



Mendocino College
COOPERATIVE WORK EXPERIENCE EDUCATION

COURSE INSTRUCTIONS

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 (go to www.mendocino.edu; click on "For Students" then click on "Work Experience"; navigate from there). If you have any questions, call the CWEE Office at 468-3047 (Ukiah and Willits) or 263-4944 (Lakeport). Please note that all assignments should be completed using the online forms, otherwise they **MUST BE TYPED**. Refer to the Student Assignment Worksheet for due dates of all assignments.

ORIENTATION:

ALL students are required to attend an orientation meeting*. You will find the dates/times in the "Work Experience Course Schedule". **Please SIGN UP for ONE orientation**; there will be sign-up sheets outside the CWEE office (room 1200 in MacMillan Hall in Ukiah; go to the Admissions window in Lakeport and Willits for sign-up). Seating for these orientations is limited, so be sure to sign-up early to ensure a place in your first-choice date and time. Late enrollees must make arrangements with the CWEE office for an alternate Orientation day/time. **You must be on time for these orientations**; these orientations begin exactly on time! If you are even a couple of minutes late you will not be allowed into the orientation session and will have to make arrangements to attend the next scheduled orientation.

*A student may be excused from an orientation if the following conditions are met:

1. The student completed CWE the previous semester with a grade of "A".
2. By the date and time of the final scheduled orientation of the current semester, the student is enrolled in CWE, has submitted a signed application and has submitted draft objectives that generally meet the course requirements for learning objectives
3. After submitting the application and learning objective(s), the student has communicated with the CWE instructor and received permission to skip the orientation.
4. The student agrees to meet with the instructor during the semester when the instructor visits with the employer.

CWEE APPLICATION

All students enrolled in CWEE are required to submit an application. This form provides us with all the information we need to contact you and your employer and helps us confirm that you are enrolled in the correct section of CWEE. After completing this form on-line you will need to print it, sign it and have it signed by your employer/supervisor before it is submitted to the CWEE office. It is important that you complete all information on the application and submit this on or before the due date. It is possible that you will be dropped from the CWEE course if the application is not submitted in a timely fashion.

WORK EXPERIENCE OBJECTIVES

Objectives are the core of the CWEE learning experience. The number of objectives required coincides with the number of units attempted; that is, a 1-unit course requires one objective, 2 units require 2 objectives, 3 units require 3 objectives, etc. The objective must be challenging, just as you would expect in a college course. "College-level" learning means:

- **Taking ideas or concepts you've learning in the classroom** and applying them to the work place. This may mean taking principles of good customer service, for example, and applying them at work by changing specific behaviors towards customers
 - **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
- 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.

All objectives must be completed in the current semester. More information on the objectives will be provided at the Orientation meeting and can be found on the CWEE website. Your instructor is available to provide you with individual assistance with your objectives, as well. You must complete one Objectives form for each objective, and they must be completed online. After completing the forms online they must be printed and submitted as hard copies after they have been signed by you and your job supervisor.

TIME SHEETS

Monthly Time Sheets must be submitted to the CWEE office by the 5th day of each month for the previous month's work. Your hours **will not count** toward CWEE **unless you are working on objectives approved** by the CWEE instructor. The timesheets can be completed online, and must be printed and signed by you and your supervisor.

If you are paid, you must work 75 hours over the semester for each unit; if you are a volunteer, you must work 60 hours over the semester for each unit.

Units Enrolled:	1 unit	2 units	3 units	4 units
If Paid:	75 hours	150 hours	225 hours	300 hours
If Volunteer:	60 hours	120 hours	180 hours	240 hours

MEETING WITH CWEE INSTRUCTOR

Students are required to meet with the instructor at least once each semester. The Orientation meeting can satisfy this requirement; 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 times during the semester. You will be notified by your instructor if this is the case.

SELF EVALUATION

You are required to complete an evaluation of how well you did in attaining your CWEE objectives. Complete one Self Evaluation form for each Objective by answering the questions on the form. This will be done at the end of the semester (by the due date). After completing the Self Evaluation form online, be sure to print out a copy, sign it and have your supervisor sign it before turning it in to the CWEE office.

CWEE "PROJECT"

General CWEE students (those enrolled in CED 50 or CED 195) are required to complete a project directly related to career assessment or job readiness skills. *Occupational* CWEE students do NOT have to complete a project. More information regarding the requirements for the project for CED 50/195 students can be found in the packet or on the web site, and will be explained in detail at the Orientation. The project must be submitted on or before the due date indicated on the Course Schedule

EMPLOYER EVALUATION

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. At the conclusion of the semester your supervisor will complete a one-page evaluation. This Employer Evaluation is an important part of your final grade, and must be signed by the supervisor and returned to the CWEE office before the end of the semester. You will not have to do anything with the Supervisor Evaluation form other than to inform the supervisor of your progress and to remind the supervisor to complete the evaluation.

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, your grade may be seriously affected or you may be dropped from the course.

REMEMBER:

- **REFER TO THE CWEE WEBSITE IF YOU HAVE QUESTIONS, OR CALL THE CWEE OFFICE AT 468-3047 (Ukiah/Willits) or 263-4944 (Lakeport).**

HERE'S TO YOUR SUCCESS!