



Work Experience Education

Instructor Handbook 2024 - 2025



Connecting Your Education with a Career

R Í O H O N D O C O L L E G E
WORK EXPERIENCE EDUCATION
INSTRUCTOR HANDBOOK

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Mission Statement

“Río 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

Río 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

Work Experience/Internship Overview and Frequently Asked Questions

What is Work Experience/Internship?

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 Work Experience/Internship course?

No, your salary for teaching a 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 Work Experience/Internship course is offered for 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 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 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 Work Experience/Internship course.

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

Yes, it is possible to offer a 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 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 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 Workforce Education located in T123 at the end of the session for each Work Experience/Internship student in order to be in compliance with Title V regulations.

Must I physically visit the job site of each WEE/Internship student?

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

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

As an identified 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 Workforce Education that all documentation is complete for every 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 Workforce Education, the WEE Facilitator will store all documentation in the Career and Workforce Education Division for a minimum of five years in order to be in compliance with Title V regulations.

Do students register for 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 work experience/internship units. Private universities and colleges may be contacted individually for their own policy.

[UC System] For the most current updates, visit

<https://admission.universityofcalifornia.edu/counselors/preparing-transfer-students/transfer-credit-practice.html>

Can a student repeat a Work Experience/Internship course?

Yes, check with the department you wish to do your work experience education with.

At the December 2023 Board of Governors meeting, a set of revisions to Title 5 regulations affecting Work Experience Education(WEE) was passed.

Revision to Title 5:55040 District Policies for Course Repetition reads as follows:

[Students may repeat a work experience education course subject as dictated by local district policy, and shall not conflict with section 55025. A maximum of fourteen (14) semester credit hours may be earned during one semester in work experience education.]

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

No, all that is required of cooperative work experience internship students is that they either purchase the Work Experience/Internship student handbook from our campus bookstore or the handbook can be downloaded from the Career and Workforce 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 Work Experience Education students shall meet the following criteria: (1) Pursue a planned program of WEE 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 work experience education. It is amended to delete requirements related to enrollment in the parallel or alternate plans of work experience education. 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 Workforce 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 work experience education experience and documentation of hours.
- Complete a self-evaluation of learning objectives at end of semester.
- Complete an evaluation of work experience education that can be used for program improvement.

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

THE BENEFITS OF WORK EXPERIENCE EDUCATION

- 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

Work Experience Education units are based on the number of hours worked during the semester. One unit is earned for every 54 hours of work. **Reminder: the work experience education hours can begin accumulating only after the Enrollment Procedures have been completed.**

Work Experience Education Hours

<i>Hours Worked</i>	<i>Units</i>
54 -107	1
108 – 161	2
162 – 215	3
216 +	4

STUDENT RESPONSIBILITIES

- ◆ If your work experience education is unpaid, contact the Division of Career and Workforce 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 Workforce Education Office, Room T123.
- ◆ Complete written assignments including the program evaluation and student report and return to the instructor of record.

INSTRUCTOR RESPONSIBILITIES

- ◆ First time WEE instructors are required to attend a WEE workshop or orientation with WEE Facilitator or Dean of Career & Workforce Education.
- ◆ Monitor the student's work experience education.
- ◆ *Note: Hours do not begin to accrue until the Application and Learning Objectives Agreement (contract) are signed by the student, instructor and employer.)*
- ◆ 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.
- ◆ Maintain all required documentation and submit to the WEE Facilitator prior to the end of the semester.
- ◆ Forward a copy of completed/signed Application and Learning Objectives Agreement to CWEE Facilitator located in the Career & Workforce Education Division, room T123.
- ◆ *Note: Grades will not be posted until all paperwork is received and approved by the WEE Facilitator.*

EMPLOYER RESPONSIBILITIES

- ◆ Understand and work toward the educational objectives of the work experience education 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 work experience education 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 Río Hondo Community College District will insure students who do not receive compensation. If work experience education is unpaid, contact the office of Career and Workforce Education @ (562) 463-3754 for necessary paperwork.
- ◆ Call the Division Dean for further information. Check campus website at www.riohondo.edu for the most up to date directory.

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.

LEARNING OBJECTIVES

Defining & Establishing Learning Objectives

Learning objectives are goals to be accomplished within the work experience education. Prior to beginning the work experience education, 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 work experience education.
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 work experience education. 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 Río 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 work experience education 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 work experience education? 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 Work Experience Education 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 work experience education 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 Work Experience Education course. Remember, you want to increase your breadth of knowledge.

