LOS MEDANOS COLLEGE

COOP-17O

Occupational Work Experience

Cooperative Work Experience at

LOS MEDANOS COLLEGE

Why CWEE?

- Earn college credits for what you learn and accomplish on the job.

- Use your job to supplement classroom learning.

- Receive recognition for what you learn on the job.

- Improve your communication with your supervisor.

- Clarify on-the-job goals or objectives.

Enroll **now** in the LMC
Cooperative Work Experience Program

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Frequently Asked Questions

What is the Cooperative Work Experience Education?

The Cooperative Work Experience Education (CWEE) Program at Los Medanos College grants transferable college credit for what students learn and accomplish on the job. There are three types of participants; those who enroll in COOP-160, General Work Experience where their employment **does not** relate to their major, COOP-170, Occupational Work Experience where the student's employment **does** relate to their major and COOP-180, Occupational Work Experience *Internship* which is a short term (one or two semesters) often unpaid, for students who have finished some portion of course work in their major.

What qualifies as college-credit eligible learning?

Only worksite learning that is new, substantive and measurable can earn college credit. Your worksite objectives must be attainable by the close of the semester, and involve methods that are clear and concrete.

How much college credit can I earn?

Students may earn up to four units per semester, to a maximum of sixteen units. Each course may be repeated three times. The number of units earned is partly determined by the number of hours a student works on the job during the semester. One unit of credit will be earned for 75 hours worked on a paid job.

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Units Earned For Paid Hours Worked

1 unit = 75 hours total	3 units = 225 hours total
2 units = 150 hours total	4 units = 300 hours total

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Note: Volunteer (unpaid) employees earn one unit of credit for every 60 hours of work, as follows: 1 unit - 60 hours total; 2 units - 120 hours; 3 units - 180; 4 units - 240 hours

Why enroll in the Cooperative Work Experience Program?

The college credits students earn for their job through CWEE participation gives recognition to the learning that occurs in the workplace. CWEE also serves to enhance the communication between the student and worksite supervisor, helping to clarify on-the-job goals or objectives. Academic credit earned through CWEE can be used to satisfy elective unit's requirements towards a certificate, AA Degree or CSU System transfer. (See your counselor for further information).

How do I begin?

Students desiring participation in the Cooperative Education Program should 1) complete an online application, 2) schedule and attend the required CWEE orientation and 3) Enroll in the course with the appropriate number of units. Enrollment is available until the end of the 2nd week of the semester.

Will I receive a grade?

CWEE students are given a grade from their employer which serve as the basis for their grade. All Cooperative Work Experience students receive a letter grade.

What if I lose or resign my position?

Participants who stop working prior to the close of the semester of participation should immediately contact both the LMC Employment Center and their CWEE instructor.

For further information contact <u>Cynthia Perez-Nicholas, CWEE Program Coordinator at cperez@losmedanos.edu, or 925-473-7428</u>

Welcome to Cooperative Work Experience Education

To: Employer/Supervisor
Re: **Employer/Supervisor Agreement Letter**

The Contra Costa College community and the Cooperative Work Experience Education (COOP/CWEE/WRKX) program staff would like to thank you for your time and commitment to our students and to us. The purpose of the Cooperative Work Experience Education program is to encourage students to seek new or expanded learning opportunities on the job that will make him/her a more efficient and valuable employee. Through this program, your employee/volunteer has the opportunity to utilize many of the skills that are learned in the classroom. The program gives you, the employer, the opportunity to contribute to their college education in a way that will directly benefit you and your industry.

In order for this contribution to be documented for college credit, workplace-learning objectives must be written at the beginning of the term. Workplace learning objectives are project-based learning opportunities that take place on-the-job during the normal work schedule. The project objectives should involve new or expanded responsibilities for the student. Project objectives must be briefly documented on a form entitled "Cooperative Work Experience Education Learning Objectives/Agreement" which the student will provide. We are asking you to participate with your employee/volunteer in selecting meaningful objectives. This is an opportunity to encourage and to develop new skills that may be valuable to your organization.

