



*Cooperative Work Experience/
Internship Education*

Faculty Handbook

2020 - 2021



Connecting Your Education with a Career

R I O H O N D O C O L L E G E
**COOPERATIVE WORK EXPERIENCE/INTERNSHIP
FACULTY HANDBOOK**

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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 of students 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?

Cooperative Work Experience/Internship offers RHC students the opportunity to apply knowledge and skills learned in the classroom to the work environment (job site) 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.

Is the salary the same for teaching a traditional course versus a Cooperative Work Experience/Internship course?

No, your salary for teaching a Cooperative Work Experience/Internship course is .8% per enrolled student (dropped students are not included in the calculations) as of 1st census for any given session.

Will the .8% per student affect my load sheet?

Yes, your load sheet will change to reflect an accurate percentage of enrolled students (dropped students are not included in the calculations) as of 1st census for any given session.

Is it possible to teach more than one session?

Yes, check with your department dean for further instruction.

Will the amount of units of any given Cooperative Work Experience/Internship course affect my salary?

No, your salary is based on student enrollment as of 1st census regardless of the unit value.

Why doesn't the unit value affect my salary?

The unit value doesn't affect your salary because all Cooperative Work Experience/Internship instructors are only required to meet with each individual student for a total of three hours (this includes at least 1 job site visit) for any given session regardless of the unit value.

Is there a standard unit value attached to Cooperative Work Experience/Internship courses?

Yes, the standard is a minimum of 1 unit with a maximum of 4 units for any given semester. Please consult with your departmental dean in deciding the best way to offer your Cooperative Work Experience/Internship course.

Can a Cooperative Work Experience/Internship course be offered for 1-4 units in any given session?

Yes, it is possible to offer a Cooperative Work Experience/Internship course for 1-4 units during any given session as long as a separate section number is attached to each unit value.

How can I request separate section numbers for each unit value?

Work with your departmental secretary to request a separate section number for each unit.

Is there a standard maximum class size for Cooperative Work Experience/Internship courses?

Yes, the standard is a maximum class size of 25 (125 students would represent a full-time load/consult with the faculty handbook for load stipulations). For further questions or concerns regarding work loads, consult with your departmental dean and/or refer to your faculty contract.

Is this a positive attendance course?

Yes, the Cooperative Work Experience/Internship courses days and times are offered as TBA. Therefore, positive attendance hours must be input into AccessRio along with your grades.

Is there anything else that I would do differently from my traditional credit courses?

Yes. All forms included in the student handbook must be compiled and submitted to the office of Career and Technical Education located in T123 at the end of the session for each Cooperative Work Experience/Internship student in order to be in compliance with Title V regulations.

Must I physically visit the jobsite of each CWE/Internship student?

Yes. It is a Title V regulation that each semester the instructor of record will visit the jobsite **personally** a minimum of one time each semester.

How will Admissions & Records know that I'm following Title V regulations?

As an identified Cooperative Work Experience/Internship course instructor, you will be required to input your grades and positive attendance hours into AccessRio once you have been cleared (signed off) by the office of Career and Technical Education that all documentation is complete for every Cooperative Work Experience/Internship student.

Will all documentation eventually be stored in one central location?

Yes, once documentation has been cleared by the Dean of Career and Technical Education, the CWEE Facilitator will store all documentation in the Career and Technical Education department for a minimum of five years in order to be in compliance with Title V regulations.

Do students register for Cooperative Work Experience/Internship courses the same way they would for any other credit course?

Yes, students register the same way they would for any other credit course as listed in the schedule of classes.

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.

Can a student repeat a Cooperative Work Experience/Internship course?

Yes, 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, reads as follows:

Section 55253. College Credit and Repetition

[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.]

Is there a textbook used for Cooperative Work Experience/Internship courses?

No, all that is required of cooperative work experience internship students is that they either purchase the Cooperative Work Experience/Internship student handbook from our campus bookstore or the handbook can be downloaded from the Career & Technical Education website at:

www.riohondo.edu academic programs/career & technical education/cooperative work experience

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 5:55254 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* found in the Cooperative Work Experience/Internship handbook.
- Students complete the *Learning Objectives Agreement* with the employers and instructor's input and approval.
- Students must maintain a record or journal of their 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.

