must be completed by the 2nd Friday of the semester term.

***If you need assistance finding an internship, contact the Career Connections Center, WLAC-CareerConnectn@laccd.edu.

***Questions or assistance for the CWEE program email WLAC-CoopEd@laccd.edu

Student Learning Outcomes

Student(s) will be able to identify organizational objectives and contribute to the achievement of organizational objectives through the utilization of a business model similar to Management by Objectives. This requires a written agreement between a supervisor and employee, to accomplish measurable on-the-job learning objectives by completing work-based projects involving problem solving and the application of academic theory, skills and knowledge while undertaking new or expanded workplace responsibilities.

Assessment of the Student Learning Outcomes

Assessment of the Student Learning Outcome will be measured through:

- Employer/supervisor evaluation of documented workplace objectives/projects using a rating scale to measure how well the workplace objectives/projects were accomplished.
- Employer/supervisor scaled survey evaluating student workplace productivity, the application of theory, skills and knowledge, communication effectiveness, teamwork and student motivation required to achieve the workplace objectives/projects.
- A faculty worksite in-person/ (alternate to in-person) with the employer/supervisor to discuss the students' progress and level of contribution toward the achievement of organizational objectives.
- Student self-evaluation describing, discussing, and analyzing the workplace objectives and assessing the results.
- Student will receive a badge for completing employment prep readings and/or assignments related to:
 - Resume & Cover Letter Writing
 - Interviewing Techniques
 - Workplace Skills Needed for Success
 - Social and Diversity Awareness in the Workplace
 - Customer Service in the Workplace
 - Setting Goals
 - Keeping a Job
 - Formulating a balance between home and work

Work Experience Skills

Skills required of students to succeed in this course/program:

1. Planning
2. Organizing
3. Scheduling
4. Time-management
5. Critical thinking
6. Problem solving
7. Oral, written, and electronic communication
8. Ability to follow written and verbal instruction

Work Experience Evaluation and Grading Criteria

Orientation and Intake paperwork - (10 pts.)

- Completed orientation (5 pts)
- All required intake paperwork was turned in and complete (5 pts)

Workplace Learning Objectives - (140 pts.)

- Reviewed workplace learning objectives with workplace supervisor (80 pts)
- Quality of objectives (SMART) (50 pts)
- Reviewed evaluation of workplace learning objectives and work performance prior to site visit (10 pts)

Scheduling and Coordination of site appointment - (50 pts.)

- Worked with Faculty Advisor to schedule site appointments (5 pts)
- Coordinated and kept Faculty Advisor informed (5 pts)
- Appointments were held as scheduled/24 hour notice given in an emergency (5 pts)

Midterm Workplace Learning Objectives Evaluation - (50 pts.)

- Arrived on-time for scheduled hours and meetings with Faculty Advisor (2 pts)
- Completed mid-semester progress evaluation of learning objectives on/before due dates (6 pts)
- Evaluation of learning objectives and work performance by student and supervisor (18 pts)

Employment prep. program and Coop-Ed assignments - (60 pts.)

- Adhered to procedures established by the Faculty Advisor and syllabus (2 pts)
- Received the Emp. Prep. Class 1 badge (29 pts)
- Received the Emp. Prep. Class 2 badge (29 pts)

Timesheet Summary Statement - (50 pts.)

- Timesheets signed and submitted to Faculty Advisor in a timely manner (45 pts)
- Student met ALL program timelines/due dates (5 pts)

Supervisor end of term evaluation - (100 pts.)

- Emailed to Work Experience Coordinator on/before due date (6 pts)

Exit Paperwork - (100 pts.)

- Uploaded Student end of term evaluation to Canvas on/before due date (40 pts)
- Uploaded Student Exit Survey to Canvas on/before due date (40 pts)
- Worked with Faculty Advisor to schedule exit meeting (20 pts)

Grading Scale:

A	500-450
B	449-400
C	399-350
D	349-300
F	299 and below

Welcome Letter to Employer

Below is an example of the letter that will be mailed to your employer once you complete registration for CWEE.



An Accredited California Community College

May 25, 2021

To Whom It May Concern:

This letter confirms that **Student's Full Name** is enrolled at West Los Angeles College in the Cooperative Education Program. **Student's First Name** is eligible to receive college credit for the internship at **Name of Company** for the Spring 2021 Semester. The Spring semester begins February 22, 2021 and ends June 07, 2021. Credit will be given only for the hours completed within the timeframe of the semester.

Student's First Name is enrolled in **1 unit** of Cooperative Education credit. **A minimum of 4 hours per week, 60 hours** in total must be completed for full course credit. In addition to completing the posted work hours, and the employment prep program, the student must complete the assigned assignments.

The student must also identify three (3) on-the-job work objectives, approved by both the Co-op. Ed. Coordinator and workplace supervisor. You need to approve and sign the **Workplace Learning Objectives Agreement**, which you will receive through College Central Network requesting your signature.

You will also need to agree and sign the **Work Experience Agreement for Cooperative Education**, which states the students, the school and your responsibilities and expectations as part of the Cooperative Education program. The **Work Experience Agreement for Cooperative Education** will be sent shortly after receiving this letter through Adobe Sign.

Part of your role as the onsite supervisor is to agree to a 10–15-minute meeting (zoom), or phone call, to verify the work performance of the student, as well as completing a **Short Evaluation Form** on the student's performance and sign the **Final Timesheets Form**, which will confirm hours the student completed. The verification and assessment will occur near the end of the Spring semester.

In the event the student fails to complete the above, the student may be excluded from, or fail, the Cooperative Education course and will not receive credit for this internship.

For verification purposes and to provide updated student information, please contact me at (310) 287-7215 or WLAC-CoopEd@laccd.edu.

Sincerely,

Andrea Rodriguez-Blanco
Cooperative Education Coordinator

CWEE – Contact Information

CWEE office staff welcomes any questions, comments or concerns. We are here to assist you and can be reached by phone email or in person.

Students are required to notify the CWEE Office if you have:

- Changes in contact information (address, phone number, email)
- Change job, supervisor, workplace, or workplace learning objectives
- Withdraw from the course (**NOTE:** It is the responsibility of the student and must be done through student portal or admissions office)

Office Location: B5 - 102

Office Hours: Monday – Thursday 10:00 AM – 4:30 PM / Friday 10:00 AM – 2:00 PM

Office Phone: (310) 287 - 7215

Website: <http://www.wlac.edu/Career-Center/CoopEd.aspx>

CWEE Staff	
Andrea Rodriguez-Blanco Director, Career Connections Center 310-287-4266 Rodrigaa3@laccd.edu	Karla Rodriguez Intern, Career Connections Center 310-287-7215 Rodrigk5@laccd.edu
CWEE Faculty Advisors	
Andrea Rodriguez-Blanco General Coop Ed. and Business Rodrigaa3@laccd.edu	

Steps To CWEE Student Success!

☐ **STEP 1: Complete the CWEE Online Orientation**

Enroll and complete the CWEE orientation through canvas (section # can be found on the [CWEE website](#)). In the last module of the orientation, you will be asked to complete a quiz. You must pass the quiz with a score of 80%. Screenshot the completion badge page and include it with your application packet.

☐ **STEP 2: Obtain the necessary documents for enrollment**

After screenshotting out your badge from the online orientation, start by filling out the CWEE Application Packet.

☐ **STEP 3: Write workplace learning objectives**

Meet with your Worksite Supervisor to write the 3 learning objectives for the semester on the workplace learning objectives draft plan on the application packet. Once you and your worksite Supervisor agree on the 3 learning objectives submit a New Cooperative Education Agreement through [CCN](#) Experiential Learning. Now, schedule your intake meeting with the CWEE Coordinator.

☐ **STEP 4: Submit all required documents during intake appointment**

Send an email to WLAC-CoopEd@laccd.edu to schedule an appointment to meet with the CWEE Coordinator. Show up to your appointment to have your application packet reviewed by the CWEE Coordinator. A permission number to add the class will be provided for registration upon review and approval of the application and your workplace learning objectives agreement.

☐ **STEP 5: Enroll for and complete the employment prep program**

Students enrolling in Coop. Ed. for the first time or who has not been a part of Coop. Ed. at WLAC must enroll in the Employment prep program which has two noncredit courses listed below. You need to enroll and complete the required assignments given in each class. These two courses will provide you with career-related assignments and resources that are meant to benefit your career. In addition, it will provide you with skills that will benefit you in your workplace.

☐ **STEP 6: Maintain Regular Contact with Coop-Ed Faculty (Required by the California Education Code)**

Maintain regular contact with your faculty to discuss your progress and internship experience throughout the semester. Discuss when required meetings will need to take place throughout the semester. Your [Faculty](#) will also be conducting at least 1 visit with your Site Supervisor, but you are not required to be present.

☐ **STEP 7: Submit the Timesheet Summary Statement to the Coop-Ed Coordinator**

Timesheets are a requirement by the California Education Code. Complete the required number of hours for the units enrolled by tracking your hours on a monthly basis on the [Timesheet Summary Statement](#) form. You may begin counting your hours from the first day of the semester and not before the semester begins. During the last week of the class submit your completed timesheet statement to CWEE faculty advisor through canvas. If you do not turn in your timesheet summary statement, you will receive an "F" for the course.

