Connecting Your Education with a Career
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Mission Statement

“Rio Hondo College is a collaborative center of lifelong learning which provides innovative, challenging, and quality educational offerings for its diverse students and community.”

Vision Statement

Rio Hondo College strives to be an exemplary California Community College, meeting the learning needs of its changing and growing population and developing a state of the art campus to serve future generations.

Philosophy

We believe that the program shares with community agencies, the responsibility for developing in all students a lifetime love of learning and the ability to acquire the knowledge, skills, habits, understandings, attitudes and character traits that will allow students to leave college able to read, write, think, compute, use technology, appreciate the arts, speak well and behave in professionally and socially acceptable ways so they can become economically independent contributing members of society and experience an enriching personal life.

We believe learners are best served when quality-learning opportunities reflect local needs and strengths, therefore we will engage our communities in supporting all students’ learning and growth.

We believe that as learning modes and needs change in response to the knowledge-based economy, education will also need to change. An increasingly global and technological society creates new and increased pressures for learning systems to be adaptable, accessible, and flexible.

We believe our program will empower students to reach their maximum potential, utilizing their unique abilities and interests. This process will be a partnership involving the students, college and business community.
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, which 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 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
- Student written essays describing, discussing, and analyzing the workplace objectives and assessing the results
- A faculty worksite visit with the employer/supervisor to discuss the students’ progress and level of contribution toward the achievement of organizational objectives.

Skills required in order 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 instructions
Cooperative Work Experience/Internship Overview & Frequently Asked Questions

What is Cooperative Work Experience/Internship?

A cooperative work experience/internship at RHC offers students the opportunity to apply knowledge and skills learned in the classroom to the work environment as well as to gain experience related to a specific career. The goal is to assist students in making the transition from school to work by providing hands-on, “real world” learning experiences and practical application of classroom theory.

Can a student repeat Cooperative Work Experience/Internship?

Yes, check with the department you wish to do your cooperative work experience/internship with.

At the May 2008 Board of Governors meeting, the second set of revisions to Title 5 regulations affecting Cooperative Work Experience Education (CWEE) was passed.

Revision to Title 5:55253, College Credit and Repetition reads as follows:

[Section 55253 limits the total number of units of credit students can take in cooperative work experience courses. However, if a college only offers one occupational work experience course in a given field it is possible that students will not be able to accumulate the full 16 semester or 24 quarter units of work experience in that area before repeating the course for the maximum of four semesters or six quarters authorized for activity courses under section 55041. The amendment to Title 5 created an exception to the general rule for repetition of activity courses to allow students to take the full number of units of cooperative work experience, which would otherwise be allowed.]

Are the units transferable?

It depends. The California State University system does accept cooperative work experience/internship credit as elective units. Currently the UC system does not accept the transfer of cooperative work experience/internship units. Private universities and colleges may be contacted individually for their own policy.

Enrollment Requirements

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

[Title 5 §55254 Student Qualifications. In order to participate in Cooperative Work Experience Education students shall meet the following criteria: (1) Pursue a planned program of CWEE which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment. (2) Have on-the-job learning experiences that contribute to their occupational or education goals. (3) Have the approval of the certificated personnel.

At the May 2008 Board of Governors meeting, a revision to Title 5:55253 was passed. The revision read as follows:

[Section 55254 establishes eligibility requirements students must meet to be enrolled in cooperative work experience. It is amended to delete requirements related to enrollment in the parallel or alternate plans of cooperative work experience. The first phase of revisions to chapter 6 eliminated the distinction between the parallel and alternate plans but the reference to these plans in section 55254 was overlooked. The amendments resolve this problem.]

- Students must attend an orientation session set by the identified instructor. Check with Division for dates and times.
- Students must turn in a fully completed Student Application handed out at the orientation or picked up at the office of Career and Technical Education located in Room T123.
- Students complete the Learning Objectives Agreement with the employers and instructors input and approval.
- Students must maintain a record or journal of cooperative work experience/internship experience and documentation of hours.
Complete a self-evaluation of learning objectives at end of semester.
Complete an evaluation of cooperative work experience/internship that can be used for program improvement.