****Please note that the following information is essentially the same standard information as outlined in the Cooperative Work Experience/Internship Student Handbook****

THE BENEFITS OF COOPERATIVE WORK EXPERIENCE EDUCATION (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
- Promotes job stability by improving employee job skills

For the College and Community

- 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.**

Paid CWEE/Internship Units

<i>Hours Worked</i>	<i>Units</i>
75 – 149	1
150 – 224	2
225 – 299	3
300 +	4

*Unpaid CWEE/Internship Units

<i>Hours Worked</i>	<i>Units</i>
60 – 119	1
120 – 179	2
180 – 239	3
240 +	4

STUDENT RESPONSIBILITIES

- ◆ If the students cooperative work experience/internship is unpaid, have them contact the Division of Career & Technical Education 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. Students should retain a copy for their own records.
- ◆ Work the appropriate number of hours per unit enrolled. *Please be aware that their hours do not begin accruing until a signed contract (Learning Objectives Agreement) is received by you as the instructor of record.*
- ◆ **Immediately notify the instructor of record of any changes in job, supervision, working hours, or address/phone number.**
- ◆ Turn in monthly time sheets, signed by employer, to the office of Career & Technical Education, CWEE Facilitator, located in room T123.
- ◆ Complete written assignments including the program evaluation and the student evaluation and return to the instructor of record prior to the end of the semester.

INSTRUCTOR RESPONSIBILITIES

- ◆ First time CWEE instructors are required to attend a CWEE workshop or orientation with CWEE facilitator or Dean of Career and Technical Education.
- ◆ Review and approve the student's application and learning objectives. *Note: Hours do not begin to accrue until the Application and Learning Objectives Agreement (contract) are signed by the student, instructor and employer.)*
- ◆ Forward a copy of completed/signed Application and Learning Objectives Agreement to CWEE Facilitator located in the Career & Technical Education department, room T123.
- ◆ Monitor the student's cooperative work experience/internship.
- ◆ 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.

- ◆ Meet with each student for a minimum of three hours during the semester. At least one meeting must be at the student's employment site.
- ◆ Maintain all required documentation and submit to the CWEE Facilitator prior to the end of the semester.
- ◆ Administer the student evaluation and assign the final grade. *Note: Grades will not be posted until all paperwork is received and approved by the CWEE Facilitator.*

DEANS RESPONSIBILITIES

- ◆ Ensure the appropriate amount of section numbers are assigned to each course.
- ◆ Ensure the appropriate class size is determined for each course.
- ◆ Ensure CWEE courses are listed in the schedule of classes and college catalog.
- ◆ Ensure timely submission of required documents to CWEE facilitator.

FACILITATOR RESPONSIBILITIES

- ◆ Conduct orientations for first time instructors.
- ◆ Retain copy of completed Applications and Learning Objectives Agreement after instructor approval.
- ◆ Collect monthly timesheets from student/employer.
- ◆ Track hours worked throughout semester and verify that hours worked correspond to number of units enrolled in.
- ◆ Maintain student files and verify that all necessary paperwork is completed as per Title V requirements.
- ◆ Attend Tri-Regional Co-Op Work Experience Meetings.

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 Career & Technical Education office for necessary paperwork.
- ◆ Call the Division Dean for further information. Check campus website at 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 12-13). 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