☐ **STEP 8: Meet Deadlines - Complete all assignments and submit all paperwork**

Complete and submit all CWEE assignments: Midterm assessment & exit meeting | Timesheet Summary Statement | Employment prep. completion badges | Student Final Self-evaluation | Exit Survey, on or before the due dates and before the end of the semester. All paperwork must be submitted through the coop-ed canvas to your CWEE faculty advisor, except for the employment prep. program assignments, which need to be submitted to the designated canvas.

How to Write Workplace Learning Objectives

A learning objective is a measurable goal you set for yourself to be accomplished through your work experience. The THREE objectives that you will list are to be worked out between you and your employer/supervisor. These objectives will appear on your rating sheet and your supervisor will determine if you have met your stated goals. ONLY ONE supervisor will evaluate you. It will require you to learn or make use of new habits and skills, or process information at a higher level than your current duties require.

Objectives are specific, measurable, and limited to a single definite result that is available during this semester. They will reflect new and/or broadening experiences beyond your normal duties. You might want to ask your supervisor or other employees what suggestions they have; things they've found important to know or wished they had known early on in their career. Remember, you want to increase your breadth of knowledge. Generally, job-orientated learning objectives are included in one of the following categories:

New Assignments

If you have recently been assigned to new duties, you are probably encountering many learning experiences that may be stated in an objective format.

Routine Duties

Identify problem areas and specific improvements that you could implement in accomplishing your day-to-day duties.

Problem-Solving

Identify a specific problem in your work area to be solved. This could be a problem you are experiencing, or it could be a problem within the work organization.

Objectives Must Be S.M.A.R.T.

Specific:

Make sure you state exactly what will be accomplished.

Measurable:

Include quantitative statements such as 10%, 7 out of 10, once a day, etc.

Action-oriented:

Focus on action (i.e., increase, create, develop, etc.)

Realistic:

Allow time for personal & professional constraints when choosing a deadline.

Timely:

Aim to complete your project during the semester, well before the due date.

Steps to Writing and Completing Objectives

1. Meet with your worksite Supervisor to write the three workplace learning objectives for the semester and identify what you have chosen as your objectives on your Workplace Learning Objectives Agreement.
2. You then will need to submit your Workplace Learning Objectives agreement online through CCN and it must be approved by the CWEE Coordinator, site supervisor, and Faculty Advisor.
3. The Faculty Advisor must approve all three learning objectives and sign your Workplace Learning Objectives Agreement through CCN. If they do not approve, you will need to re-write the learning objectives and obtain approval again from your worksite Supervisor and Faculty Advisor.
4. After completing the application packet, schedule your intake meeting with the CWEE Coordinator to go over your application and discuss the three learning objectives you and the employer developed and to get enrolled in the program.

Guidelines for Writing your Objectives

Challenging yet achievable learning objectives are the single most important component of a quality cooperative work/internship experience and your grade is dependent on them. As stated earlier, objectives are measurable goals that you set for yourself to be accomplished through your program. They require that you learn or make use of new habits, skills, or information above and beyond your current knowledge.

Each objective must be directly related to your career major and include these four parts:

They are very **specific**: What is it that you want to learn, achieve, or accomplish in your cooperative work experience/internship? For example:

- Research law cases and write briefs.
- Operate a camera in a studio and on location productions.
- Increase my personal sales by 10% over last semester.

Determine what your **Method of Accomplishment** will be: How will you go about learning the information you specified above? For example:

- Practical hands-on application
- Instruction/training from my supervisor and/or co-workers
- Observation
- Discussing techniques with other employees
- Reading/studying manuals and tutorials
- Videos
- Workshops
- Using computer programs
- Reviewing files
- Etc.

The results must be **Measurable**. How will you and your supervisor be able to determine to what degree each objective has been completed? For example:

- Tests
- Faculty member and/or supervisors' critique/evaluation
- Videotape critique
- Submit monthly reports and case files
- Etc.

Specify a **Completion date**. What is the deadline for each objective? Write a specific date that is prior to the end of the semes

Getting Started

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


1. What do you want to learn? (What is the task to be accomplished?)
2. How will you learn it? (How will it be accomplished?)
3. How will the results be measured? (How will it be evaluated and by whom?)
4. When will it be accomplished? (By what date will it be completed?)

Remembering that the learning objective must be specific, measurable, limited to a single definite result, and has a completion date, review the sample given below.

1. What do you want to learn?
How to input customer information on the computer.
2. How will you learn it?
To be done by following handbook instructions and inputting information at least three times a week.
3. How will the results be measured?
My supervisor will observe and verify that I can correctly record customer information.
4. When am I going to complete this objective? By the end of the semester on MM/DD/YY

Utilize the suggested action words in the orientation module and use the examples of learning objectives to guide you in creating your own.

How to Submit your Workplace learning Objectives Agreement through CCN?

- Go to <https://www.collegecentral.com/wlac/Student.cfm>
- Sign in or create an account (use your student ID as your User ID and create your own password)
- On the left column select  Experiential Learning and click “[Submit a Workplace Learning Objectives Agreement.](#)”
- Read the Agreement Terms and Conditions and complete the online form. Include your 3 objectives by rewriting them from your worksheet, starting with, “By *(insert date)* I will...” plus any changes discussed.
- Click “Submit Experiential Learning Agreement.”

Suggested “Action Word” List

Use when writing Workplace Objectives

Creative	Clerical & Research	Human Resources	Management & Leadership	Management & Leadership (Cont)
Author	Arrange	Advise	Administer	Recommend
Conceive	Automate	Assess	Analyze	Reduce
Create	Budget	Assist	Assign	Remove
Design	Catalog	Clarify	Attain	Replace
Develop	Categorize	Coach	Authorize	Reposition
Devise	Calculate	Collaborate	Chair	Reproduce
Direct	Classify	Consult	Consolidate	Retain
Enhance	Collect	Counsel	Contract	Review
Establish	Compare	Diagnose	Control	Revise
Formulate	Compile	Educate	Coordinate	Schedule
Illustrate	Complete	Employ	Delegate	Simplify
Improve	Compute	Group	Develop	Strengthen
Initiate	Critique	Guide	Direct	Supervise
Introduce	Decrease	Handle	Evaluate	
Invent	Diagnose	Hire	Enact	
Launch	Dispatch	Integrate	Establish	
Market	Distributed	Mediate	Exceed	
Originate	Evaluate	Monitor	Execute	
Plan	Examine	Motivate	Expand	
Prepare	Execute	Negotiate	Guide	
Produce	Generate	Recruit	Head	
Propose	Identify	Represent	Implement	
Set up	Inspect	Select	Improve	
Structure	Interview	Sponsor	Incorporate	
Wrote	Investigate	Strengthen	Increase	
	Monitor	Train	Initiate	
	Operate		Institute	
	Organize		Investigate	
	Prepare		Launch	
	Process		Lead	
	Purchase		Maintain	
	Record		Manage	
	Retrieve		Mediate	
	Review		Negotiate	
	Separate		Organize	
	Schedule		Oversaw	
	Screen		Perform	
	Summarize		Plan	
	Survey		Prioritize	
	Systematize		Produce	
	Tabulate		Propose	
	Validate		Conduct	
	Verify		Reorganize	

Suggested "Action Word" List

Use when writing Workplace Objectives

Technical	Communications	Financial	Teaching	Critical Thinking
Assemble	Address	Allocate	Advise	Analyze
Build	Arbitrate	Analyze	Clarify	Appraise
Calculate	Arrange	Appraise	Coached	Arrange
Change	Articulate	Audit	Communicate	Assemble
Complete	Author	Balance	Encourage	Assess
Compute	Convince	Budget	Evaluate	Calculate
Convert	Correspond	Calculate	Explain	Categorize
Construct	Define	Compute	Guide	Choose
Design	Develop	Forecast	Influence	Collect
Engineer	Direct	Increase	Inform	Compare
Operate	Draft	List	Instruct	Compose
Overhaul	Edit	Manage	Interpret	Construct
Modify	Enlist	Market	Persuade	Create
Program	Formulate	Plan	Rewrite	Design
Remodel	Influence	Project	Stimulate	Diagram
Repair	Interpret	Research	Train	Estimate
Restructure	Interview	Tabulate		Evaluate
Solve	Lecture	Transfer		Examine
Upgrade	Moderate	Update		Formulate
	Negotiate			Inspect
	Participate			Measure
	Persuade			Organize
	Present			Plan
	Preside			Prepare
	Promote			Rate
	Publicize			Revise
	Recruit			Select
	Represent			Setup
	Sold			Score
	Spoke			Solve
	Translate			Test
	Wrote			

Additional “Action Word” List

activate	categorize	construct	direct	introduce
adjust	change	convert	establish	investigate
analyze	collect	coordinate	estimate	limit list
arrange	combine	decrease	evaluate	maintain
articulate	compare	define	explain	modify
assemble	complete	demonstrate	illustrate	perform
assist	compose	describe	implement	plan
build	compute	design	improve	prepare
calculate	conduct	develop	increase	reconstruct
recruit	research	summarize		
reduce	restructure	supervise		
remove	revise	survey		
reorganize	rewrite	train		
repair	select	translate		
replace	separate	transfer		
report	simplify	update		
reproduce	structure	verbalize		