THE BENEFITS OF CWEE

For Students

- Work-based learning students find jobs faster and earn more money than their classmates
- Earn elective college credit toward graduation and transfer for either paid or non-paid work experience
- Develop ideas about careers you have never considered and find out what a particular career is really like
- Receive help in finding internship opportunities
- All learning takes place on-the-job and through the completion of independent assignments, there are no classes
- All learning is based on career related assignments and projects; there are no books
- Performance is evaluated based on achievement of student learning outcomes and completion of assignments; there are no tests
- Relates education to real world work experience through the achievement of workplace objectives and related classes
- Develops a “track record” in the workplace (allows students to demonstrate he/she can succeed in a work environment)
- Provides opportunities for job improvement
- Increases potential to advance by improving work-based skills
- Teaches valuable job-search skills such as career assessment, resume writing and interviewing techniques
- 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
- Documents skills and abilities with letters of recommendation and references

For Employers

- Improves employer/employee communication through objective evaluation
- Increases employee motivation
- Results in improved employee job skills and productivity
- Provides increased opportunities for employee evaluation
- Assists with the development of employer/employee goals through learning objectives
- Enhances employee motivation, thus reducing training costs

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

**UNITS**

Cooperative Work Experience/Internship 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. **Reminder: the cooperative work experience/internship hours can begin accumulating only after the Enrollment Procedures have been completed.**

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**STUDENT RESPONSIBILITIES**

- If your cooperative work experience/internship is unpaid, contact the Division of Career and Technical Education, room T123, 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’s Office. Students should retain a copy for their own records.
- Work the appropriate number of hours per unit enrolled. **Please be aware that your hours do not begin accruing until a signed Learning Objectives Agreement is received by your 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 to the Career and Technical Education Office, Room T123.
- Complete written assignments including the program evaluation and student report and return to the instructor of record.

**INSTRUCTOR RESPONSIBILITIES**

- Monitor the student’s cooperative work experience/internship.
- Review and approve the student’s learning objectives.
- Meet with each student for a minimum of three hours during the semester.
- Meet with each student at their employment site at least once during the semester.
- 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.

**EMPLOYER RESPONSIBILITIES**

- Understand and work toward the educational objectives of the cooperative work experience/internship as detailed on the Objectives Agreement & Student Evaluation.
- Provide input in developing and approving the student's learning objectives.
- Evaluate the student's achievement of the identified objectives.
- Certify the student's monthly time sheets.
- Provide continuous work assignments for students during the cooperative work experience/internship period.
- 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 Rio Hondo Community College District will insure students who do not receive compensation. If cooperative work experience/internship is unpaid, contact the office of Career and Technical Education @ (562) 463-3754 for necessary paperwork.
- Call the Division Dean for further information. Check campus website at [www.riohondo.edu](http://www.riohondo.edu) for the most up to date directory.

**LEARNING OBJECTIVES**

*Defining & Establishing Learning Objectives*

Learning objectives are goals to be accomplished within the cooperative work experience/internship. Prior to beginning the cooperative work experience/internship, students must attend an orientation where they learn how to plan and design the objectives that will be established by the student, employer/supervisor, and instructor.

Objectives are very specific, measurable, have defined goals and a completion date. They include the following elements: the achievement or skill to be learned, how it will be measured, the manner in which it will be accomplished, and when it will be completed.

A large part of the grade depends on the achievement of the objectives. Student input is important and the following are guidelines to help in establishing objectives:

1. Ensure each objective is achievable within the time frame of the cooperative work experience/internship.
2. Ensure each objective is specific enough to be evaluated.
3. Objectives must involve new learning and/or expanded responsibilities, beyond those experienced in previous employment or internships.
4. Ensure the objectives work by designing them to particular needs.
Quality of the Objectives

Learning objectives are the most important component of a quality cooperative work/internship experience. Clear, challenging objectives will help students grow and perform well on the job and in the classroom. Students in the program do not simply earn units for working; these units reflect specific learning based on measurable objectives. The learning objectives are, in effect, a written agreement between the student, the employer, and Rio Hondo College.