Creative	Clerical & Research	Human Resources	Management & Leadership	Management & Leadership (Con't)
Adapt	Arrange	Advise	Administer	Recommend
Author	Automate	Assess	Analyze	Reduce
Blend	Budget	Assist	Assign	Remove
Conceive	Catalog	Clarify	Attain	Replace
Create	Categorize	Coach	Authorize	Reposition
Design	Calculate	Collaborate	Chair	Reproduce
Develop	Classify	Consult	Collaborate	Retain
Devise	Collect	Counsel	Conduct	Review
Direct	Compare	Diagnose	Consolidate	Revise
Enhance	Compile	Educate	Contract	Schedule
Establish	Complete	Employ	Control	Simplify
Formulate	Compute	Group	Coordinate	Strengthen
Illustrate	Critique	Guide	Delegate	Supervise
Improve	Decrease	Handle	Develop	Strengthen
Initiate	Diagnose	Hire	Direct	Supervise
Introduce	Dispatch	Integrate	Evaluate	
Invent	Distributed	Mediate	Enact	
Launch	Evaluate	Monitor	Establish	
Market	Examine	Motivate	Exceed	
Originate	Execute	Negotiate	Execute	
Plan	Generate	Recruit	Expand	
Prepare	Identify	Represent	Guide	
Produce	Inspect	Select	Head	
Propose	Interview	Sponsor	Implement	
Publish	Investigate	Strengthen	Improve	
Set up	Monitor	Train	Incorporate	
Structure	Operate		Increase	
Wrote	Organize		Initiate	
	Prepare		Institute	
	Process		Investigate	
	Purchase		Launch	
	Record		Lead	
	Retrieve		Maintain	
	Review		Manage	
	Separate		Mediate	
	Schedule		Negotiate	
	Screen		Organize	
	Summarize		Oversaw	
	Survey		Perform	
	Systematize		Plan	
	Tabulate		Preside	
	Validate		Prioritize	

	Verify		Produce	
Creative	Clerical & Research	Human Resources	Management & Leadership	Management & Leadership (Con't.)
			Propose	
			Regulate	
			Reorganize	
			Standardize	

Action Word List

Use when writing Workplace Objectives

Technical	Communications	Financial	Teaching	Critical Thinking
Assemble	Address	Allocate	Advise	Analyze
Build	Arbitrate	Analyze	Clarify	Appraise
Calculate	Arrange	Appraise	Coached	Arrange
Change	Articulate	Audit	Communicate	Assemble
Complete	Author	Balance	Control	Assess
Compute	Convince	Budget	Design	Calculate
Convert	Correspond	Calculate	Develop	Categorize
Construct	Define	Compute	Encourage	Choose
Design	Develop	Forecast	Evaluate	Collect
Engineer	Direct	Increase	Explain	Compare
Install	Draft	List	Guide	Compose
Operate	Edit	Manage	Influence	Construct
Overhaul	Enlist	Market	Inform	Create
Modify	Formulate	Plan	Instruct	Design
Port	Influence	Project	Interpret	Diagram
Program	Interpret	Research	Motivate	Estimate
Remodel	Interview	Tabulate	Persuade	Evaluate
Repair	Lecture	Transfer	Test	Examine
Restructure	Moderate	Update		Formulate
Service	Negotiate			Inspect
Solve	Participate			Measure
Upgrade	Persuade			Organize
	Present			Plan
	Preside			Prepare
	Promote			Rate
	Publicize			Revise
	Recruit			Select
	Represent			Setup
	Sold			Score
	Spoke			Solve
	Translate			Test
	Wrote			

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 CWE Facilitator located in the Career & Technical Education office. Time sheets are included in this packet. If you need extras, please run additional copies.

STUDENT PROGRESS

Employer Visitation(s)

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 course 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.

RIO HONDO COLLEGE
COOPERATIVE WORK EXPERIENCE/INTERNSHIP COURSE
Program Evaluation
(To be completed by student)

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

SPRING FALL WINTER SUMMER YEAR _____

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 _____

Month of _____ Total Hours Worked This Month _____

Month of _____ Total Hours Worked This Month _____

Month of _____ Total Hours Worked This Month _____

Month of _____ Total Hours Worked This Month _____

Month of _____ Total Hours Worked This Month _____

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:

RIO HONDO COLLEGE
COOPERATIVE WORK EXPERIENCE/INTERNSHIP COURSE
Employer Evaluation
 (To be completed by work site supervisor)