Your partnership in this program is critical. It contributes up to **half** of their grade. Your
Time is as valuable as your involvement, and we have streamlined your participation to minimize your
Paperwork. The following milestones summarize your important inputs to this program:

- **At the beginning of the term** collaborate with the student to develop work objectives/projects, sign and date the "Cooperative Work Experience Education Objectives/Agreement" form.
- **During the term** meet with the instructor, at your facility, to briefly discuss the student's progress. The meeting will take 15 – 30 minutes.
- **At the end of the term** provide assessment of student's completion of learning objectives and provide feedback on student's workplace skills and competencies.

The following confirms existence of insurance coverage and is in accordance with Ed Code 78249.

District's Certificate of Consent to Self-Insure # 5508-005 Issued by State of California

Limits of Coverage: Statutory Per Occurrence for California Workers' Compensation and $1,000,000 Employers' Liability.

Thank You,
Contra Costa Community College District
Cooperative Work Experience Education Program Staff

CONTRA COSTA COLLEGE	**DVC DIABLO VALLEY COLLEGE**	**LOS MEDANOS COLLEGE**
COOPERATIVE EDUCATION (COOP)	WORK EXPERIENCE EDUCATION (WRKX)	COOPERATIVE WORK EXPERIENCE EDUCATION (CWEE)
careerservices@contracosta.edu	wrkx@dvc.edu	lmc.transfer.team@gmail.com
contracosta.edu/COOP	www.dvc.edu/wrkx	https://www.losmedanos.edu/cwee/

ASSIGNMENTS & GRADING

Week	Assignment	Points	Employer Signature Required
1-3	Complete CWEE Student Application (Student Profile)	5	No
1-3	Discussion Board Post – Introduce Yourself! (Canvas)	5	No
1-3	Learning Objectives Form (Signed by Employer/Supervisor)	20	**Yes**
1-3	1-on-1 Visit w/Instructor	10	No
7-9	Time Record Form – 1st Submission	10	No
14-16	Worksite Visit - **Completed by Instructor** • Graded learning objectives • Employer evaluation of workplace competencies • Employer time record verification	75	**Yes**
14-16	Field Report	55	No
14-16	Resume	10	No
14-16	Time Record Form – 2nd Submission	10	No
	TOTAL	200	

Grading Scale

A = 180 – 200 points

B = 160 – 179 points

C = 140 – 159 points

D = 120 – 139 points
F = ≥ 119 points

Your Work Experience instructor will set all assignment due dates, keep an accurate records of assignments, and points accrued. Remember to keep in contact with your work experience instructor throughout the semester in order to stay on track and receive the maximum amount of points. You may receive point deductions if you:

- Arrive late or miss appointments
- Turn in work late and/or miss assignments

Creating Learning Objectives

The student must identify new and expanded learning objectives each semester, which must be measurable and within his/her range of accomplishment. The objectives must be developed and written by the student, as well as reviewed and approved by the employment supervisor and the instructor at the beginning of each semester. These objectives must reflect new and expanded responsibilities for the student. The employment supervisor and the student will discuss progress made in attaining the student's objectives.

Steps for Writing SMART Learning Objectives

♦**Specific**   ♦**Measurable**   ♦**Action-Oriented**   ♦**Relevant**   ♦**Time-Based**

- **Specific**:   Describe a precise or specific outcome.

- **Measurable**:   Describe the system you'll put in place to measure your progress toward the achievement of your objective; include a number, percentage, or frequency when possible.

- **Action-Oriented**: Describe the specific actions you will take to accomplish the objective.

- **Relevant**:   Can you make an impact on the situation? Is it important to your education? To your supervisor?

- **Time-Based**:   Clearly define your completion date.

In writing your objectives you will need to include the following five elements:

a) **What** you will to accomplish
b) **When** you will complete the objective
c) **How** you will do it (what steps you will take)
d) **How** will progress be evaluated
e) **Who** will evaluate progress

There are many kinds of objectives. Several categories are listed here, but you and your employer should not limit your thinking to these. Make yours *fit your job.*

1) Problem-solving on the job
2) New or different tasks or job responsibilities
3) Interpersonal relations at work
4) Improving effectiveness in doing tasks
5) Gaining new knowledge to improve job performance
6) Trying new ways to do things more effectively

Some examples of objectives

Increase sales and event awareness in the Children's Department by keeping all displays current and stocked. Evaluated by supervisor and measured by increased book sales over last quarter. Completion date: September 30.

