

# LOS MEDANOS COLLEGE

## Cooperative Work Experience Education (CWEE)

### Dynamic Form Instructions - For Students

#### CWEE Learning Objectives Agreement Form

#### Step 1: Click on the Dynamic Forms link

[Find the forms at: <https://www.losmedanos.edu/cwee/resources.aspx>]

#### Step 2: Enter your employer/supervisor's name and email, then click "Continue":

If your supervisor works for 4cd, the email must include the address suffix: @email.4cd.edu

Employer		
First Name	Last Name	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Previous"/>	<input type="button" value="Continue"/>	

#### Step 3: Fill out the form fields (where applicable)

Student Name:	<input type="text" value="Mary Smith"/>	<b>CWEE Learning Objectives Agreement</b>	LMC Instructor:	<input type="text" value="Perez-Nicholas"/>
Student ID#:	<input type="text" value="1674733"/>	Date:	<input type="text" value="08/12/2020"/>	
		Employer:	<input type="text" value="Starbucks"/>	

Learning objectives which reflect new or expanded job responsibilities or levels of performance must be written by the student in consultation with the employer close of the academic period. Minimum of one objective is required per unit of credit.

**Obj# 1 a) What you will attempt to accomplish?..... by when?**

**b) How ( what steps or methods) will you achieve it?**

**c) How will this be evaluated? ..... by whom?**

**Obj# 2 a) What you will attempt to accomplish?..... by when?**

**b) How ( what steps or methods) will you achieve it?**

## Step 4: At the bottom of the form, “click to sign”:

b) How ( what steps or methods) will you achieve it?

c) How will this be evaluated? ..... by whom?

AGREEMENT: The participants agree in the validity of the above objectives. **Employer and Inst** semester to discuss/evaluate student's progress.

(click to sign)

Student Signature

Date

Empl

Record  
Instructor

## Step 5: Fill in your name and click the “Sign electronic” button:

**Sign electronically**

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Cynthia

Perez, Nicholas

**Sign Electronically**

If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

## Step 6: Next, click on “Submit Form”:

AGREEMENT: The participants agree in the validity of the above semester to discuss/evaluate student's progress.

...3735303033  
*Cynthia Perez-Nicholas* 08/12/2020  
Student Signature Date

A= Far Excee  
OBJ#1  OBJ#2   
Average Hrs. Worked (Verified):   
Date of Employer Contact:   
Instructor Signature:

Submit Form

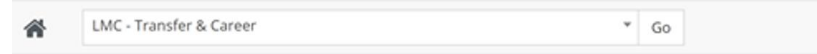
## Step 7: Your employer will receive the form via email:

Your supervisor/employer should now have an email from "**forms@losmedanos.edu**" with instructions and a link to complete their portion of the Learning Objectives Form.

## Step 8: When your employer signs and submits the form – you will receive an email notification

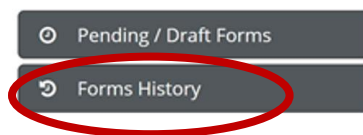
In your confirmation email click on the link within the email to access the signed Dynamic Forms. This screen will come up (see below).

Next, click on the second button (Forms History) to view your signed learning objectives.



Welcome to Dynamic Forms!

This page offers you access to your Pending / Draft Forms and your completed Forms History. If you need to start a new form, please go to your college or university website to access a link to the proper form. Thank you.



**Step 7: Once you (the student) receive a notification email, be sure to save the completed form as a PDF and submit as an assignment to your respective instructor in Canvas**

### IMPORTANT NOTES:

- Be sure to use your InSite email for all communications in Dynamic Forms.
- Also, it is your responsibility to access the signed CWEE Learning Objectives Form and submit as an assignment in Canvas for your Instructor's review.

**NOTE: Instructors DO NOT have access to your Dynamic Forms account.**

**CWEE Time Record Summary Form**

**Step 1: Click on the Dynamic Forms link**

[Find the forms at: <https://www.losmedanos.edu/cwee/resources.aspx>]

**Step 2: Fill out the form fields (where applicable)**

**Step 3: At the bottom of the form, “click to sign”**

**Step 4: Fill in your name and click the “Sign electronic” button**

**Step 5: Next, click on “Submit Form”**

**Step 6: Once you (the student) receive a notification email, be sure to save the completed form as a PDF and submit as an assignment to your respective instructor in Canvas**