Supervisor: _____ Date: _____

Company Name: _____ Supervisor's Signature _____

Student: _____

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 students overall class performance. MARK AN "X" IN THE SELECTED CATEGORY	EXCELLENT	ABOVE AVERAGE	SATISFACTORY	NEEDS IMPROVEMENT
	5	4	3	2
<u>PERSONAL APPEARANCE</u> Standard: Dresses appropriately. Grooming is above approach				
<u>HUMAN RELATIONS</u> Standard: Is cooperative, courteous, and friendly to customers, associates, and supervisors. Accepts suggestions and controls his/her emotions.				
<u>ATTITUDE</u> Standard: Is eager to improve. Progresses on own initiative; dependable, enthusiastic, sincere, has appropriate work habits. Uses good judgment.				
<u>WORKMANSHIP AND SKILL</u> Standard: Strives for improvement; shows thoroughness, accuracy, and precision in detail. Has satisfactory performance and speed.				
<u>PUNCTUALITY AND DEPENDABILITY</u> Standard: Meets deadlines and is prompt.				
<u>ATTENDANCE</u> Standard: Attends as scheduled				
<u>OVERALL WORK PERFORMANCE</u>				

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.**

Objective #1 Achieved _____	Excellent _____	Good _____	Fair _____	Poor _____
Objective #2 Achieved _____	Excellent _____	Good _____	Fair _____	Poor _____
Objective #3 Achieved _____	Excellent _____	Good _____	Fair _____	Poor _____

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.

EXCELLENT	ABOVE AVERAGE	AVERAGE	NEEDS IMPROVEMENT
A	B	C	D
10	8	7	6

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 _____

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 _____

<i>Day of the Month</i>	<i>Hours Worked</i>	<i>Day of the Month</i>	<i>Hours Worked</i>
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			

Monthly Total

I certify that I have worked the hours indicated above:

Student's Signature

Supervisor's Signature

RIO HONDO COLLEGE
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.

Agreement

Must have all three signatures to be accepted.

Employer and Rio Hondo College District ("District") agree to provide supervision and guidance to ensure maximum Educational benefit from this work experience. District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, medical condition, mental or physical disability, marital status, sexual orientation or Vietnam era veteran status in its acceptance, assignment, treatment, evaluation or compensation of students who participate in programs sponsored or arranged by District. Employers who sign the Agreement are expected to uphold this policy in their selection of prospects for employment, education processes or activities. District shall be considered the employer of unpaid students in the CWEE program for the limited purpose of providing worker's compensation insurance. Students paid by employer shall be under the Employer's worker's compensation and/or liability insurance as required by law.

 Student's Signature

 Employer's Signature

 Instructor's Signature

Date _____

Date _____

Date _____

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



TERESA DREYFUSS
SUPERINTENDENT/PRESIDENT

BOARD OF TRUSTEES

NORMA EDITH GARCÍA

GARY MENDEZ

MARY ANN PACHECO

VICKY SANTANA

MADÉLINE SHAPIRO

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.