Inventory the supplements by organizing supplements by type and expiration date and preparing the order for my supervisor. Evaluated by before and after photos and supervisor's evaluation. Completion date: October 31, 2017.

Edit and produce a lifestyles magazine and to improve my writing skills so that I may be able to write for such a publication by sitting in on weekly editorial meetings, as well as writing short pieces for the magazine. This will be evaluated by my supervisor to determine if my writing and research is considered acceptable for publication and be completed by Nov. 21.

Some Helpful Tips When Writing An Objective

a) **What you will attempt to accomplish? By when?**
   Your stated objective must be specific and measurable. It also must be attainable in one semester's time.
   Tip: It's best to start with an action verb when stating what you will attempt to accomplish. Popular work experience action verbs include:

Activate	Compare	Design	Increase	Prepare	Summarize
Analyze	Compile	Develop	Inspect	Rearrange	Survey
Apply	Compute	Direct	Instruct	Record	Transfer
Assemble	Convert	Devise	List	Reorganize	Update
Build	Coordinate	Establish	Maintain	Repair	Write
Calculate	Create	Expand	Modify	Report	
Categorize	Decrease	Identify	Monitor	Research	
Check	Deliver	Illustrate	Process	Revise	
Collect	Demonstrate	Implement	Produce	Simplify	

   Example: Transfer paper files onto computer system with less than 10% error rate. This will be completed by the close of semester.

b) **How (by what steps or methods) will you achieve it?**
   Tip: Your method(s) for achieving your objective should be clear, concrete, and available to you at the worksite. A combination of methods may be used. Typical methods for achieving CWEE objectives include:

   - On-the-job training
   - Daily practice
   - Instruction from supervisor
   - Observing co-workers
   - Attending company seminar
   - Studying product literature
   - Reading manuals
   - Training from co-workers
   - Reviewing policies and procedures
   - Rehearsing
   - Planning/organizing
   - Training from supervisor
   - Assistance from specialist
   - Demonstration and critique
   - Daily consultations
   - Advance preparations
   - Gathering pertinent data
   - Conduct review and analysis
   - Doing surveys
   - Developing new techniques

   Example: Will accomplish this by studying software manual on electronic filing, and also with assistance from department's computer specialist.

c) **How will this be evaluated? By whom?**
   Tip: Your objective should be designed so that your worksite supervisor will be able to directly (and objectively) asses the results. Typical criteria for evaluating progress include:

   - Before & after comparisons
   - Direct observation
   - Demonstration & critique
   - Formal employee evaluation
   - Tabulation of receipts
   - Progress reports
   - Personal verification
   - Testing
   - Program review
   - Cross-checking
   - Review of reports
   - Formal feedback session

COOPERATIVE WORK EXPERIENCE EDUCATION LEARNING OBJECTIVE FORM (COOP/CWEE/WRKX)

Student Name:_____ **Student ID #:**_____ **Course/Section #**_____

Student Email: _____ **Student Phone #:**_____

Worksite Name: _____ **Worksite Address:**_____

Supervisor:_____ **Email:**_____ **Phone:** _____

1. Each term that a Student is enrolled in a Work Experience class, it is necessary to identify new learning objectives. Learning objectives that reflect new or expanded job-related responsibilities must be written by the student then approved by the Employment Supervisor and the Instructor at the beginning of the term. The objective must be substantive, measurable, and attainable.

2. The Employment Supervisor will meet with the Instructor at least once during the term to evaluate the Student's performance on their learning objectives. The Instructor will award academic credit for successful completion of the program requirements.

