

**COURSE SYLLABUS
CABRILLO COLLEGE
COOPERATIVE WORK EXPERIENCE EDUCATION**

Instructor: Matthew Weis

Contact: maweis@cabrillo.edu or phone: 831-477-5650

<http://cabrillo.edu/academics/cwee/>

Meetings available by appointment

Program Description

The Internship and Work Experience integrated into academic programs throughout the College. This program allows students to apply knowledge gained in their college courses with practical work experience to develop job readiness skills. This would be in a paid or unpaid work setting that enables students to earn college credit.

Enrollment Requirements (Steps for enrollment and completion)

STEP 1: You must be registered as a Cabrillo College student.

STEP 2: You must be working or have identified a job in a paid or unpaid position that may or may not be directly related to your major or occupational goals.

STEP 3: You must attend a mandatory Orientation session to receive information about the program and to complete the necessary paperwork and enroll for credit in the appropriate section

STEP 4: Develop an individualized learning plan and timeline for completion

Career WE (XXX 199c or XXX99C):

This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job.

Career Work Experience is “discipline-specific” in that students’ job and learning objectives relate to the Work Experience course. There are no prerequisites or concurrent enrollment requirements, and there are no classroom meetings after the initial orientation. Student can earn up to 4 units per semester (for a total of 16 combined Work Experience units). Units apply toward Degree and Certificate requirements. Units are awarded upon achievement of approved learning objectives and completion of course requirements.

General WE (CWEE 99G):

This course will enable students to earn college credit for learning or improving skills or knowledge while working.

Any type of work is suitable. Faculty and employers help students create meaningful educational experiences by developing specific learning objectives. There are no classroom meetings after the initial orientation. There are no pre-requisites or concurrent enrollment requirements. In limited cases units apply toward degree requirements and transferable. Units are awarded based on the achievement of learning objectives and completion of course requirements.

ACADEMIC CREDIT

Credit is based on completion of work experience hours and completion of required assignments. Refer to the chart below for Unit value and corresponding hour requirements for paid and unpaid work experience.

Paid work (75 hours/unit)	Volunteer Work (60 hours/unit)
75 hours = 1 unit	60 hours = 1 unit
150 hours = 2 units	120 hours = 2 units
225 hours = 3 units	180 hours = 3 units
300 hours = 4 units	240 hours = 4 units

CHANGES IN YOUR CONTACT INFORMATION OR EMPLOYMENT

If there are any changes in your mailing address, phone number, place of employment or supervisor, you must contact the CWEE office immediately with that information. If the CWEE instructor is unable to contact you or your supervisor, you may be dropped from the course.

SUBMITTING DOCUMENTS

All documents must be completed electronically or written legibly, and original documents signed by both the student and employer must be submitted through Canvas by the assignment due date. If you are unable to obtain the supervisor's signature for reasons beyond your control, you must still submit the completed assignment by the due date with a note indicating when you will obtain the signature and turn in the original, signed assignment. Remember – there is no reason your assignments need to be late due to your supervisor's unavailability or your inability to get to the campus!

GRADING

CWEE courses are graded as Pass / No Pass. Students will receive a passing grade based on the completion of all of the course requirements.

COURSE INSTRUCTIONS and STEPS TO COMPLETION

The following instructions outline the requirements for successful completion of Cooperative Work Experience Education (CWEE). This information and the required forms can also be found on the website:

<http://cabrillo.edu/academics/cwee/>

Using Canvas

This course requires students to have a canvas account. Students will be required to submit the forms through Canvas, which in some cases students will have to scan some documents in order to submit. For more information on how to download, upload and submit, go to canvas homepage. Attached to the end of the syllabus is short user guide for this course.

Orientation and Enrollment

All students are required to attend an orientation meeting. For the first three weeks of Fall and Spring semester extended orientation and advising drop-in hours are scheduled on the Aptos and Watsonville Campus, dates/times/locations on are available on the CWEE website home page. Students unable to attend drop-in hours can contact the CWEE office by phone or email to schedule an orientation or advising session by appointment. Students will enroll for the appropriate section and unit value of the CWEE course during the orientation.

