

MENDOCINO COLLEGE

COOPERATIVE WORK EXPERIENCE EDUCATION

CED 50/CED 195 (General Work Experience) Project Guidelines

All students enrolled in CED 50 or CED 195/General Work Experience must do ONE of the following assignments in addition to completing their CWEE objective(s):

OPTION #1:

Complete a career survey using the on-line “Kuder” program.

1. Go to Mendocino College home page (www.mendocino.edu)
2. Click on “Career and Transfer Center”
3. Click on “Career Information”
4. Click on “Kuder Career Planning”
5. Select **Student Users**
6. Click on **New Users Register Here** to begin registration. Create a unique user name and password. Write down your user name and password for future reference.
7. Click **Register**. Use Batch Code J3423845QNR when creating account
8. If you did not move forward to the portfolio, omitted items will appear at the bottom of the page.
9. Select **Take an Assessment** from the navigation bar, select **Kuder Career Search with Person Match**
10. Enter your current grade level, select a language and click start assessment
11. Go to **View Assessment Results**, then click on **One Page Summary Report**, then print and submit to your CWEE instructor.

OPTION #2:

Complete the “Write Resumes” feature using the on-line “Kuder” program (under “Job Search Tools”).

1. Go to Mendocino College home page(www.mendocino.edu)
2. Click on “For Students”
3. Click on “Career and Transfer Center”
4. Click on “Career Information”
5. Click on “Kuder Career Planning”
6. Select **Student Users**
7. Click on **New Users Register Here** to begin registration. Create a unique user name and password. Write down your user name and password for future reference.
8. Click **Register**. Use Batch Code J3423845QNR when creating account
9. If you did not move forward to the portfolio, omitted items will appear at the bottom of the page.
10. Select **Job Search Tools** from the navigation bar, select **Write Resumes**
11. Select **Add New Resume**, and begin building your resume
12. When resume is complete click on **Printable View**, then print and submit to your CWEE instructor.

OPTION #3:

Attend one Career Center Workshop and write a one-page essay that includes:

- Who the presenter was
- The main points of the workshop
- What was of most interest to you
- How you will apply the information you received at the workshop