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

New assignments. If you use your current part-time job as a work experience education, 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

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 and Resume

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	Encourage	Assess
Compute	Convince	Budget	Evaluate	Calculate
Convert	Correspond	Calculate	Explain	Categorize
Construct	Define	Compute	Guide	Choose
Design	Develop	Forecast	Influence	Collect
Engineer	Direct	Increase	Inform	Compare
Operate	Draft	List	Instruct	Compose
Overhaul	Edit	Manage	Interpret	Construct
Modify	Enlist	Market	Persuade	Create
Program	Formulate	Plan	Rewrite	Design
Remodel	Influence	Project	Stimulate	Diagram
Repair	Interpret	Research	Train	Estimate
Restructure	Interview	Tabulate		Evaluate
Solve	Lecture	Transfer		Examine
Upgrade	Moderate	Update		Formulate
	Negotiate			Inspect
	Participate			Measure
	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 16, 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 Work Experience Education 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 Workforce 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 work experience education 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 Work Experience Education 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 Work Experience Education course.



Dear Employer,

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

Work Experience Education is a joint venture between employers, Río Hondo College and students. The goal of the program is to provide relevant, quality, and 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. Work Experience Education can help the student relate their college program to their employment. The program also helps the college keep abreast with current developments and expanded relationships with industry and the community.

The following are ways we are requesting you, the employer, to be involved:

By signing... A statement of Learning Objectives indicating that you agree with the tasks developed by the student for the purpose of learning/improving their 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 timecard, 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
CooperativeWork Experience Education

BOARD OF TRUSTEES

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RÍO HONDO COLLEGE
APPLICATION FOR
WORK EXPERIENCE EDUCATION/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 Río 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? _____

What is the best time to visit your place of employment? _____

PART V: Current Class Schedule

NAME OF CLASS	INSTRUCTOR	ROOM	TIME	DAY

PART VI: Location of Workplace

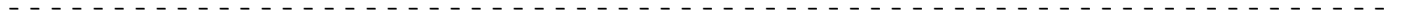
Draw a map or attach a printed page from [your preferred search engine] showing the location of your work place. If you draw a map, please draw it as if you were driving from Río Hondo College to your work (please print). If necessary to use a full page, please staple the page to this application. Top 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 WEE, including the current term, will not exceed 14 units during one enrollment period in work experience education (California Administrative Code, Section 55253). I declare that my occupational goal, and all information provided on Río Hondo College work experience documents are true and correct. I also understand that misrepresentation of information on this form, or other Río Hondo College WEE forms, shall be grounds for dismissal from and/or forfeiture of credit from the WEE course.

Student's Signature



For Office Use Only

Application Approved by: _____ Approval Date: _____

Signature of Instructor of Record

RÍO 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 Río 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 WEE 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
(Reference page 23/ Employer Evaluation) _____

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
(Reference page 23/ Employer Evaluation) _____

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
(Reference page 23/ Employer Evaluation) _____

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
(Reference page 23/ Employer Evaluation) _____

RÍO HONDO COLLEGE
WORK EXPERIENCE EDUCATION 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 Work Experience Education 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 Work Experience Education 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 Work Experience Education 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 **WEE/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 Work Experience Education/Internship Course? **Yes** **No**

9. How did you learn of the Work Experience Education course? _____

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

11. What recommendations/comments do you have:

a. For improving the orientation _____

b. For advertising the Work Experience Education/Internship Course to students/employers? _____

c. What would make the Work Experience/Internship course more valuable? _____

RÍO HONDO COLLEGE
WORK EXPERIENCE EDUCATION /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) Excellent; (4) Good; (3) Fair

Comments:

OBJECTIVE 2: _____

(5) Excellent; (4) Good; (3) Fair

Comments:

OBJECTIVE 3: _____

(5) Excellent; (4) Good; (3) Fair

Comments:

OBJECTIVE 4: _____

(5) Excellent; (4) Good; (3) Fair

Comments:

RÍO HONDO COLLEGE
WORK EXPERIENCE EDUCATION/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 Work Experience Education Program. Your evaluation will help the college instructor assess the students overall class performance.	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				
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. **Excellent: 5; Good: 4; Fair: 3; Poor 2.**

Objective #1	Excellent_____	Good_____	Fair_____	Poor_____
Objective #2	Excellent_____	Good_____	Fair_____	Poor_____
Objective #3	Excellent_____	Good_____	Fair_____	Poor_____
Objective #4	Excellent_____	Good_____	Fair_____	Poor_____

RÍO HONDO COLLEGE
WORK EXPERIENCE EDUCATION/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
5	4	3	2

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 _____
- Achievement of Objective No. 4 _____