Examples of Learning Objectives in Final Format

- To write clear, precise sales slips to the satisfaction of my supervisor through June 21
- To compute accurate bills for tools, materials, and labor charges by September 30
- To list and identify at least 10 budget classifications by March 31
- To research and prepare a list of computer terminal costs by August 1
- To learn the names of at least 15 regular customers by April 1
- To assemble cabinets according to company procedures by April 16
- To cross-train in at least one other department by April 15
- To list and describe at least 5 administered medications and describe indications, side effects, and generic names by September 30
- To increase production by at least 10% from 500 units to 550 units per week by May 1
- To proofread all documents typed, and ensure 100% accuracy on all final drafts prepared through April 10
- To correctly complete an accident investigation report according to departmental procedures by August 1
- To plan and reorganize the reading learning center in the 2nd grade class by May 4
- To apply dressing, using sterile techniques, on at least 2 patients to the satisfaction of the ward supervisor by July 1
- To compile a list of 10 customer relation techniques and practice them on the customers through April 1
- To develop an efficient courier route and to identify the customers by July 10
- To demonstrate the correct procedures for receiving, and signing for, at least 5 UPS shipments by November 3
- To read and summarize at least one article on shoplifting prevention, and discuss it with my supervisor by July 15
- To improve my telephone communication to the satisfaction of my supervisor by Jan 30
- To demonstrate proficiency in the operation of the collating machine according to the user's manual by March 4
- To plan, implement, and evaluate weekly curriculum *activities for the 5th grade class by September 30*

Examples of Learning Objectives for Occupational Internships

Animation

“Develop 10-character designs for use in an animated show by learning to adapt to studios specific art style. Supervisor to evaluate character designs for quality and creativity. To be completed by December 1st.”

Culinary Arts

“Improve knife skills by chopping and prepping different foods in restaurant kitchen. Chef to evaluate progress through examination of finished product. To be completed over next 8 weeks by December 10th.”

Early Childhood Education

Teach at least 50% of the children attending my preschool class how to write their names by using tracing and printing activities. Supervisor to observe and evaluate if seven students can write their names independently by December 6.

Education

“Create study guide for Psychology 225 class exam to include main ideas of chapter and vocabulary terms. Professor to evaluate study guide for completeness and accuracy. Completed by November 22nd.”

Graphic & Multimedia Design

“Design Financial Report layout by using Adobe Creative Suite software in combination with company style guide. Supervisor to evaluate based on use of color, copy and overall design. Completed by October 31st.”

Healthcare

“Research different types of pain and resources to utilize for coping with pain and create guide for patients to include 5 resources in 3 different regions. Supervisor to review guide for accuracy and quality of resources. Completed by November 22nd.”

Music

“Compose a music cue for a short video by using the techniques and programs utilized at the workplace. Supervisor to evaluate through examination of composition criteria and value. To be completed by November 2.”

Marketing

“Maintain and organize press hits on the internet into a filing system by sorting through Google alerts daily. Supervisor will evaluate ability to organize all vital data into filing folder by deadline. Completed by November 22nd.”

Radio

“Learn the technical aspects of the radio show by training on the operation of the sound board. Supervisor to observe and evaluate ability to work soundboard accurately. Completed by November 22nd.”

Sales/Restaurant

“Increase sales of deserts by 30% in 3 weeks by suggesting desert to all tables at my stations. Supervisor to evaluate progress through examination of cash out reports. Completed by November 21st.”

Sign Language

“Increase time able to interpret in ‘hot seat’ from 5 to 30 minutes with minimal self-correction by practicing with mentor. Progress evaluated by mentor by comparing interpreting in ‘hot seat’ at beginning of term to end of term. Completed by November 22.”

“Increase sign processing accuracy by 90% over 6 weeks by interpreting lectures. Supervisor to evaluate progress by reviewing video of interpreting from ‘cold’ week one to ‘hot’ week six. Completed by November 1.”

Television/Film Production & Development

“Create a sports highlight reel by covering high school sports events in the SCV. Supervisor to evaluate for quality and viability for air. Completed by November 30th.”

“Learn how to read and evaluate scripts for potential development. Supervisor will evaluate ability to concisely and thoroughly cover and assess scripts based on assigned criteria. Five scripts to be completed by November 10th.”

Welding

“Create a series of skid platforms by following specific blueprints and welding them together correctly. Supervisor will examine completed platforms by checking dimensional specifications according to the prints. Completed by September 28th.”

Responsibilities

Student Responsibilities

- ◆ If the students cooperative work experience is unpaid, have them contact the Career Connections office in question for necessary Workers Compensation coverage paperwork.
- ◆ Complete the enrollment forms and procedures (outlined in the Enrollment Requirements section).
- ◆ Write the learning objectives, obtain signatures, and return completed Learning Objectives Agreement to the instructor of record. Students should retain a copy for their own records.
- ◆ Work the appropriate number of hours per unit enrolled. Please be aware that their hours do not begin accruing until a signed contract is received by you as the instructor of record.
- ◆ Immediately notify the instructor of record of any changes in job, supervision, working hours, or address/phone number.
- ◆ Turn in time sheets signed by employer.
- ◆ Complete written assignments including the student final program evaluation and exit survey and return to the instructor of record.

Faculty Responsibilities

- ◆ First time CWE instructors are required to attend a CWEE workshop or orientation with CWEE Coordinator.
- ◆ Monitor the student's co-operative work experience.
- ◆ Review and approve the student's workplace learning objectives.
- ◆ Contact the site supervisor for each student during the semester.
- ◆ Approve the site facilities, equipment, and materials necessary to achieve the on-the-job learning objectives.
- ◆ Administer the student evaluation and assign the final grade.
- ◆ Meet with each student for a minimum of three hours during the semester. At least one meeting must be at the student's employment site.
- ◆ Maintain all required documentation and submit to Coop. Ed. Coordinator at the end of the semester.
- ◆ Attend CWEE meetings.
- ◆ Set-up the canvas course with the structure provided by the Coop. Ed. Coordinator to ensure all required paperwork is turned in.

Coordinator Responsibilities

- ◆ Ensure the appropriate amount of section numbers are assigned to each course.
- ◆ Ensure the appropriate class size is determined for each course.
- ◆ Ensure CWE courses are listed in the schedule of classes and college catalog.
- ◆ Accept and receive all documentation from CWE instructors at the end of every semester.
- ◆ Ensure timely submission of required documents to CWEE faculty.
- ◆ Initiate Standard Agreement for Internship contract and secure college/employer signatures.

Employer Responsibilities

- ◆ Understand and work toward the educational objectives of the cooperative work experience as detailed on the Objectives Agreement & Student Evaluation.
- ◆ Provide input in developing and approving the student's workplace learning objectives.
- ◆ Evaluate the student's achievement of the identified objectives.
- ◆ Certify the student's time sheets.
- ◆ Provide adequate supervision of the student's work while ensuring the student receives the maximum educational benefit. This includes assisting the student in achieving their learning objectives and teaching certain skills that can be more effectively learned on the job.
- ◆ Comply with all appropriate Federal and State employment regulations, including Workers Compensation coverage. The Sample Community College District will ensure students who do not receive compensation. If co-operative work experience/internship is unpaid, contact the Division in question for necessary paperwork.
- ◆ Call the Coop. Ed. Coordinator for further information at 310-287-7215

Faculty Advisor Information

Role

The role of the faculty advisor is to serve as the instructor for the students' learning experience. The faculty advisor assists the student to formulate attainable, measurable learning outcomes.

Additionally, faculty advisors must meet with students (either in person or online) to discuss their progress toward completing the learning objectives outlined in the Workplace Learning Objectives Agreement and assignments during the midterm assessment meeting and exit meeting. During the semester, the faculty advisor will conduct ONE site visit per the Title 5, California Code of Regulations, section 55255. The site visit provides the opportunity for the faculty advisor and work supervisor to meet in person to discuss the student's progress during the semester. The student does not need to be present for the site visit. The faculty advisor will determine the student's final grade. Generic Work Experience Evaluation and Grading Criteria provided on page 8 and on [CWEE website](#)

Faculty FAQs

Faculty FAQs can be found here:

<http://www.wlac.edu/WLAC/media/documents/career-center/CWEE-FAQs.pdf>

Faculty Advisor Checklist

The following checklist highlights the necessary steps for faculty supervision of a student in the CWEE Program.

