COURSE DESCRIPTIONS:

Occupational WE (XXX 196):
This course will enable students to earn college credit for learning or improving skills or knowledge on-the-job. **Occupational 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 8 units per semester (for a total of 16 combined Work Experience units). Units are Degree applicable and transferable. Units are awarded upon achievement of approved learning objectives. Each unit requires paid employees to document 75 hours (volunteers or unpaid employees (60 hours) during the semester.

General WE (CED 195):
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. Units are degree applicable and transferable. Units are awarded based on the achievement of learning objectives; additionally, each unit of Occupational Work Experience requires a paid employee to document 75 hours (volunteers - 60 hours) over the course of the semester.

Introduction to WE (CED 50):
Introduction to Cooperative Work Experience is a supervised, on-the-job learning experience for students who are new to employment and/or who are undecided about their career. The course helps students integrate classroom instruction with practical work experience. This course will assist students in acquiring desirable work habits, attitudes, and career awareness by achieving work-related learning objectives.

STUDENT LEARNING OUTCOMES:

**Occupational WE (XXX 196):** Upon successful completion of the course the student will be able to:

1. Assume responsibility for their actions and work effectively as individuals and as members of a group.
2. Realistically assess interests, values, skills and abilities to identify meaningful, measurable, attainable college-level learning objectives.
3. Demonstrate effective oral and written communication skills by effectively and collaboratively formulating and revising learning objectives with the employer and the instructor.
4. Demonstrate the ability to identify and communicate, orally and in writing, outcome measurements and specific learning process steps for each learning objective.
5. Use critical thinking skills to determine, for any specific task, what needs to be done, how to do it, the resources needed to accomplish the task, and to evaluate the results of the effort.
6. Demonstrate a willingness and ability to utilize feedback from co-workers, supervisor and or instructor to adjust approaches in order to assure successful achievement of learning objectives.
7. Evaluate and communicate their success in achieving the intended learning objectives.

**General WE (CED 195):** Upon satisfactory completion of General Work Experience, students will be able to:

1. Assume responsibility for their actions and work effectively as individuals and as members of a group.
2. Demonstrate effective oral and written communication skills by effectively and collaboratively formulating and revising learning objectives with the employer and the instructor.
3. Demonstrate the ability to identify and communicate, orally and in writing, outcome measurements and specific learning process steps for each learning objective.
4. Use critical thinking skills to determine, for any specific task, what needs to be done, how to do it, the resources needed to accomplish the task, and to evaluate the results of the effort.
5. Demonstrate a willingness and ability to utilize feedback from co-workers, supervisor and or instructor to adjust approaches in order to assure successful achievement of learning objectives.
6. Evaluate and communicate their success in achieving the intended learning objectives.

**Introduction to WE (CED 50):** Upon satisfactory completion of Introduction to Work Experience, students will be able to:

1. Assume responsibility for their actions and work effectively as individuals and as members of a group.
2. Demonstrate effective oral and written communication skills by effectively and collaboratively formulating and revising learning objectives with the employer and the instructor.
3. Utilize feedback from co-workers, supervisor and or instructor to adjust approaches in order to assure successful achievement of learning objectives.
4. Evaluate and communicate their success in achieving the intended learning objectives.
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. 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. It is possible that you will be dropped from the CWEE course if assignments are not submitted in a timely fashion.

ORIENTATION:
ALL students are required to attend an orientation meeting*. You will find the dates/times on the CWEE website under “Orientation Schedules”. 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) or call 468-3047 to 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. 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. Late enrollees (those enrolling after the last scheduled orientation) must make arrangements with the CWEE office for an alternate Orientation day/time.

*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.

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.

WORK EXPERIENCE LEARNING OBJECTIVES
Learning Objectives (LOs) 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.
- 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.
- 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.

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 you must wait for feedback from the instructor to ensure that each learning objective is approved. Once approved, 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 course of the semester for each unit; if you are a volunteer, you must work 60 hours for each unit.

<table>
<thead>
<tr>
<th>Units Enrolled:</th>
<th>1 unit</th>
<th>2 units</th>
<th>3 units</th>
<th>4 units</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Paid:</td>
<td>75 hours</td>
<td>150 hours</td>
<td>225 hours</td>
<td>300 hours</td>
</tr>
<tr>
<td>If Volunteer:</td>
<td>60 hours</td>
<td>120 hours</td>
<td>180 hours</td>
<td>240 hours</td>
</tr>
</tbody>
</table>

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. 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.

SELF EVALUATION
You are required to complete an evaluation of how well you did in completing your CWEE objectives. Complete one Self Evaluation form, online, 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 at the Orientation. The project must be submitted on or before the due date indicated on the Assignment Tracking worksheet.

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.

SUBMITTING DOCUMENTS
All documents must be typed or word processed, and original documents signed by both the student and employer must be submitted to the CWEE office 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. If you cannot get to the campus to turn in assignments on time, you can fax or scan and attach documents to an email by the due date, with a note indicating that the assignment is in the mail or when you will drop off the assignment at any of the College locations. 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!

REMEMBER:
REFER TO THE CWEE WEBSITE IF YOU HAVE QUESTIONS, OR CALL THE CWEE OFFICE AT 468-3047
HERE’S TO YOUR SUCCESS!

8-20-13