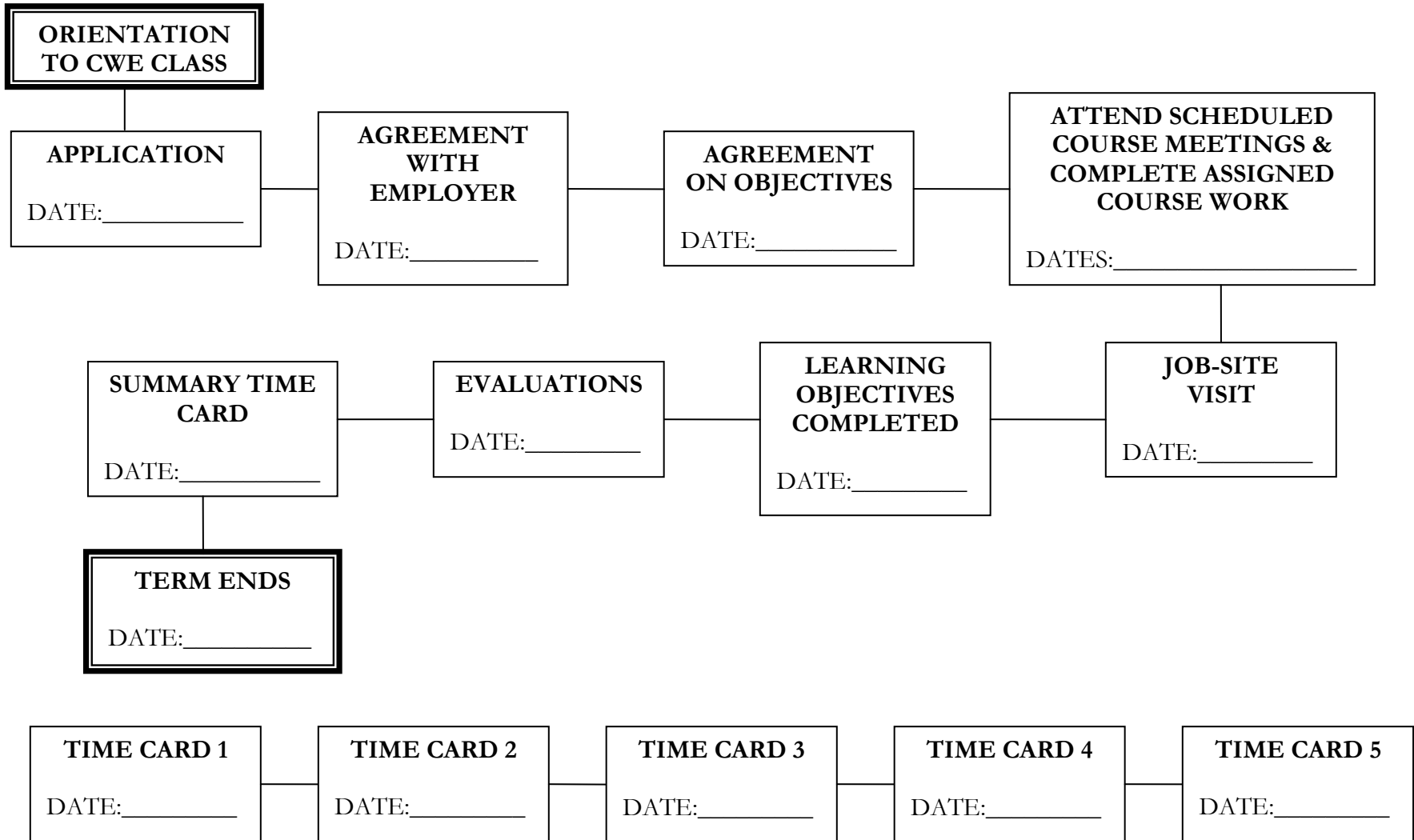
By signing... A monthly time card, which the employee must fill out verifying the employee's work time on the job.

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

RIO HONDO COLLEGE
COOPERATIVE WORK EXPERIENCE/INTERNSHIP
COURSE TERM AT A GLANCE



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

NAME OF CLASS	INSTRUCTOR	ROOM	TIME	DAY

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

RIO HONDO COMMUNITY COLLEGE DISTRICT
Department of Career and Technical Education

Semester/Year: _____

End of Semester Clearance Sheet

Student Name	ID#	Course Title	Section
---------------------	------------	---------------------	----------------

Cooperative Work Experience/Internship Instructor: It will be necessary to receive clearance for the following items before the day your grades are due to the Admissions & Records office for any CWE course

PLEASE RETURN THIS FORM TO THE CWEE FACILITATOR ALONG WITH ALL NECESSARY DOCUMENTATION PRIOR TO THE END OF THE SEMESTER. ALL ITEMS MUST BE CLEARED PRIOR TO SUBMITTING YOUR GRADES INTO ACCESSRIO.

ITEM	RESPONSIBLE DEPT./DIVISION	INITIALS
1. Application Form	CWEE Facilitator	
2. Learning Objectives Agreement Form	CWEE Facilitator	
3. Summary Time Sheet	CWEE Facilitator	
4. Program Evaluation	CWEE Facilitator	
5. Student Evaluation	CWEE Facilitator	
6. Employer Evaluation	CWEE Facilitator	
7. Site Visit Evaluation	CWEE Facilitator	
8. Monthly Time Sheets	CWEE Facilitator	

I certify that I have reviewed the above items for completeness.

Dean of Career and Technical Education

Date: _____