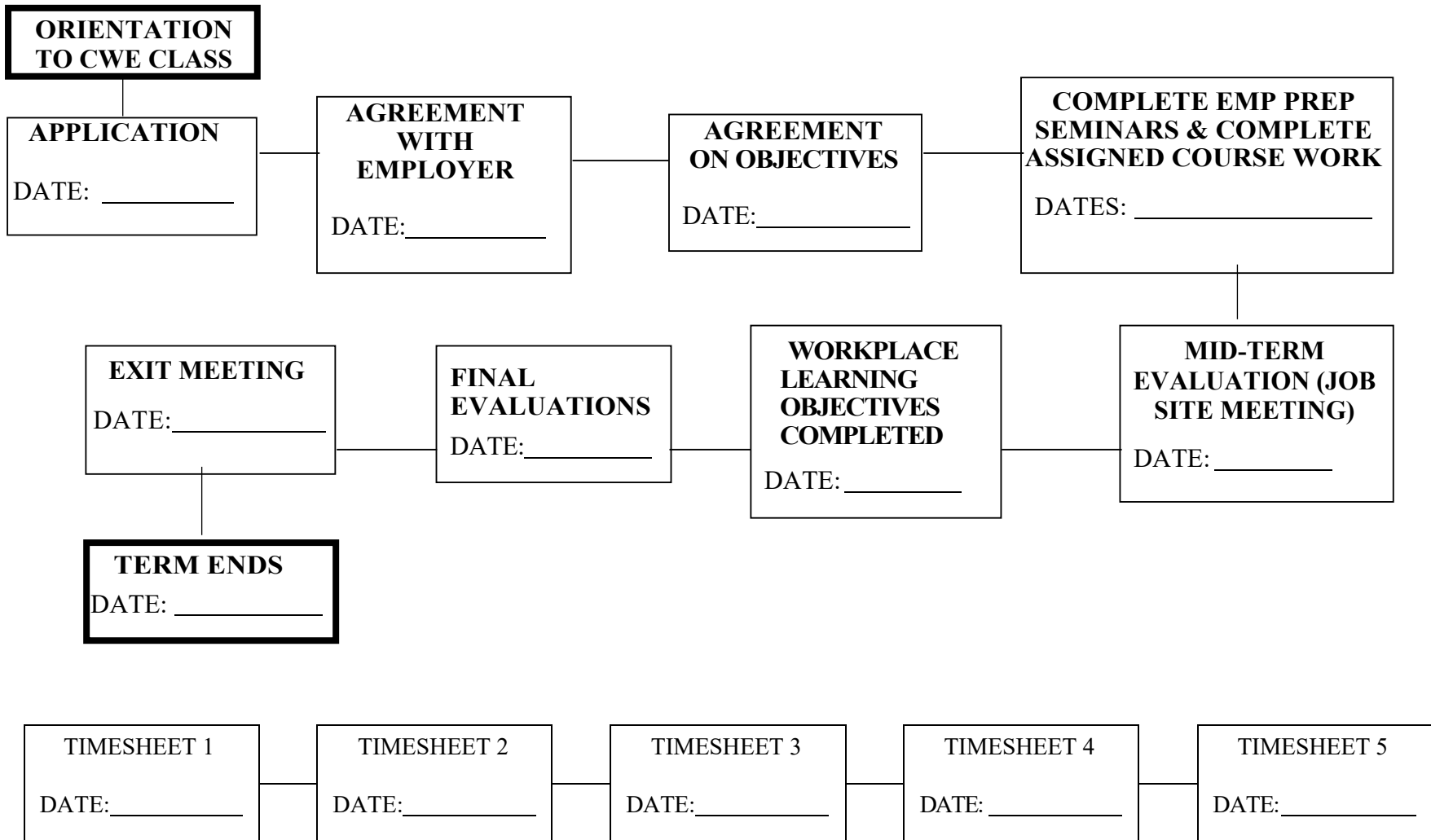
- STEP 1: Faculty Advisor Expectations**
 - Attend Mandatory CWEE Faculty Orientation/Training.
 - Agree to serve as a faculty advisor for a student during his or her internship.
 - Review and approve the student's internship site. If there are any concerns, please discuss with the student and CWEE coordinator.
- STEP 2: Student Workplace Learning Outcomes**
 - Work with students to formulate attainable, measurable learning outcomes and complete the Workplace Learning Objectives Plan. You must approve the student's learning objectives.
- STEP 3: Communication**
 - Maintain contact with the student(s) and site supervisor(s) throughout the duration of the internship.
 - Log all communication between employer, faculty and student on the Faculty and Student Communication Log.
- STEP 4: Site Visit**
 - The faculty advisor will conduct at least **one** site visit per the Title 5, California Code of Regulations, Section 55255.
 - The site visit provides the opportunity for the faculty advisor and work supervisor to meet in person to discuss the student's progress during the semester. The student does not need to be present when the visit occurs.
 - Due to recent changes, faculty advisors are allowed to have alternative of in-person visits, such as phone call or video conference.
- STEP 5: Assignments**
 - Clearly outline your CWEE Canvas using the CWEE Canvas development shell shared with you.
 - Faculty advisors **must** add the CWEE Coordinator to their canvas to obtain submitted paperwork from students.
 - Ensure you required assignments be submitted as pdf files, unless where a screenshot is asked.
 - Students must meet with the Faculty Advisor to discuss and review their internship experience during the midterm evaluation meeting and exit meeting.
 - Students will complete the Emp. Prep./21st Century Emp. Skills Seminar assignments and obtain the digital badges and provide proof by submitting the digital badges they obtained.
 - **Review and sign each student's timesheet at the end of each month and request signature from employer and student via Adobe Sign. Track student's number of hours and report back to student on their progress of completing the required number of hours.**
 - Students are required complete the following assignments as part of their internship: a final self-evaluation, and an exit survey.
 - The student is responsible for submitting all required paperwork to the faculty advisor through the canvas course.
 - **The faculty advisor is responsible for ensuring students submit all documents and assignments in canvas.**
- STEP 6: Evaluation**
 - Ensure that all students complete the Final Self-Evaluation of the Workplace Learning Objectives. This assignment should be turned in with the required one page essay outlining their internship experience.
 - The student and site supervisor will also need to complete the Employer Evaluation of Student and submit to you as an original document through Adobe Sign.
- STEP 7: Submission of Paperwork**
 - Use the Document Checklist to track and ensure all documents are signed and assignments complete. Email the completed Document Checklist to the CWEE office confirming your students' documents and assignments are ready to be downloaded and save in each student's online file.
 - You need to ensure CWEE Coordinator is added to your canvas course to download all paperwork.
 - It is the responsibility of the faculty advisor to ensure students upload all their assignments and paperwork on canvas are completed/signed before emailing the Document Checklist to CWEE office.
 - *CWEE Coordinator will confirm with faculty advisor before the last day of the course if the student is missing any document or is incomplete.*
 - **NOTE: The CWEE office will not accept any of the required paperwork from students directly, it must be uploaded to canvas.**
- STEP 8: Final Grade**
 - Verify student enrollment, evaluate student performance, and determine if credit should be granted and submit a final grade.
 - CWEE Coordinator must confirm all requirement documents and assignments, required per Title V, are turned in and signed before posting grades.
 - **Final grades should not be submitted until you have received confirmation from CWEE office that documents are signed and complete.**

I acknowledge that I have read, understand, and will follow the above checklist.

Faculty Advisor Signature

Sample Cooperative Work Experience Education (CWEE)

Term at a glance



Forms

Student Forms

CWEE Student Application Packet (sample)	Page 28
– Student Enrollment checklist	
– Instructions	
– Application form	
– Student Expectations Contract	
– Workplace Learning Objectives Agreement	
– Voluntary Activity Participation Waiver	

CCN Workplace Learning Objectives Agreement	Page 35
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Steps to CWEE Student Intern Success	Page 36
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Timesheet Summary Statement	Page 37
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Student Final Self Evaluation	Page 39
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Exit Survey	Page 40
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Faculty Forms

Faculty CWEE Canvas Course	Page 43
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Faculty and Student Communication Log	Page 45
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Faculty Midterm Assessment	Page 46
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Faculty's Evaluation of Student	Page 48
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Faculty's Document Checklist	Page 49
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Employer Forms

Sample Work Experience Agreement	Page 51
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Employer's Evaluation of Student	Page 52
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STUDENT FORMS



Cooperative Work Experience Education (CWEE) Program Application Packet

What is CWEE?

It is called “Cooperative Education” because the program establishes a three-way relationship between the student, the college, and the employer. This structured relationship allows the student to create short-and long- range career goals and to recognize his/her progress by establishing three measurable learning objectives for the semester. Cooperative Education provides a practical learning model for the students and helps them prepare for their future careers through the integration of the on-the-job learning experiences and academic classroom lessons. By integrating both study and work, each area should become more relevant, interesting, and rewarding.

How to enroll?

- Prospective students must first apply for admissions if they are new or returning students to WLAC. To apply for admissions at West Los Angeles College visit the Admissions & Records Office page.
- Complete the CWEE orientation through canvas (enroll in section listed on the [CWEE website](#)) and screenshot/print screen completion badge and include it with your intake packet.
- Start by filling out all the forms in this application packet. Read carefully the checklist in the following page to ensure you complete all the steps.
- Call the CWEE Office at 310-287-7215 or send an email to WLAC-CoopEd@lacc.edu to schedule your intake appointment to meet with the CWEE Coordinator.
- Show up to your intake appointment to have your application/agreement contract reviewed by a CWEE Coordinator. A permission number to add the class will be provided for registration upon review and approval of application/agreement.

Checklist for Cooperative Work Experience Education (CWEE) Enrollment

Below is a checklist that may be used as a guide for the enrollment registration process into (CWEE) program

STEP 1: Find & Secure an Internship or Job

- Visit the Career Connection's job portal to explore internships: <https://www.collegecentral.com/wlac/>
- You must have already received and accepted an offer to be enrolled in the CWEE program for academic credit.
- You must have completed at least one courses in your career education major to be eligible for CWEE Occupational. This does not apply for General Coop. Ed.

STEP 2: Complete CWEE Online Orientation

- Enroll and complete the online orientation: Enroll in section # listed on the [website](#) or [email us](#) to receive it.
- Students are responsible for reading and understanding the registration procedures, requirements, and deadlines.
- Pass the quiz with a score of 12; screenshot and include your completion badge with your application packet.