How Many Objectives?

The number of objectives that are set is decided by the student and the RHC faculty member. Based on the purpose of the objectives, the degree of difficulty, and the student's ambitions, additional objectives may be set. Students are expected to accomplish as much in their internship as they would in a regular classroom.

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:

1. 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.

2. **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.

3. 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.

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

The objectives will be designed by you with assistance from your employer, and approved by your Cooperative Work Experience/Internship Instructor. Remember to consider the following guidelines for your objectives:

1. The objectives must involve new learning, new growth, new responsibilities, or improvement on the job.
2. Make sure the objectives are specific enough to achieve within the cooperative work experience/internship term and can be objectively evaluated.
3. The objectives you set should benefit your employer too.
4. Use an action verb to begin each objective that will describe what you intend to do (see the action word lists for examples pages 10-11). Avoid vague or broad terms such as: believe, understand, appreciate, get, etc.

Types of Learning Objectives

Think about what it is you want to learn while interning. 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. This type of objective is most frequently used in the Cooperative Work Experience/Internship course. Remember, you want to increase your breadth of knowledge.

Turning a current part time job into a cooperative work experience/intern position affords you the opportunity to use several types of learning objectives:

**New assignments.** If you use your current part-time job as a cooperative work experience/internship, you will need to have new learning experiences that can be stated in objective form. To assist you in writing your new objectives you might consider the requirements of the job that is currently a step above yours and what you need to learn in order to be promoted.

**Routine duties.** Think of new and creative ways you can improve the results of your daily job duties or new aspects for improving efficiency. For problem solving, look at a problem you've run into on the job, dissect it and think of possible solutions and/or improvements. Can you spot a potential problem in the making? If you were in charge, what suggestions could you make to the person doing your job?

**Personal improvement.** Think about your interactions at work and how you could develop personal habits or social skills that would allow you to become a more desirable employee. How could you improve your communication with co-workers that would result in increased knowledge, new ideas, more production, better cooperation, smoother work flow, etc?
# Action Word List
Use when writing Workplace Objectives and Resume

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<th>Creative</th>
<th>Clerical &amp; Research</th>
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**Action Word List**

*Use when writing Workplace Objectives and Resume*

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5/12/2015
Sample Objectives

**Program Major: Aviation Technology**

Learn to **perform** minor aviation repairs under supervision, in accordance with FAA regulations, the manufacturer's manual, or AC43.13, as applicable. This will be learned by studying FAA manuals; training by FAA approved Instructors, and personally working on aircraft with supervision. My work will be evaluated by the FAA instructors and a test, all to be completed by May 16, 200X.

**Program Major: Photography**

Properly **photograph** evidence at a crime scene for court cases. I will read and use the procedures from department manuals and have on site instruction from my supervisor. The procedures will be learned by the end of the semester and at least two photographs will have been accepted in court as evidence.

**Program Major: Marketing (Sales)**

**Increase** my personal sales by 10% over last year's total. I will do this by developing a written plan to include sales suggestions, producing a better sales presentation, and learning more about the products sold.

Sales will be measured by comparing last year's figures covering the same dates within the semester. The objective will be completed by May 16, 200X.

**Program Major: Film & Video**

Demonstrate the ability to **operate** a camera in a studio and on location productions. This will be accomplished by training from camera operators, observation, and practical work. My supervisor will evaluate my work by having me explain the operation of the camera and viewing a production I filmed. My supervisor will evaluate my ability by May 16, 200X.