	STUDENT LEARNING OBJECTIVES (STUDENT/EMPLOYMENT SUPERVISOR COMPLETE)	Supervisor Score
1	**By the end of the term I will learn and/or improve:** 	
2	**By the end of the term I will learn and/or improve:** 	
3	**By the end of the term I will learn and/or improve:** 	
4	**By the end of the term I will learn and/or improve:** 	

Agreement

The three participants in the Work Experience program agree with the validity of the above learning objectives. The Student agrees to abide by the program requirements. The Employment Supervisor will meet with the Instructor at least once during the term to evaluate the Student's performance on the learning objectives. The Instructor will award academic credit for successful completion of the objectives. The Employment Supervisor and the Instructor will provide supervision and guidance to insure maximum educational benefit from this work experience. The Contra Costa Community College District does not discriminate on the basis of race, national origin, sex, color, religion, age, or disability in employment, educational programs and activities. Employers who sign this contract are expected to uphold this policy in their selection of prospects for employment, educational processes, or activities. It is understood that the District will provide Worker's Compensation for UNPAID Internships and/or liability insurance as required by law.

Supervisor Signature _____ **Date**_____

Student Signature_____ **Date**_____

Instructor Signature _____ **Date**_____

END OF TERM EVALUATION – INSTRUCTOR USE ONLY

Course Units:_____ Final Grade:_____ Paid ☐ Non-paid ☐   Course Hours Total = _____

Contact with Supervisor: ☐ 1st Contact   Date:_____   ☐ 2nd Contact Date: _____

Visitation of work site by instructor: ☐ Yes ☐ No   Date: _____

Personal Consultation(s) with Student ☐ Yes ☐ No   Date:_____

Final Supervisor Signature _____ *Date* _____ Average Hrs. Weekly ____

Final Instructor Signature _____ *Date* _____ _____

Student's Field Report

Participation in Cooperative Work Experience also requires writing a report. **This written report or essay is to be submitted during the 16th week of the semester or when your instructor requires it.** Be sure to check with your instructor **before** it is due.

The **theme** of your paper should deal with your objectives and how they were achieved. Begin by stating the objective. Then discuss why you selected it, what need it filled or value it had for you and the employer. After providing this background information, then explain how the objective was accomplished. Explain how you planned to complete it, what aspects of the plan worked, and what changes were required to meet your goal. You must do the above for each and every objective. (Please see sample on next page)

Format & length: Your paper must be typewritten, clearly presented, and suitable for college-level work. While the suggested length is 1 page per objective, CWEE faculty may require more. Please confirm the field report length with your faculty.

Four objectives = 4 page report
Three objectives = 3 page report
Two objectives = 2 page report
One objective = 1 page report

If the content or format is not acceptable, your instructor will return it and withhold a final passing grade until it is corrected.

> **Suggestion**: Make additional copies
> Keep one; give one to your employer.

Cooperative Work Experience Education

Student's Field Report

Student: Jane Doe
Course: BUS-170
CWEE Instructor: Bill Jones
Session: Spring, 2020
Units: 2
Employer: Allied Claims Corporation
Supervisor: Mary Smith, Director, Budget Services Department

Objective #1:

Expand my abilities on microcomputer by learning how to do graphics. This will be accomplished by the end of the semester.

Background/Need/Value:

During the budget development process, a booklet is prepared by our office which includes graphs. The material for this booklet is typed and otherwise put together for printing by me, with the exception of the graphs which are completed by the Accountant in our office.

Completing this objective has provided me with additional knowledge and experience using the PlanPerfect spreadsheet program, and will enable me to make recommendations for further use of

graphs to the Director, as I see a use for these. Also, by having two employees within the Department able to create graphs, this objective supports one of the goals of the department which is "to continue to involve staff on cross-training, so that each section can run effectively with absences, and so that all individuals have the benefit of being exposed to other aspects of their section and can therefore grow professionally".

How Accomplished:

I began by reading the manual provided for PlanPerfect. I followed the instructions as outlined, but was having difficulty creating a finished graph, and asked the Accountant for some help. I took notes as we went through the manual together, and we developed some step by step instructions through a kind of trial and error method. Just as I was "getting the hang of it", I called our Word Processing Supervisor to ask a question, and she told me to stop learning the program on 3.0 PlanPerfect because we now had 5.0 available and it was easier and better. She sent someone from our Data Processing department to update the PlanPerfect program, and I started over again. Using a manual provided by the Word Processing Supervisor, I began reading and following the lessons outlined regarding graphs. This was a much easier manual to follow, and after a few days and hours of work, I was able to create sample graphs from the lessons within the manual and also sample bar and pie graphs using data from fiscal reports.