STEP 3: Complete the CWEE Application Packet

- Complete the CWEE Application Packet: [Download](#)
- Develop three learning objectives with help from your supervisor.
 - Sample learning objectives are provided in the CWEE orientation canvas.
- Include your online orientation completion badge with the completed CWEE Application packet.
- Fill out and sign all documents in the CWEE Application packet (Program Application, Student expectations contract, Workplace learning objectives agreement through CCN and the Voluntary activity participation waiver) and email CWEE office with Application packet and orientation completion badge attached.

STEP 5: Employer/Work Site Supervisor Sign the Workplace Learning Objectives Agreement

- Submit a New Cooperative Education Agreement through [CCN](#) Experiential Learning. The CWEE coordinator will review, and it will be sent to your worksite supervisor.
- Make sure your employer/site supervisor is aware that you are applying for the CWEE program.
- Remind your supervisor to check the email that you provided in the CWEE application packet to review and sign the Cooperative Work Experience Education Agreement as the employer, he/she will receive it through CCN directly.
- Have your employer/site supervisor contact CWEE coordinator at 310-287-7215 with questions.

STEP 6: Faculty Advisor (assigned by discipline) Sign the Workplace Learning Objectives Agreement

- Make sure your faculty advisor is aware that you are applying for the CWEE program.
- If you're having trouble connecting with your faculty advisor, contact the CWEE coordinator at 310-287-7215.
- The faculty advisory will then receive an email from CCN requesting signature after your supervisor has signed, faculty advisor will then review your learning objectives, approve, and sign.
- The final approval of this Agreement triggers the scheduling of your workplace visit and is part of your work evaluation, which is worth 30% of your final grade. Without this Agreement, the visitation and evaluation cannot take place. This will result in your final grade being based solely on your assignments (70%).

STEP 7: Schedule the intake Appointment with CWEE Coordinator to Enroll

- Send an email to WLAC-CoopEd@laccd.edu or call 310-287-7215 to schedule an appointment to meet with the CWEE Coordinator.
 - Email your completed application packet and orientation completion badge before your intake appointment.
- Show up to your appointment to have your application and agreement reviewed by the CWEE Coordinator. A permission number to add the class will be provided for registration upon review and approval of the application.

STEP 8: Employer Partner/Work Site Supervisor Sign CWEE Work Experience Agreement

- The employer/intern partner must sign the Cooperative Education Work Experience Agreement.
- The agreement will be sent by the CWEE Coordinator to the employer through Adobe Sign with a welcome letter after the student enrolls in the coop-ed class.

The entire registration process described above must be completed by the 2nd Friday of the semester term.

***If you need assistance finding an internship, contact the Career Connections Center, WLAC-CareerConnectn@laccd.edu.

***Questions or assistance for the CWEE program email WLAC-CoopEd@laccd.edu

Application Packet Instructions

This Application Packet includes:

1. **The Cooperative Work Experience Education Application:** This is to be completed by the student. Must be typed and signed.
2. **Student Expectations Contract:** Read carefully and sign / date the bottom. By signing this form, you agree to the terms and conditions of the Cooperative Work Experience Education Program.
3. **Cooperative Work Experience Education Workplace Learning Objectives Agreement:** Meet with your supervisor to fill the Workplace Learning Objectives Draft Plan. You and your supervisor must complete the Workplace Learning Objectives Draft Plan together telling us what 3 new skills you (the student) will be learning. You then need to submit the official CWEE **Workplace Learning Objectives Agreement** through [CCN](#).
4. **Voluntary Activity Participation Waiver:** This is to be completed by the student. Must be typed and signed.

The CWEE Application Packet must be submitted and approved by the CWEE Coordinator during the intake meeting before a permission code can be issued for enrollment.

Please note: You must complete the CWEE Orientation prior to scheduling your intake appointment.



WEST LOS ANGELES COLLEGE

Cooperative Work Experience Education

For Office Use Only			
1 st	2 nd	3 rd	4 th
Class Nbr:			
Course:			

STUDENT INFORMATION

Last Name		First	M.I.	Semester / Year
DOB ____/____/____ Age: ____		Phone# () ____ - ____	S.I.D# ____ - ____ - ____	
Street Address			Apartment/Unit #	
City		State	ZIP	
Phone		E-mail Address		
College Major		Occupational Goal		
Have you taken CWEE courses before?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, where? _____ How many units? _____
Are you enrolled in other classes this semester?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, where? _____ How many units? _____
Do you have a job/internship?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes please complete employer information below.

EMPLOYER INFORMATION

Company Name		Phone # () _____		
Address		City, State		
Supervisor's Name	Supervisor Dept.	E-mail Address		
Parking (Where do we park when we visit?)		Validation	Yes	No
Job Title	Paid	Non-Paid	Salary/Wage	\$
Start Date	End Date	Hours per week		

Please indicate your weekly work schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
In:	In:	In:	In:	In:	In:	In:
Out:	Out:	Out:	Out:	Out:	Out:	Out:

In sentence form, describe your job assignment in detail:

EMPLOYMENT PREP PROGRAM PARTICIPATION

EMPLOYMENT PREP PROGRAMS: First time CWEE students at WLAC are required to attend the Employment prep program. Repeating students will enroll in the 21st employability skills courses.

STUDENT EXPECTATIONS

I hereby certify that the total units in Cooperative Work Experience/Internship including the current term, will not exceed 16 units earned at all community colleges in California. I declare that my occupational goal, and all information provided on work experience documents are true and correct. I also understand that misrepresentation of information on this form, or other Cooperative Work Experience /Internships forms, shall be grounds for dismissal from and/or forfeiture of credit from the course. I agree to submit assignments and necessary paperwork on time. I hereby certify that I am/will be working the number of hours per week as shown above during the semester. *By completing this form, I authorize my instructor to speak to my employer regarding my participation progress in CWEE.*

Student Signature: _____ Print Name: _____ Date: _____

FOR OFFICE USE ONLY

Date Application Received:		Approved by:		
Student/Employer Contact	1 st contact	2 nd Contact	3 rd Contact	

Cooperative Education Student Expectations Contract

(Students: Read carefully and print/sign/date below)

1. Student must be employed, volunteering or interning prior to registering for Cooperative Education and provide a business card or pay stub verifying worksite and employment.
 - a. Any change of employment or supervisor has to be reported to the Cooperative Education Office immediately.
 - b. If the student drops the course, their supervisor will be notified they are no longer part of the program.
 - c. The number of units you earn depends on the total number of hours completed within the semester. Hours worked prior to the start of the semester are not included in this total.
2. During spring and fall semesters, student must be concurrently enrolled in and complete at least one additional class at WLAC or a U.S. accredited regional institution and must provide proof of enrollment (a copy of their schedule or unofficial transcripts). This regulation does not apply to winter and summer enrollment.
 - a. The class can be a credit or non-credit.
 - b. The employment prep seminar classes satisfy this requirement.
3. Student may earn up to 4 units of elective credit if his/her job is related to their declared major. If the student's job is *not* related to their major or if student has not declared a major, student may earn up to 3 units of general credit only. The number of units the student earns is determined by how many hours of work were completed within the semester starting from the date in which the student enrolled.

For Paid Positions Weekly Average	Weekly Average	Internship/Non-Paid Positions	Weekly Average
75 hours worked = 1 unit	> 4.5 hrs	60 hours worked = 1 unit	> 3.75 hrs
150 hours worked = 2 units	> 9 hrs	120 hours worked = 2 units	> 7.5 hrs
225 hours worked = 3 units	> 14 hrs	180 hours worked = 3 units	> 11.5 hrs
*300 hours worked = 4 units *work must be major-related	> 18.5 hrs	*240 hours worked = 4 units *work must be major-related	> 15 hrs

4. The CWEE Application Packet along with the orientation completion badge must be submitted and approved by the CWEE Coordinator before a permission code can be issued for enrollment. The application packet includes the Cooperative Education Agreement that students must also submit through (CCN) www.CollegeCentral.com/WLAC.
 - a. The final approval of this Agreement triggers the scheduling of your workplace visit and is part of your work evaluation, which is worth 30% of your final grade. Without this Agreement, the visitation and evaluation cannot take place. This will result in your final grade being based solely on your assignments (70%).
5. Students enrolling in CWEE for the first time at WLAC must enroll in the Employment prep programs and complete the related assignments. Students enrolling in CWEE for the 2nd, 3rd, or 4th time are required to complete (1) 21st employability skills program (details will be provided at intake meeting) and submit related assignments **NO LATER THAN the end of the semester.**
 - a. Students can turn in assignments any time prior to due date.
 - b. All students **must complete the homework assignments** in order to receive full credit.
 - c. **All assignments are due no later than the end of the semester. THERE ARE NO EXCEPTIONS!** You can turn in written assignments any time prior to the due date.
 - d. Students are required complete the following assignments as part of their internship: a final self-evaluation, and an exit survey. Grading is based on the total score of the assignment(s) and paperwork completed by the student (up to 500 points) and the evaluation score submitted by the employer (up to 100 points).
 - e. Do not procrastinate – Late work will not be accepted.
6. The grading scale is as follows:
500 - 450 points = A 449 – 400 points = B 399 – 350 points = C 349 – 300 points = D 299 & below = F

IT IS THE STUDENT'S RESPONSIBILITY TO REMEMBER DUE DATES FOR APPLICATION PAPERWORK OR ASSIGNMENTS.