**Program Major: Dance**

Learn to **design and plan** dance classes for young children that emphasizes following directions and the decorum maintained in a ballet class. I will learn how to do this by reading new lesson planning books, consulting with my dance studio supervisor, writing lesson plans and using the lesson plans I’ve constructed in the class I teach. The results will be measured by submitting a written lesson plan to my Internship Advisor, followed by an Internship Advisor critique, videotape critique, and self-evaluation. This will be completed by May 16, 200X.

**Program Major: Accounting**

**Research** state sales tax audits by using Lese Plus, reviewing files and the instruction provided by my supervisor. Information will be entered on a spreadsheet with printouts and given to my supervisor to evaluate by May 1, 200X.

**Program Major: Architecture**

Learn to **produce** accurate hardcopies of construction documents to designated scales using a plotter/printer. I will also learn how to examine and accurately interpret design or engineering sketches and drawings, apply terminology and process used to complete a real world project from start to finish, and work effectively and cooperatively with all other project disciplines involved in the project. The results will be measured by submission of all documents, sketches and drawings to my Internship Supervisor and/or Instructor by May 16, 200X.
**ATTENDANCE & TIME SHEET**

It is the student's responsibility to record their Cooperative Work Experience/Internship hours worked. At the end of each month, be sure to get your supervisor's signature. Time sheets must be turned in to the office of Career and Technical Education, room T123. Time sheets are included in this packet. If you need extras, please run additional copies.

**STUDENT PROGRESS**

*Employer Visitations*

The instructor of record will contact the work site supervisor during the semester, at least one of which must be in person. The instructor will meet the site supervisor, confirm the appropriateness of the work site and working conditions, informally evaluate student progress, and stay apprised of the student's development on the job.

*Employer’s Evaluation*

The site supervisor will evaluate the student's achievement of the agreed upon objectives using the original *Learning Objectives Agreement* as a reference and filling in the *Student Evaluation by Employer* form. These forms will be sent to the employer near the end of the term for the evaluation and returned to the instructor of record for inclusion in the final evaluation.

**GRADES**

*General Policies*

- The cooperative work experience/internship is a graded course.
- Points are earned for all requirements of the program.
- The instructor of record assigns the final grade.

Grade requirements will be set by each instructor of record who will assign the final grade. Generally, items such as the completion of the Objectives Worksheet, the evaluation of the success in completing each objective, the written report, submission of time sheets, and return of the Program Evaluation are included. It is the responsibility of any student who is not able to complete the class to "drop" before the last day in which it is allowed.

**PROGRAM EVALUATION**

As part of the final grade, students must complete an evaluation of the Cooperative Work Experience/Internship course. Credit is given only for completing the evaluation - responses do not affect the final grade and are anonymous. The instructor of record uses the feedback received for future program development. We thank you in advance for your contribution to the improvement of the Cooperative Work Experience/Internship course.
This program evaluation is to be completed and turned in along with your final Summary Time Sheet.

The questionnaire is designed to gather specific data regarding the effectiveness of the program. Thank you for your participation.

1. I enrolled in the Cooperative Work Experience/Internship course (check all that apply)
   - Because it was recommended/required by my instructor.
   - To earn credit towards a certificate or degree.
   - To gain field-related experience.
   - To earn units transferable to another college.
   - To assist me in obtaining a job.
   - Other: ______________________________________________________________________

2. Was the Cooperative Work Experience/Internship Course satisfactorily explained to you and did you receive all the assistance you needed?
   - Yes
   - No

3. After attending the in-class orientation, did you have a better understanding of the topics addressed?
   - Yes
   - No

4. Did your objectives aid you in learning new skills?
   - Yes
   - No
   In what ways? ______________________________________________________________________

5. Was your employer receptive to participating in the Cooperative Work Experience/Internship course and being contacted by your instructor?
   - Yes
   - No

6. How many times during the semester did you visit, call or email your instructor (not including on-site visits or classroom instruction)? ______________________________________________________________________
7. Would you recommend the **CWEE/Internship site** to other students?  □ Yes  □ No
   If yes, where did you work? If no, why wouldn’t you recommend it?