Objective #2:

To train Accounts Payable employee to use microcomputer and PlanPerfect software program to complete Revolving Cash Report independently. To be accomplished by the end of the semester.

Background/Need/Value:

One of the functions within the Accounts Payable section of the Budget Services Department is to maintain the Revolving Cash Account. The employee handling this account was keeping a manual record of transactions and because the report was lengthy, time consuming and required a lot of hand calculations, the Director felt it could be best handled by using a word processor. She discussed the possibility with me, and the timing was right for me to suggest that this be made one of my objectives.

With this new skill, the employee will be able to work independently on the Revolving Cash Report, so the report will be completed more efficiently. The appearance of the report will be better, and the figures will be automatically calculated with a higher degree of accuracy.

In addition, this training supports two of the goals of the department (to provide clear, accurate and up-to-date financial information, and to implement the use of personal computers where practical). It also provided the employee with additional training and experience, which will benefit her personally, and as I am interested in moving into the area of supervision one day, this practice in training will be beneficial to me.

How Accomplished:

I began by developing an outline showing the areas to be covered in each training session. I then met with the Accounting Supervisor to schedule dates and times when the employee and I could meet for training.

I used hands on instruction and continued with this style of training for two or three sessions. Further into the training, I tried something different. I sat at the computer and asked the employee to "walk me through" getting into the computer, creating a worksheet, etc; to assume she was the "trainer" and I the "trainee", with no knowledge of computers or even a keyboard.

Student's Résumé

Participation in Cooperative Work Experience requires submitting an updated résumé. Like the field report, the résumé is due the 16th week of the semester.

The résumé must reflect your Work Experience achievements. Résumé preparation assistance is available at the **Transfer and Career Center, SSC Level 4**, (925) 473-7444 or visit us at: https://www.losmedanos.edu/transfercareer/index.aspx

Hot Tips on Resume Writing

1. Create a professional email address.
Out of all of the resume building tips listed, this may seem too obvious.
But it's worth mentioning because the use of an unprofessional email address will get you rejected 76% of the time. So, if you haven't already done so, ditch that email address you've been using since high school. Choose a professional email provider like Gmail or Outlook. Use your name.

2. Update your contact information.
After you change your email address, make sure the rest of your contact information on your resume is up to date. You don't want to miss an interview because you put the wrong phone number on your resume. Also, exclude information like your birth date or marital status. You do not have to respond to questions about religion, race, or gender on an application. US employers cannot take these aspects into consideration when accessing you. If you're applying for a job out of state or country, also consider omitting your current address on your resume. That way a hiring manager won't think you're confused about the location of the job.

3. Set your font size to 10-12 points.
While choosing a font is important, making sure that it is the right size is paramount. Keep your resume font size between 10-12 points so that a hiring manager can easily read it without squinting.

4. Use reverse-chronological order.
That means: start from your most recent job and work your way back. For your experience section, put your current job first. For your education section, put your highest degree first.

5. Align your content to the left to make it skimmable.
The first thing a hiring manager is going to do is skim your resume for relevant keywords from the job description. Aligning your text to the left makes this easier for them to do.

6. Make strategic use of bold, caps, and italics.
Be consistent with your choices. If you've made one of your subheadings bold - make them all bold. Try not to overuse anything. The point is to make important information easier to find.

7. Choose an attractive and readable font.
You may think resume fonts are trivial in the larger scheme of things, but the right font is going to do a lot for your resume. If you choose a font that is hard to read or childish, a hiring manager might toss your resume in the trash.

8. Only add jobs you've had in the past 10-15 years.
You do not need to list every job you've ever had on your resume. Make sure you go back on your resume no more than 10 or 15 years.

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https://zety.com/blog/resume-tips

Los Medanos College
Cooperative Work Experience Education

Time Record Summary

Student Name: _____

This time record must be filled out and signed by the student and turned by the due dates set by your instructor.

Indicate the number of hours worked each week in the space provided. Be sure to indicate the total hours worked during this period.

Week	Date Range	Hours Completed
Example (Week 1)	*August 22-28*	*20*
1		
2		
3		
4		
5		
6		
7		
8		

Total Hours: _____

I certify that the above record of time worked is true and correct.

_____   _____
Student's Signature   Date