By signing this document, you acknowledge that you have read the above regulations. I certify that I have read the above regulations. I understand that I am responsible for submitting assignments and necessary paperwork on time. It is my responsibility to withdraw from/drop this course in the event I cannot comply with the regulations in this program. Failure to do so may result in a final grade of an "F." I acknowledge receipt of a copy of this form.

STUDENTS' SIGNATURE _____

TYPE/PRINT NAME _____

DATE _____

Workplace Learning Objectives Agreement

(To be initiated by the you through College Central Network. You must complete this before submitting your intake application.)

The WLAC student and partnering employer supervisor are asked to set up 3 (or more) measurable learning objectives that can be completed on the job during this semester. These objectives might be special projects, learning a process, or learning a new skill set to benefit the workplace. These must be new skills for the student, and they must be quantifiable to be evaluated. Objectives must be completed by the end of the semester. The employer supervisor will be asked to grade the WLAC student on these objectives as well as his/her general workplace performance. The evaluation is worth over half of the student's semester's grade.

Steps to Writing and Completing Objectives


5. Meet with your worksite Supervisor to write the three workplace learning objectives for the semester and identify what you have chosen as your objectives on the draft plan below.
6. You then will need to submit your **Workplace Learning Objectives Agreement** online through [CCN](#) and it must be approved by the CWEE Coordinator, site supervisor, and Faculty Advisor.
7. The **Faculty Advisor must approve all three learning objectives** and sign your Workplace Learning Objectives Agreement through CCN. If they do not approve, you will need to re-write the learning objectives and obtain approval again from your worksite Supervisor and Faculty Advisor.
8. After completing the application packet, schedule your intake meeting with the CWEE Coordinator to go over your application and discuss the three learning objectives you and the employer developed and to get enrolled in the program.

Workplace Learning Objectives Draft Plan

Draft your Workplace Learning Objectives below after meeting with your supervisor

Objective 1	
By the end of the semester, I will learn and/or improve: <i>(Action to be accomplished)</i>	Target Date
1.	
Objective 2	
By the end of the semester, I will learn and/or improve: <i>(Action to be accomplished)</i>	Target Date
2.	
Objective 3	
By the end of the semester, I will learn and/or improve: <i>(Action to be accomplished)</i>	Target Date
3.	

How to Submit your Workplace learning Objectives Agreement through CCN?

- Go to <https://www.collegecentral.com/wlac/Student.cfm>
- Sign in or create an account (use your student ID as your User ID and create your own password)
- On the left column select  **Experiential Learning** and click "[Submit a Workplace Learning Objectives Agreement](#)."
- Read the Agreement Terms and Conditions and complete the online form. Include your 3 objectives by rewriting them from your worksheet, starting with, "By *(insert date)* I will..." plus any changes discussed.
- Click "Submit Experiential Learning Agreement."

**WEST LOS ANGELES COLLEGE
VOLUNTARY ACTIVITY PARTICIPATION WAIVER
RELEASE OF LIABILITY and MEDICAL TREATMENT AUTHORIZATION**

Participant Name:		STUDENT ID #
Description of Activity:	Unpaid Internship or Work Experience, Cooperative Work Experience Education (CWEE) Course	
Date(s) of Activity:	Semester: _____ Year: _____	
Activity Program/Dept. and Director Name:	Cooperative Work Education Experience CWEE	

I understand and acknowledge that I have voluntarily enrolled in the West Los Angeles College (“College”, “WLAC”), Cooperative Work Experience Education course and related Activities. I authorize the College to contact and visit my worksite supervisor to inform them of CWEE course requirements and to notify them if I fail to complete the enrollment process, drop the course or are dis-enrolled for any other reason.

I understand and acknowledge that this Activity and any related activities, by their very nature, pose the potential risk of serious injury/illness to individuals who participate in such activities. I also realize that the Activity may be strenuous, and that I have the option to seek the advice of a physician before I participate in this Activity. I understand and acknowledge that some of the injuries/illnesses which may result from participating in this Activity include, but are not limited to, the following:

- | | | |
|--|--|--|
| <input type="checkbox"/> Sprains | <input type="checkbox"/> Head and/or back injuries | <input type="checkbox"/> Loss of eyesight |
| <input type="checkbox"/> Fractured bones | <input type="checkbox"/> Paralysis | <input type="checkbox"/> Communicable diseases |
| <input type="checkbox"/> Unconsciousness | <input type="checkbox"/> Activity related injury/illness | <input type="checkbox"/> Death |

The above list is not intended to be inclusive of all injuries that may occur, but rather to inform me of the types of risks inherent in my participation in the above Activity, so that I can make a voluntary choice to participate or not participate.

In the event that this Activity is off campus, I hereby acknowledge and understand that, unless specifically advised otherwise, the College is not providing transportation and it is my responsibility to arrange for my transportation to and from the Activity. If the College does provide transportation but I do not use the transportation, I am responsible to make my own arrangements and the College assumes no responsibility or liability of any kind. When providing my own transportation, I further acknowledge and agree that:

- The driver of the vehicle in which I am riding, either as driver or passenger, is not driving on behalf of, or as an agent of, the College and that WLAC has not verified the driving record of the driver, the liability insurance on the vehicle, or the condition of the vehicle.
- The College is in no way responsible for, nor does WLAC assume any liability for, any injury or loss which may result from my transportation.

In the event of accident or illness, I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services. Further, I agree that WLAC and its personnel are not legally or financially responsible or liable for any claim arising from any consent given in good faith in connection with diagnosis or advised treatment.

In the event of accident or illness please notify: _____
Name Telephone

I voluntarily waive any claims against the College for injury, accident, illness or death occurring during or by reason of these Activities. I voluntarily elect to participate in these Activities. I agree to assume any and all liability and responsibility for any and all potential risks which may be associated with participation in such Activities or any Activities incidental thereto. I hereby voluntarily exempt and relieve, on behalf of myself and my heirs, executors, administrators and assigns, West Los Angeles College, LA Community College District, its officers, agents, servants, employees, and volunteers from any liability or responsibility for any property damage, personal injury, bodily injury, or wrongful death that I might sustain which is incident to and/or associated with preparing for and/or while participating in any Activity in any way connected with said Activities, including travel to and from Activity locations, whether same shall arise by the negligence of any of said persons, or otherwise.

I acknowledge that I have carefully read and understand this Voluntary Activities Participation Waiver, Release of Liability and Medical Treatment Authorization and that I agree to its terms and conditions.

Signature of Participant or, if Participant is a minor, Parent/Guardian Date

 Print Name of Participant or, if Participant is a minor, Parent/Guardia

Sample CCN Workplace Learning Objectives Agreement

(to be turn in by the student before enrolling)

Workplace Learning Objectives Agreement

Status: Finalized

Semester: Spring

Year: 2021

Major: Administration of Justice

EMPLOYER INFO:

Company Name: wlac

Company Address: 9000 overland ave

Supervisor Name: Allison

Supervisor Email: ablanc @gmail.com

STUDENT EMPLOYMENT INFO:

Job Title: coordinator

Type::

Paid

Hours Worked Per Week: 15

How Long Have You Had This Job?: 2 years

WORKPLACE LEARNING OBJECTIVES. The employer and student need to draft 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 June 7, 2021, to learn the 3 skills below.

#1). By June 7, 2021 student will:

#2). By June 7, 2021 student will:

#3). By June 7, 2021 student will:

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 Blanco

Today's Date: 02/01/2021

Go Back

Steps to CWEE Student Intern Success

(to be used by the student)

Steps to CWEE Student Intern Success!

STEP 1: Complete the CWEE Online Orientation

Enroll and complete the CWEE orientation through canvas (section # can be found on the [CWEE website](#)). In the last module of the orientation, you will be asked to complete a quiz. You must pass the quiz with a score of 80%. Screenshot the completion badge page and include it with your application packet.

STEP 2: Obtain the necessary documents for enrollment

After screenshotting out your badge from the online orientation, start by filling out the CWEE Application Packet.

STEP 3: Write your workplace learning objectives

Meet with your Worksite Supervisor to write the 3 learning objectives for the semester on the workplace learning objectives draft plan on the application packet. Once you and your worksite Supervisor agree on the 3 learning objectives submit a New Cooperative Education Agreement through [CCN](#) Experiential Learning. Now, schedule your intake meeting with the CWEE Coordinator.

STEP 4: Submit all required documents during intake appointment

Send an email to WLAC-CoopEd@laccd.edu to schedule an appointment to meet with the CWEE Coordinator. Show up to your appointment to have your application packet reviewed by the CWEE Coordinator. A permission number to add the class will be provided for registration upon review and approval of the application and your workplace learning objectives agreement.

STEP 5: Enroll for and complete the employment prep program

The employment prep. program will provide you with resources on: How to Conduct a Job Search | Cover Letter Writing | Resume Writing | Interviewing Techniques | Professional Communication in the Workplace | Customer Service | Time Management | and Formulating Balance between Home and Work. The goal is to prepare students to be workforce ready and successfully transition from the classroom into a professional environment.