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

8. Was writing the student report helpful in identifying what you accomplished while enrolled in the Cooperative Work Experience/Internship Course?  □ Yes  □ No

9. How did you learn of the Cooperative Work Experience/Internship course? __________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

10. Was your experience as an intern worth the time and effort? For example, did you benefit from the Cooperative Work Experience/Internship course?  □ Yes  □ No
    Why and in what ways? Please be specific.
    ________________________________________________________________
    ________________________________________________________________
    ________________________________________________________________
    ________________________________________________________________

11. What recommendations/comments do you have:
    a. For improving the orientation _______________________________________
       ________________________________________________________________
    b. For advertising the Cooperative Work Experience/Internship Course to students/employers? _______________________________________
       ________________________________________________________________
    c. What would make the Cooperative Work Experience/Internship course more valuable? _______________________________________
       ________________________________________________________________
Rio Hondo College
Cooperative Work Experience/Internship Course

**Summary Time Sheet**

<table>
<thead>
<tr>
<th>SPRING □</th>
<th>FALL □</th>
<th>WINTER □</th>
<th>SUMMER □</th>
<th>YEAR_________</th>
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</table>

PAID___________ OR NON PAID___________

(Print or type)

Student’s Name_________________________ Course Title & Section #________________

Number of Units _______

Supervisor’s Name_________________________ Supervisor’s Phone #_________________

Name of Employing Company__________________________________________________

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<tr>
<th>Month</th>
<th>Total Hours Worked This Month</th>
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Total Hours ______

Student’s Signature________________________________________ Date_____________

Supervisor’s Signature_______________________________________ Date_____________

**This timesheet is mandated by the State and must be turned in to your instructor of record by the due date**
RIO HONDO COLLEGE
COOPERATIVE WORK EXPERIENCE/INTERNSHIP COURSE
Student Evaluation
(To be completed by student)

To what extent do you feel you have achieved the objectives set forth for this evaluation period?

OBJECTIVE 1:
(5) □ Achieved: □ (5) □ Excellent; (4) □ Good; (3) □ Fair
(3) □ Still in process:
(1) □ Not achieved

Comments:

________________________________________

________________________________________

________________________________________

________________________________________

OBJECTIVE 2:
(5) □ Achieved: □ (5) □ Excellent; (4) □ Good; (3) □ Fair
(3) □ Still in process:
(1) □ Not achieved

Comments:

________________________________________

________________________________________

________________________________________

________________________________________

OBJECTIVE 3:
(5) □ Achieved: □ (5) □ Excellent; (4) □ Good; (3) □ Fair
(3) □ Still in process:
(1) □ Not achieved

Comments:

________________________________________

________________________________________

________________________________________

________________________________________
### Employer Evaluation

**Rio Hondo College**  
**Cooperative Work Experience/Internship Course**  
(To be completed by work site supervisor)

**Supervisor:** ___________________________  
**Date:** ________________________________

**Company Name:** _______________________

**Student:** ______________________________

**Supervisor’s Signature:** ________________

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 student's overall class performance. **MARK AN “X” IN THE SELECTED CATEGORY**