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 _____

Río Hondo College
 Work Experience Education/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*****

Río Hondo College
 Work Experience Education/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

Río Hondo College
 Work Experience Education/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

Río Hondo College
 Work Experience Education/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

Río Hondo College
 Work Experience Education/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

Río Hondo College
 Work Experience Education/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

Río Hondo College
 Work Experience Education/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			

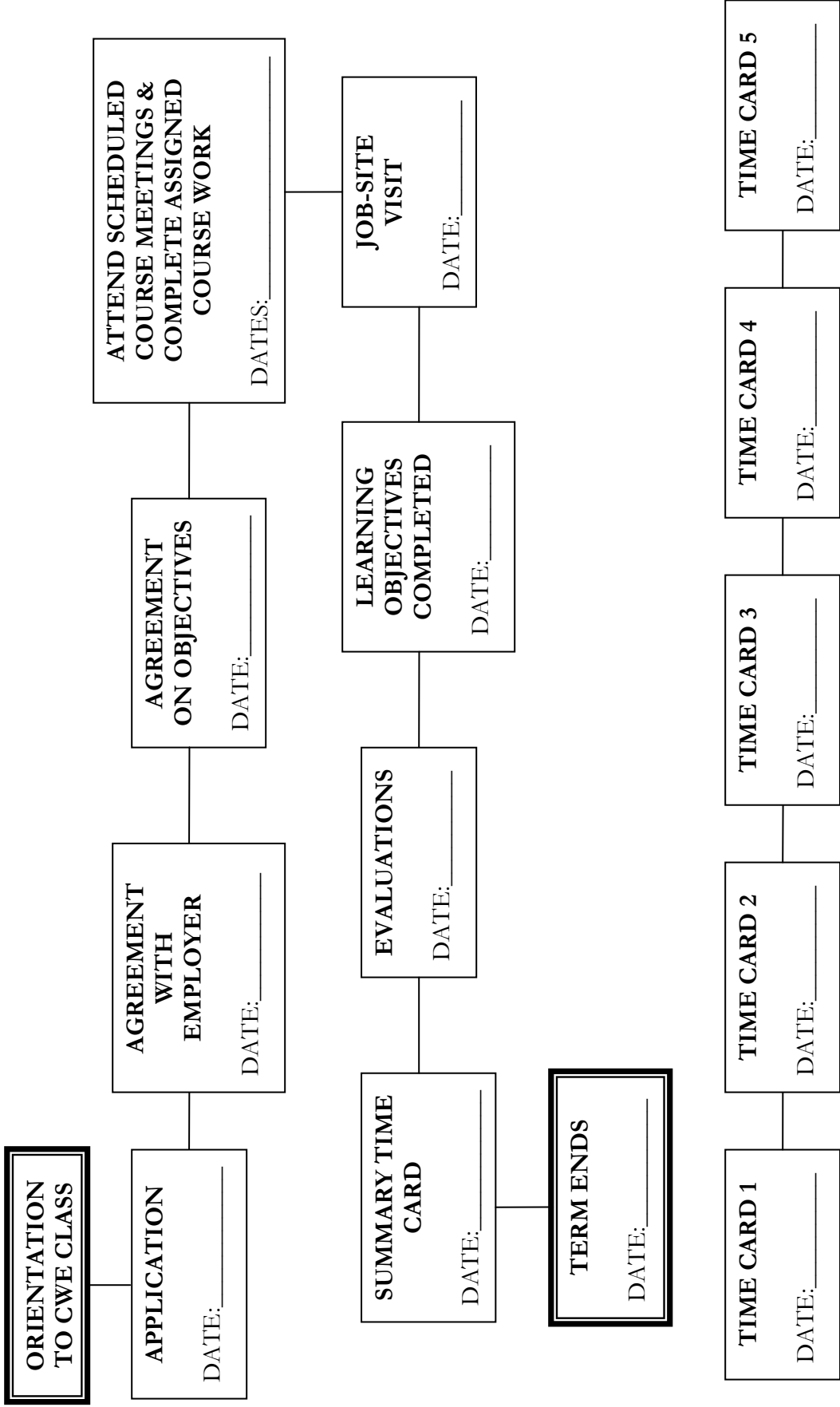
Monthly Total

I certify that I have worked the hours indicated above:

 Student's Signature

 Supervisor's Signature

RÍO HONDO COLLEGE
WORK EXPERIENCE EDUCATION/INTERNSHIP
COURSE TERM AT A GLANCE



RIO HONDO COMMUNITY COLLEGE DISTRICT
Department of Career and Workforce 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 Workforce Education	Date: _____
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