STEP 6: Maintain Regular Contact with CWEE Faculty Advisor (Required by the California Education Code)

Maintain regular contact with your faculty Advisor to discuss your progress and internship experience throughout the semester. Discuss when required meetings will need to take place throughout the semester. Your Faculty Advisor will also be conducting at least 1 visit with your Site Supervisor, but you are not required to be present.

STEP 7: Submit Monthly Timesheets to your CWEE Faculty Advisor

Timesheets are a requirement by the California Education Code. Complete the required number of hours for the units enrolled by tracking your hours on a monthly basis on the [Timesheet Summary Statement](#) form. You may begin counting your hours from the first day of the semester and not before the semester begins. The Timesheet summary statement must be signed by you and your site supervisor and submitted to your CWEE faculty advisor through canvas on the last week of class. If you do not turn in signed timesheets you will receive an "F" for the course.

STEP 8: Meet Deadlines - Complete all assignments and submit all paperwork

Complete and submit all CWEE assignments: [Midterm and Exit Meeting] Timesheet Summary Statement| Employment prep. completion badges | Student Final Self-evaluation | Exit Survey, on or before the due dates and before the end of the semester. All paperwork must be submitted through the coop-ed canvas to your CWEE faculty advisor, except for the employment prep. program assignments, which need to be submitted to the designated canvas.

(to be submitted during the last week of class by the student)



COOPERATIVE WORK EXPERIENCE / INTERSHIP PROGRAM

TIMESHEETS SUMMARY STATEMENT
(To be completed by the student)

Student Name:		Section #:	
Instructor's name:		Semester & Yr.:	
Supervisor Name:		Company/Worksite:	

To qualify for college credit, this timesheet summary and a completed signed evaluation of your workplace learning agreement must be submitted to the Cooperative Work Experience Education Canvas during finals week of the semester as both are mandated by the State. Final grades cannot be processed without these two documents. Hours reported are by each month. It is acceptable to estimate the last weeks of the semester as you will be returning this document during the final week of the semester.

Month of	Select ▼	Total Hours Worked This Month	
Month of	Select ▼	Total Hours Worked This Month	
Month of	Select ▼	Total Hours Worked This Month	
Month of	Select ▼	Total Hours Worked This Month	
Month of	Select ▼	Total Hours Worked This Month	
Month of	Select ▼	Total Hours Worked This Month	
		Total Hours	0

I hereby certify that the number of hours listed above are correct and that the work assigned has been performed in a satisfactory manner.

Student's Signature

Date

Job Supervisor's Signature

Date

(to be submitted by the student)



INTERSHIP / COOPERATIVE WORK EXPERIENCE PROGRAM

FINAL STUDENT EVALUATION

(To be completed by the student)

Student Name:		Student ID#:	
Section #:		Semester & Yr.:	
Company/Worksite:		Address:	
Supervisor:		Email:	
Occupational Goal			

At the beginning of the semester, you set certain workplace learning objectives you hoped to achieve during the semester. Below, please summarize to what extent you feel you have achieved the objectives set forth for this evaluation period.

When completed, submit form through the CWEE canvas under the designated assignment. Failure to do so will result in receiving a lower grade.

FIRST OBJECTIVE: Achieved Still in process Not achieved

Summary of Accomplishment of Workplace Learning Objective one

SECOND OBJECTIVE: Achieved Still in process Not achieved

Summary of Accomplishment of Workplace Learning Objective one

THIRD OBJECTIVE: Achieved Still in process Not Achieved

Summary of Accomplishment of Workplace Learning Objective one

Signature

For questions contact the CWEE Program WLAC-CoopEd@laccd.edu

(to be submitted by the student)

***Cooperative Work Experience Education
EXIT SURVEY***

Name _____ Graduation Date _____

Semester/Year (check current co-op term) Fall _____ Spring _____ Summer _____

Company/Agency _____ Pay Rate _____

Total number of hours worked this semester _____ Total wages earned this semester _____

Current Status: _____ returning for additional term(s)
 _____ converted to regular hire
 _____ seeking a new co-op assignment (specify interest area) _____
 _____ co-op program completed

Part I. The Cooperative Education (Mark (X) your response to each factor)

	Very Good 5	4	3	2	Poor 1
a. Assistance offered by co-op/career staff	_____	_____	_____	_____	_____
b. Support from co-op faculty coordinator	_____	_____	_____	_____	_____
c. Overall rating of co-op program	_____	_____	_____	_____	_____

Part II. Co-op Work Experience (Mark (X) your response to each factor)

	Great Extent 5	4	3	2	Not at All 1
a. Was related to my career interests	_____	_____	_____	_____	_____
b. Offered me challenging, responsible work	_____	_____	_____	_____	_____
c. Made my course-work more meaningful	_____	_____	_____	_____	_____
d. Should help me obtain a job upon graduation	_____	_____	_____	_____	_____
e. Provided networking opportunities	_____	_____	_____	_____	_____
f. Assisted with financial matters	_____	_____	_____	_____	_____
g. Clarified my career direction	_____	_____	_____	_____	_____
h. Overall rating of co-op experience	_____	_____	_____	_____	_____
i. It enhanced my classroom education	_____	_____	_____	_____	_____

Part III. Co-op Employer (Mark (X) your response to each factor)

	To a great Extent 5	4	3	2	Not at All 1
a. Provided adequate orientation & training	_____	_____	_____	_____	_____
b. Was available to review my progress and assigned more work as needed	_____	_____	_____	_____	_____
c. Made me feel part of the organization	_____	_____	_____	_____	_____
d. Provided work that related to my learning objectives	_____	_____	_____	_____	_____
e. Overall rating of co-op employer	_____	_____	_____	_____	_____

Please explain how your co-op experience benefited you:

Please explain any way you feel the co-op program could be improved:

Additional comments:

May we have permission to quote any positive comments for use in publications? Yes No

Signature _____ Date _____

Submit form through the canvas for cooperative education

for questions contact: Andrea Rodriguez-Blanco, Coordinator of
Cooperative Education
WLAC-CoopEd@lacc.edu

FACULTY FORMS

Sample Canvas Structure

(to be use by faculty advisor)

☰ ▾ GENERAL INFORMATION Complete All Items ✓ + ☰

☰ 📄 **Welcome Statement** ✓ ☰
View

☰ ▾ Intake Paperwork Complete All Items ✓ + ☰

☰ 📄 **CCW Orientation Badge Upload** ✓ ☰
Jan 12, 2022 | 25 pts | Submit

☰ 📄 **Signed Program Application Packet** ✓ ☰
Jan 12, 2022 | 25 pts | Submit

☰ 📄 **CCN: Workplace Learning Objectives Agreement** ✓ ☰
Jan 13, 2022 | 25 pts | Submit

☰ ▾ Timesheet Summary Statement Complete All Items ✓ + ☰

☰ 📄 **Timesheet Summary Statement** ✓ ☰
Feb 6, 2022 | 100 pts | Submit

☰ ▾ Employment prep program Complete All Items ✓ + ☰

☰ 🔗 **Seminar: Employment Prep. Class 1** ✓ ☰
View

☰ 📄 **Employment prep program class 1: badge upload** ✓ ☰
Feb 4, 2022 | 37.5 pts | Submit

☰ 🔗 **Seminar: Employment Prep. Class 2** ✓ ☰
View

☰ 📄 **Employment prep program class 2: badge upload** ✓ ☰
Feb 4, 2022 | 37.5 pts | Submit

☰ ▾ Exit Paperwork Complete All Items ✓ + ☰

☰ 📄 **Student Evaluation Submission** ✓ ☰
Feb 4, 2022 | 30 pts | Submit

☰ 📄 **Exit Survey Submission** ✓ ☰
Feb 4, 2022 | 35 pts | Submit

☰ 🔗 **Submit Badge Evidence** ✓ ☰

Canvas Assignments

(to be completed by student)

- Online employment prep. seminar courses completion badges
- Student Evaluation
- Exit Survey
- Employer Evaluation (completed by employer)

Sample Midterm Assessment

(to be completed by faculty advisor)



**West Los Angeles College
Cooperative Work Experience Education**

**Midterm Assessment
(To be Completed by Professor)**

Student ID#: _____

Student Name: _____ Date of Evaluation: _____
last name first name

Company Name: _____

Work Site Supervisor: _____

WORK Experience Course Title: _____

Work Experience Course Professor: _____

Sect#: _____ Units:(Check One)

1 UNIT	2 UNITS	3 UNITS	4 UNITS
<small>60 non-paid or 75 paid</small>	<small>120 non-paid or 150 paid</small>	<small>180 non-paid or 225 paid</small>	<small>240 non-paid or 300 paid</small>

Unit selected needs to match General Information Form

Record of Work Site Visit (Must Meet With Work Site Supervisor)
In person or alternative method can use

Method (check one):

- In person site visit **OR** Alternate to in-person site visit conducted via:
- Phone Email Video conference

Date of last Site Visit/
Evaluation:

Note: General working environment: _____

Safety conditions: _____

Supervision: _____

Other factors: _____

Work Site Supervisor's opinion of student progress: _____

Faculty assessment of student strengths: _____

Faculty suggestions for improving performance: _____

Sample Faculty Advisor Evaluation

(to be signed by the employer, student, and faculty at the start of the course)



Cooperative Work Experience Education Program END OF TERM EVALUATION - INSTRUCTOR

As the instructor of the student, please evaluate the student on the completion of assignments and workplace learning objectives. Your recommendations, comments, and helpful hints will be utilized by the college for guidance of the student and consideration for future placements.