Complete the Following Four Assignments

- **Employer/Student Contact Information**

All students enrolled in CWEE are required to submit an Employer/Student Contact Information form. This form provides all of the information needed to contact you and your employer and helps confirm that you are enrolled in the correct section of CWEE. After completing this form, you will need sign it and have it signed by your employer/supervisor. Submit this on or before the due date through Canvas.

- **Employer Memorandum of Agreement**

There are two different forms: paid and unpaid. The form that you will be filling out will depend on whether you are being paid or not. Both documents must be review and sign by your employer. This form must be submitted through Canvas.

- **Job Description**

All students must submit a job description, which will help CWEE faculty provide advice regarding learning objectives. You can submit a pre-written job description provided by your employer (be sure your name is on it) or you can use the Job Description form found on the CWEE website. You will need to turn in this assignment through Canvas.

- **Learning Objectives Worksheet**

All students will complete and submit this document through Canvas. This document will allow you to prepare for the learning objectives meeting.

Learning Objectives Meeting and Learning Objective Form

This meeting will be schedule the day of the orientation. In this meeting, you along your instructor will be completing a learning objective form. This form needs to be sign by all parties and submitted through Canvas.

Learning Objectives

Learning Objectives (LOs) are the core of the CWEE learning experience. Students enrolled in 1 or 2 units are required at least one learning objective, Students enrolled in 3-4 units are required at least 2 learning objectives:

- **Taking ideas or concepts you've learning in the classroom** and applying them to the workplace. This may mean taking principles of good customer service, for example, and applying them at work by changing specific behaviors towards customers
- **Demonstrating skills you've learning in the classroom**, like creating a spreadsheet or leading a group counseling session and doing it in a professional manner with appropriate conduct and vocabulary.
- **Examining the work you are doing by thinking critically** about how you accomplish certain tasks, how you might do them differently, and whether the way you complete the tasks results in the outcomes you desire
- **Working independently in completing complex assignments** that require planning, organizing and implementing new tasks, skills or behaviors

Instructor Check-In

The Check-In meeting you can schedule with Matt. This is a non-mandatory meeting; this is more like if you want to know if you are on track or if you have any other further questions.

Instructor Site Visit

Your CWEE instructor will be meeting with your employer/supervisor at some point during the semester to provide the employer with an orientation to the CWEE program (if necessary) and to obtain a “progress report”. Be sure to keep your supervisor informed of your progress regarding your learning objectives.

Final Meeting with CWEE Instructor

Students are required to meet with the instructor at least once each semester; typically, this will occur when the instructor meets with your job supervisor or scheduled in advance during the orientation. However, if your initial draft of your Objectives is not approved, or if you are not making satisfactory progress in meeting your Objectives, you may be required to meet with the instructor additional time(s) during the semester. You will be notified by your instructor if this is the case.

Complete required hours – You are required to keep track of your work hours. Once you have completed them you can move forward to the next steps.

Submit final assignments – Once you have completed your required hours, you must submit the following documents through Canvas.

- **Time Card**
Students will document and track hours worked at the site that count toward completion of approved learning objectives using the provided Student Time Card. Time card must be signed by supervisor and submitted through Canvas at the end of your work experience course.
- **Employer Evaluation**
At the conclusion of the semester your supervisor will complete an employer evaluation. This Employer Evaluation must be signed by the supervisor and submitted through Canvas.
- **Student Evaluation**
You are required to complete an evaluation of your overall experience enrolled in CWEE. Please refer to the provided evaluation document and take time to provide feedback on your performance as well as your worksite and work experience instructor.
- **Final Project**
Students are required to complete a final project to be submitted at the end of the work experience course. Students may choose from pre-approved assignments provided by the instructor. In some cases, students may propose an alternative/individualized assignment relevant to their experience for instructor approval. More detail regarding the assignment will be provided at the orientation as well as available online. Project assignments include:
 - Final essay summarizing your work experience outlining skills developed, accomplishments, results and future career goals.
 - Create a professional online profile utilizing an approved online professional networking tool including an up to date resume and personal academic overview.
 - Written summary of career research and analysis of career options

The project must be submitted on or before the due date indicated on the Assignment Tracking worksheet