<table>
<thead>
<tr>
<th>PERSONAL APPEARANCE</th>
<th>EXCELLENT 5</th>
<th>ABOVE AVERAGE 4</th>
<th>SATISFACTORY 3</th>
<th>NEEDS IMPROVEMENT 2</th>
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<tbody>
<tr>
<td>Standard: Dresses appropriately. Grooming is above approach</td>
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<th>HUMAN RELATIONS</th>
<th>EXCELLENT</th>
<th>ABOVE AVERAGE</th>
<th>SATISFACTORY</th>
<th>NEEDS IMPROVEMENT</th>
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</thead>
<tbody>
<tr>
<td>Standard: Is cooperative, courteous, and friendly to customers, associates, and supervisors. Accepts suggestions and controls his/her emotions.</td>
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<th>ATTITUDE</th>
<th>EXCELLENT</th>
<th>ABOVE AVERAGE</th>
<th>SATISFACTORY</th>
<th>NEEDS IMPROVEMENT</th>
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<tr>
<td>Standard: Is eager to improve. Progresses on own initiative; dependable, enthusiastic, sincere, has appropriate work habits. Uses good judgment.</td>
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<th>WORKMANSHIP AND SKILL</th>
<th>EXCELLENT</th>
<th>ABOVE AVERAGE</th>
<th>SATISFACTORY</th>
<th>NEEDS IMPROVEMENT</th>
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<tr>
<td>Standard: Strives for improvement; shows thoroughness, accuracy, and precision in detail. Has satisfactory performance and speed.</td>
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<th>PUNCTUALITY AND DEPENDABILITY</th>
<th>EXCELLENT</th>
<th>ABOVE AVERAGE</th>
<th>SATISFACTORY</th>
<th>NEEDS IMPROVEMENT</th>
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<tr>
<td>Standard: Meets deadlines and is prompt.</td>
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<th>ATTENDANCE</th>
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<th>ABOVE AVERAGE</th>
<th>SATISFACTORY</th>
<th>NEEDS IMPROVEMENT</th>
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<tr>
<td>Standard: Attends as scheduled</td>
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**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.**

<table>
<thead>
<tr>
<th>Objective #1 Achieved</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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<tr>
<td>Objective #2 Achieved</td>
<td>Excellent</td>
<td>Good</td>
<td>Fair</td>
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<td>Objective #3 Achieved</td>
<td>Excellent</td>
<td>Good</td>
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**RIO HONDO COLLEGE**

**COOPERATIVE WORK EXPERIENCE/INTERNSHIP COURSE**

**Site Visit Evaluation**

(To be completed by instructor)

---

Student: ___________________________    Instructor: ___________________________

Company Name: ___________________________     Date of Visit: ___________________________

As the instructor of the student, please evaluate the student as a worker and appropriateness of place of employment. Your recommendations, comments, and helpful hints will be utilized by the College for guidance of the student and consideration for future placements.

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<th>EXCELLENT A</th>
<th>ABOVE AVERAGE B</th>
<th>AVERAGE C</th>
<th>NEEDS IMPROVEMENT D</th>
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**PERSONAL APPEARANCE:** Dresses appropriately. The student meets standards for the job.

**HUMAN RELATIONS:** Is cooperative, courteous and friendly to customers, associates, supervisor(s), and works well with others.

**ATTITUDE:** Uses mature judgment. Progresses on own initiative; is sincere, has appropriate work habits, and follows directions. Accepts suggestions, responsibility and shows satisfactory ability to learn.

**PLACE OF EMPLOYMENT:** Appropriateness of work site and working conditions.

**MEASURABLE OBJECTIVES:**

- Achievement of Objective No. 1
- Achievement of Objective No. 2
- Achievement of Objective No. 3

**OVER-ALL POINTS** (total of the above points):

**MISCELLANEOUS:** What does the student need most to achieve his/her potential?

Instructor’s Signature_________________________    Date_________________________

Student’s Signature_________________________    Date_________________________

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5/12/2015
Rio Hondo College
Cooperative Work Experience/Internship Course

Monthly Time Sheet
(To be submitted on a monthly basis)

Month ___________________________ Year _________

Student’s Name ___________________________

Instructor’s Name ___________________________

Supervisor’s Name ___________________________

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Monthly Total ___________________________

I certify that I have worked the hours indicated above:

________________________________________
Student’s Signature

________________________________________
Supervisor's Signature

20 5/12/2015
Rio Hondo College
Cooperative Work Experience/Internship Course

**Monthly Time Sheet**
(To be submitted on a monthly basis)

Month _______________ Year ________

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Instructor’s Name

Supervisor’s Name

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Monthly Total

I certify that I have worked the hours indicated above:

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Student’s Signature

________________________
Supervisor’s Signature

Rio Hondo College
Cooperative Work Experience/Internship Course

Monthly Time Sheet
(To be submitted on a monthly basis)

Month ________________  Year __________

Student’s Name

Instructor’s Name

Supervisor’s Name

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Monthly Total

I certify that I have worked the hours indicated above:

_________________________________________________________________________
Student’s Signature

_________________________________________________________________________
Supervisor’s Signature

Rio Hondo College
Cooperative Work Experience/Internship Course
# Monthly Time Sheet
(To be submitted on a monthly basis)

Month ________________ Year ______

Student’s Name ____________________________________________

Instructor’s Name ____________________________________________

Supervisor’s Name ____________________________________________

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**Monthly Total**

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I certify that I have worked the hours indicated above:

________________________________________
Student’s Signature

________________________________________
Supervisor’s Signature

Rio Hondo College
Cooperative Work Experience/Internship Course

**Monthly Time Sheet**
(To be submitted on a monthly basis)

Month ____________________ Year ______

Student’s Name ____________________________

Instructor’s Name ____________________________

Supervisor’s Name ____________________________

<table>
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<tr>
<th>Day of the Month</th>
<th>Hours Worked</th>
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Monthly Total

I certify that I have worked the hours indicated above:

________________________________________________________
Student’s Signature

________________________________________________________
Supervisor's Signature
Learning Objectives Agreement

Semester____________________ Student ID#___________________________

Student’s Name__________________________ Home Phone (____)________________________

Instructor ______________________________ Phone extension_____________________________

Supervisor _____________________________ Business Phone (____)________________________

Company Name_______________________________________________________________________

Instructions: It is necessary for the student intern to identify learning objectives, which must be specific, measurable, and accomplishable within the semester. The objectives must be developed and written by the student, and reviewed and approved by the employer and instructor at the beginning of each term. The employer, near the end of the semester, will do an evaluation of the accomplishment of the objectives and the college instructor will assign the final internship grade.

Objective One
What do you want to learn? ____________________________________________________________
___________________________________________________________________________________

How will you learn it?________________________________________________________________
___________________________________________________________________________________

How will the results be measured?______________________________________________________
___________________________________________________________________________________

What date will it be completed by?_____________________________________________________
___________________________________________________________________________________

Supervisor’s Rating at the End of the Semester

Met Not Met
Objective Two
What do you want to learn? _____________________________________________________________
___________________________________________________________________________________
How will you learn it?__________________________________________________________
___________________________________________________________________________________
How will the results be measured?____________________________________________________
___________________________________________________________________________________
What date will it be completed by?___________________________________________________

Supervisor’s Rating at the End of the Semester
Met ______ Not Met

Objective Three
What do you want to learn? _____________________________________________________________
___________________________________________________________________________________
How will you learn it?__________________________________________________________
___________________________________________________________________________________
How will the results be measured?____________________________________________________
___________________________________________________________________________________
What date will it be completed by?___________________________________________________

Supervisor’s Rating at the End of the Semester
Met ______ Not Met

Objective Four
What do you want to learn? _____________________________________________________________
___________________________________________________________________________________
How will you learn it?__________________________________________________________
___________________________________________________________________________________
How will the results be measured?____________________________________________________
___________________________________________________________________________________
What date will it be completed by?___________________________________________________

Supervisor’s Rating at the End of the Semester
Met ______ Not Met

ADD ADDITIONAL PAGES AS NEEDED
Dear Employer:

The Rio Hondo College student presenting this letter to you is interested in participating in the Cooperative Work Experience Program.

Cooperative Work Experience is a joint venture between employers, Rio Hondo College and students. The goal of the program is to provide relevant, quality, discipline specific education which results in benefits to all parties involved. The student receives special career guidance, college credit and completes three measurable objectives that will improve skills and attitude on the job. College Work Experience can help the students relate his college program to his employment. The program also helps the college keep abreast with current developments and expanded relationships with industry and the community.