Student's Name _____ Student's ID# _____

Company Name _____ Worksite Supervisor _____ Paid Non-Paid

Course # & Section # _____ Semester Units: _____ Final Grade: _____

of Student Contacts: _____ (refer to the Faculty to Student Communication Log)

Semester Hours Total _____

For Paid Positions Weekly Average	Weekly Average	Internship/Non-Paid Positions	Weekly Average
75 hours worked = 1 unit	>4.5 hrs	60 hours worked = 1 unit	> 3.75 hrs
150 hours worked = 2 units	> 9 hrs	120 hours worked = 2 units	> 7.5 hrs
225 hours worked = 3 units	> 14 hrs	180 hours worked = 3 units	> 11.5 hrs
*300 hours worked = 4 units *work must be major-related	> 18.5 hrs	*240 hours worked = 4 units *work must be major-related	> 15 hrs

MEASURABLE WORKPLACE OBJECTIVES:

Achievement of Objective No. 1 Y N [Date _____]

Achievement of Objective No. 2 Y N [Date _____]

Achievement of Objective No. 3 Y N [Date _____]

PAPERWORK AND ASSIGNMENTS:

1. Completed Intake Paperwork Y N [Date _____]

2. Completed Work and Career Assignments Y N [Date _____]

3. Completed Emp Prep program Y N [Date _____]

4. Submitted Monthly timesheets Y N [Date _____]

5. Received supervisory evaluation Y N [Date _____]

6. Completed Exit Paperwork: Y N [Date _____]

COMMENTS: _____

Final Instructor Signature _____ Date _____

Faculty Advisor Clearance Checklist

(to be completed by faculty advisor)



FACULTY ADVISOR END OF TERM CLEARANCE CHECKLIST

PROGRAM: _____ **SEMESTER:** _____ **INSTRUCTOR:** _____

Faculty Advisory: Please use this form to track which documents are required by the CWEE Office for each of your students. Make sure all required documents are filled out completely, have the appropriate signatures and are submitted no later than the last day of the semester to the CWEE Office to WLAC-CoopEd@lacc.edu. It will be necessary to receive clearance for the following items before the day your grades are due in People Soft for any CWEE course. Attached a copy of your student roster with the checklist.

Student's Name	CCW Orientation Badge Upload	Signed Program Application Packet	CCN: Workplace Learning Objectives Agreement	Timesheet Summary Statement	Midterm Assessment	Employer Evaluation	Student Evaluation	Faculty evaluation	Emp. Prep. badges	Comm. Log	Student grades
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Faculty Advisor Initials _____

I certify that I have reviewed the above items for completeness

CWEE Coordinator

Date:

EMPLOYER FORMS

(to be completed by worksite supervisor)



**COOPERATIVE WORK EXPERIENCE / INTERSHIP PROGRAM
SUPERVISOR END OF TERM EVALUATION
(To be completed by the Supervisor)**

Supervisor's Name:		Company's Name	
Company/Worksite:		Student's name:	
Supervisor Signature:		Date:	

As the employer, please evaluate the student/employee on the following workplace competencies. Please also evaluate the student's achievement of and overall performance on the workplace learning objectives. This evaluation will be available for viewing by all parties.

This is an evaluation of the student as a worker in the company and as a student in the Cooperative Work Experience Program. Your evaluation will help the college instructor assess the students overall class performance. MARK AN "X" IN THE SELECTED CATEGORY	EXCELLENT 5	ABOVE AVERAGE 4	SATISFACTORY 3	NEEDS IMPROVEMENT 2
PERSONAL APPEARANCE Standard: Dresses appropriately. Grooming is above approach.				
HUMAN RELATIONS Standard: Is cooperative, courteous, and friendly to customers, associates, and supervisors. Accepts suggestions and controls his/her emotions.				
ATTITUDE Standard: Is eager to improve. Progresses on own initiative; dependable, enthusiastic, sincere, has appropriate work habits. Uses good judgment.				
WORKMANSHIP AND SKILL Standard: Strives for improvement; shows thoroughness, accuracy, and precision in detail. Has satisfactory performance and speed.				
PUNCTUALITY AND DEPENDABILITY Standard: Meets deadlines and is prompt.				
ATTENDANCE Standard: Attends as scheduled				
OVERALL WORK PERFORMANCE				


To what extent do you feel the student met the objectives agreed upon between you, the supervisor, the student and the instructor. Answer Yes/No on achievement and rate the performance of the student.

Workplace Learning Objective #1 Achieved	Select <input checked="" type="radio"/>	Excellent	Good	Fair	Poor
Workplace Learning Objective #2 Achieved	Select <input checked="" type="radio"/>	Excellent	Good	Fair	Poor
Workplace Learning Objective #3 Achieved	Select <input checked="" type="radio"/>	Excellent	Good	Fair	Poor

INSTRUCTOR USE ONLY	
Pursuant to Title 5 § 55257, the worksite:	
<input type="checkbox"/> Meets the appropriate requirements	Instructor's Signature: _____
<input type="checkbox"/> Does not meet the appropriate requirements	Date: _____

Sample Work Experience Agreement

(to be signed by the employer, student, and faculty at the start of the course)

		WORK EXPERIENCE AGREEMENT FOR COOPERATIVE EDUCATION		Subject # _____
Term: Select <input type="button" value="v"/> Year: <input type="button" value="v"/>				Section # _____
Student's Name: _____		Student ID#: _____		
<i>Has permission to register for & will receive _____ credits (_____ hours per week) upon successful completion of the work experience with:</i>				
Company/Worksite: _____		Company's Address: _____		
Supervisor's name: _____		Supervisor's Email: _____		
Hours Per Week: _____		Type of Work Experience		Select <input type="button" value="v"/>
Workers compensation insurance paid by		<input type="checkbox"/> Work site	<input type="checkbox"/> College	CWEE course qualification?
		<input type="checkbox"/> Work study	<input type="checkbox"/> No Coverage	
Description of learning objective (work assignments & duties) _____				
EMPLOYER/WORK SITE RESPONSIBILITIES:				
The employer/training site will adhere to all State and Federal regulations regarding safe working environment and conditions, employment, child labor laws, minimum wages and workers' compensation.				
I will supervise the student in achieving his/her learning objectives. I will assist the faculty in the evaluation of the student and verify the student's timesheets every month for the duration of the class. I agree that if a student is to be paid, the Employer will be held responsible for providing worker's compensation insurance coverage for the student. If the student is to be paid, the student is considered an employee of the Employer. This is not an employment agreement. The work site reserves the right to take immediate corrective action should an issue arise with a student and shall inform the coordinator of any such measures. It is also recognized that the work site has full authority in regard to taking first measures to resolve the problem to our satisfaction. I agree to maintain a safe work environment, free from discrimination and harassment on the grounds of age, handicap, disability, national origin, marital status, parental status, religion, or sex. I agree that I will not release school records and work experience information to any third party without the express written consent of the student.				
STUDENT RESPONSIBILITIES:				
I agree to participate in the Cooperative Education experience as shown above to receive Co-op credit. I will keep the Co-op Coordinator informed of any change in my work status. I understand that the Coop Ed program allow a maximum of 16 Co-op credits toward graduation (up to 6 in general coop-ed and up to 16 in occupational coop-ed). Individual department requirements may vary. I agree to adhere to company policy; employment may be terminated for the same reasons as regular employees. If unable to report to work, the student will notify the employer and coordinator before the start of the normal workday. It is my responsibility to complete the employment readiness program along with any coop-ed related assignments and turn it in on time. It is my responsibility to drop the class in the event I cannot comply with the expectations and I understand I will receive an "F" if I fail to drop it. *If an injury occurs while on the job, students covered by the College must complete a College Student Accident Claim Form and return it to the Cooperative Education Division within five (5) days.				
Unemployment				
Under certain circumstances, a student who has been placed in a Co-op position that has a beginning and ending work period may be denied unemployment benefits. Unpaid students are not eligible for unemployment benefits.				
SCHOOL RESPONSIBILITIES:				
A CWEE Faculty Advisor, as a representative of the College, upon agreement with the work site supervisor will arrange appropriate times to visit the work site or meet with supervisor in order to address student progress or problems relating to the student's work experience. The CWEE Faculty Advisor will also assist the supervisor in planning meaningful experiences for the student. CWEE students have general liability coverage under the College's insurance policy. If the student is participating in a non-paid work experience, the College may provide workers compensation insurance coverage for work-related injury only. Students will be accepted into this program without regard to age, handicap, disability, national origin, race, marital status, parental status, religion or sex. The College is an equal opportunity/affirmative action institution.				
<i>This agreement is for the purpose of outlining the agreement between the college and employer on the conditions of work experience to be given a student while on the job. We, the undersigned, agree to the conditions and statements in this agreement.</i>				
FACULTY ADVISOR USE ONLY				
By signing below, I consent to the student's ongoing participation in the course. Pursuant to Title 5 § 55252 & § 55256, the student qualifies for:				
<input type="checkbox"/> General Work Experience				
<input type="checkbox"/> Occupational Work Experience.				
_____ Student's Signature		_____ Employer's Signature		_____ CWEE Faculty Advisor's Signature
_____ Date		_____ Date		_____ Date