Following are ways we are requesting you, the employer, be involved:

By signing… A statement of Learning Objectives indicating that you are in agreement with the tasks developed by the student for the purpose of learning/improving his/her job performance during the term.

By allowing… A site visit by the work experience instructor. At this time the employee’s objectives are discussed, a job performance evaluation of the student related to the objectives is taken, and suggestions for upgrading the work performance of the student are sought.

By signing… A monthly time card, which the employee must fill out verifying the employee’s work time on the job.

Please indicate your willingness to participate with the college, and the student by signing the Learning Objectives Agreement in the space provided so the student can return the document to the instructor.

Thank you for your assistance.

Sincerely,

Instructor
Cooperative Work Experience Education
ORIENTATION TO CWE CLASS

APPLICATION
DATE:________

AGREEMENT WITH EMPLOYER
DATE:________

AGREEMENT ON OBJECTIVES
DATE:________

ATTEND SCHEDULED COURSE MEETINGS & COMPLETE ASSIGNED COURSE WORK
DATES:____________

SUMMARY TIME CARD
DATE:________

EVALUATIONS
DATE:_______

LEARNING OBJECTIVES COMPLETED
DATE:_______

JOB-SITE VISIT
DATE:_______

TERM ENDS
DATE:________

TIME CARD 1
DATE:_______

TIME CARD 2
DATE:_______

TIME CARD 3
DATE:_______

TIME CARD 4
DATE:_______

TIME CARD 5
DATE:_______
RIO HONDO COLLEGE
APPLICATION FOR
COOPERATIVE WORK EXPERIENCE/INTERNSHIP

Check One: □ PAID Internship  □ UNPAID Internship
(Please type or print all information)

PART I: General Information

Name:____________________________________  Student #:__________________________
Home Phone Number (  )____________________  Cell Phone Number (  )______________
Home Address:________________________________________________________________
Email Address:________________________________________________________________
Occupation Goal:___________________________  Major:______________________________
Current Job Title:___________________________  Length of Employment:____________
Name of Employing Company:____________________________________________________
Address of Company:________________________________________________________________
Name of Supervisor:________________________________________________________________
Supervisors Phone Number (  )___________________________ Ext.__________________

PART II: Education Information

List all major area courses taken at Rio Hondo College:
__________________________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________
__________________________________________
How many general education units have you completed? ____________
How many units of work experience have you completed? ___________

PART III: Job Description
Write an accurate, but brief, job description of your work duties:
____________________________________
____________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
PART IV: Work Schedule Information
What is your work schedule? Full-Time □ Part-Time □
What are your work hours? Day _______ Swing _______ Graveyard _______
What time is your lunch break? _________ a.m./p.m. (please circle one)
What is the best time to visit your place of employment? ______ a.m./p.m. (please circle one)

PART V: Current Class Schedule

<table>
<thead>
<tr>
<th>NAME OF CLASS</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
<th>TIME</th>
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PART VI: Location of Workplace

Draw a map or attach a printed page from Mapquest showing the location of your work place. If you draw a map, please draw it as if you were driving from Rio Hondo College to your work (please print). If necessary to use a full page, please staple the page to this application. Top of map is north. Also, please provide any special instructions I will need to know once I arrive at your workplace under Parking Instructions below (such as stop at Gate 1 or at the parking booth for a parking permit).

Parking Instructions:________________________________________________________
________________________________

I hereby certify that the total units in CWEE, including the current term, will not exceed 16 units earned at all community colleges in California, including Rio Hondo College (California Administrative Code, Section 55253). I declare that my occupational goal, and all information provided on Rio Hondo College work experience documents are true and correct. I also understand that misrepresentation of information on this form, or other Rio Hondo College CWEE forms, shall be grounds for dismissal from and/or forfeiture of credit from the CWEE course.

_________________________________________  Student’s Signature

For Office Use Only

Application Approved by:_____________________  Approval Date: _____________

Signature of Instructor of Record