



Work Experience Education (WEE)

2024-2025

Faculty Handbook

Mission Statement

Allan Hancock College fosters an educational culture that values equity and diversity and engages students in an inclusive learning environment. We offer pathways that encourage our student population to achieve personal, career, and academic goals through coursework leading to skills building, certificates, associate degrees, and transfer.

Vision Statement

Allan Hancock College makes the following commitments to our students, our community and each other:

- We will change the odds for students by continuing to provide quality instruction while improving time to completion.
- We will work to build inclusive communities that promote trust and social justice. Allan Hancock College is committed to equity and diversity by ensuring our actions are based on an awareness of the social and historical context of inclusionary practices.
- We will work to address student financial challenges, including food and housing insecurities.
- We will prepare our students emotionally, physically, and intellectually to pursue fulfilling careers that foster economic mobility.
- We will provide an educational culture that values, nurtures, connects, and engages students.
- We will provide opportunities that enhance student learning and promote the creative, intellectual, cultural, and economic vitality of our diverse community.
- We will partner with the community to offer relevant and timely programs and services.
- We will ensure a positive community presence by responding to community needs, including outreach to nontraditional students.
- We will strive to ensure fiscal integrity and responsible management of resources.

EMPLOYER AND ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT NONDISCRIMINATION DISCLOSURE STATEMENTS:

The Allan Hancock Joint Community College District ("District") is committed to equal opportunity in employment and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its employment opportunities, services, classes, and programs without regard to national origin, religion, age, sex or gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, or military and veteran status of any person, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

Allan Hancock College will provide, upon request, alternate translation of its general information documents in large print, Braille, E-text, etc., through our Learning Assistance Program. Please call (805) 922-6966 ext. 3274.

The district's Equal Employment Opportunity (EEO) Policy includes complaint procedures for students who experience discrimination on the basis of race, color, religion, gender, marital status, national origin, ethnic identification, age, disability, pregnancy or status as a Vietnam-era veteran. In addition, the district's Sexual Harassment Policy forbids intimidation or harassment of a sexual nature and provides a complaint procedure for students who experience sexual harassment. A person who feels they have been or are being subjected to discriminatory treatment, including sexual harassment, or who has learned of such unlawful discrimination in their official capacity, should immediately notify the Office of the Vice President, Student Services.

VP of Student Services
Allan Hancock College
800 South College Drive,
Santa Maria, CA 93454
(805) 922-6966 ext. 3650

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STUDENT LEARNING OUTCOMES

Student(s) will be able to develop and apply personal skills, attitudes, and competencies in the workplace and within course-related activities. This requires a written agreement between a supervisor and employee, to accomplish specific, measurable, achievable, relevant and timely (S.M.A.R.T.) goals related to new or expanded workplace responsibilities will be completed. Student(s) will demonstrate effective communication and technological awareness through the use of technologies (internet, email and telephone) in ways appropriate to the course.

Assessment of Student Learning Outcomes will be measured through:

- Papers
- Class Performance
- Writing Requirements
- Attendance/participation in orientation session
- Successful completion and submission of requisite forms
- Instructor evaluation of the student's performance on measureable learning objectives, and compliance with program requirements.
- Employer evaluation of student's performance on measureable learning objectives and basic work skills
- Instructor evaluation of student's final written report describing the student's experience in accomplishing the measureable learning objectives

Skills required of students in order to succeed in this course/program:

1. Planning
2. Organizing
3. Time-management
4. Critical thinking
5. Problem solving
6. Oral, written, and electronic communication
7. Ability to follow written and verbal instructions

DEFINITIONS

- **AHC** : Allan Hancock College
- **Employer/Job Site Supervisor:** The person at the work site who is responsible for the student's learning experience, approves the learning objectives, and evaluates student performance.
- **Work Experience Education (WEE) Program:** A process of education that combines employment experience with regular college instruction. The program helps to develop skills and knowledge, and improve self-understanding.
- **Job Board:** Local job and internship openings, posted on the Center Center's online job search platform, which are referrals available to all Allan Hancock College students. Referrals include part-time, full-time and internship positions.
URL = <https://www.hancockcollege.edu/careers/jobs.php>
- **Learning Objective:** A Specific, Measurable, Achievable, Relevant, Timely (S.M.A.R.T) outcome a Work Experience Education (WEE) student attempts to achieve on the job. Objectives must be within the student's range of accomplishment. Objectives must be developed by the student and the immediate supervisor, and reviewed and approved by the WEE Instructor.
- **Site Visit:** Work Experience Instructors must visit the students' place of employment at least once each term to confer with the Employer/Job Site Supervisor.
- **Student Report:** A paper written by the WEE student regarding a specific topic relating to their work experience. The paper is due prior to the end of the term.
- **Term:** May be used interchangeably in reference to the fall semester, the spring semester, or the summer session (or a portion of the fall/spring semester during which a student is enrolled in a WEE course).

OVERVIEW & FREQUENTLY ASKED QUESTIONS

What is Work Experience Education?

Work Experience Education (WEE) at Allan Hancock College offers students the opportunity to explore career paths and earn college credit for skills learned on the job. The purpose of WEE is to help students transition from school to work by providing hands-on learning experiences where they can put classroom instruction to the test. WEE is offered and available to all Allan Hancock College students. There are two different types of WEE – 149 and 302.

What are the differences between the two work experience courses?

WEE 302 - General work experience **not directly related to student's major**. Maximum of six units per semester, 16 units total. May be repeated, however not more than 16 units combined (302 & 149) total.

WEE 149 - Occupational work experience **directly related to student's major**. Maximum of eight units per semester, 16 units total. May be repeated, however not more than 16 units combined (302 & 149) total. Internships may fall under this category if the internship is directly related to your major.

Can a student repeat Work Experience?

Yes, students can take the work experience course more than once. Eligibility requirements remain the same; however, the objectives must be different from one term to the next and represent new learning or expanded responsibilities. Students may take up to 16 units of WEE work experience. Students may take a combination of work experience classes, however they may not exceed 16 WEE units total.

Are the units transferable?

It depends. The California State University system does accept up to 8 units of Work Experience credit as elective units. Currently the UC system does **not** accept the transfer of Work Experience units. Private universities and colleges may be contacted individually for their own policy.

IMPORTANT NOTICE TO WORK EXPERIENCE EDUCATION (WEE) INSTRUCTORS

Please be aware of and meet the identified responsibilities:

- Objectives: Assist the student in the development of their objectives (if needed), then review and approve these objectives. Their objectives are to be written and approved within two weeks from the date they register. Students complete the Learning Objectives Worksheet, acquire required signatures (student, employer/supervisor & WEE instructor) and submit it to the WEE Instructor.
- Jobsite Supervisor Contact & Site Visits: The WEE instructor must contact the student's work site supervisor at least **TWICE** during the term, and **one** of those must be an **in person visit at the work site**. The purpose of this is to approve and confirm the appropriateness of the work site, to make sure the employer is in agreement to provide the WEE experience for the student, and to receive and provide feedback regarding the student's performance.
 - The initial site visit should be made within the first two weeks of the term. The purpose of this meeting is to confirm the employer's knowledge of Work Experience Education and their role in the program. Additionally, the purpose of the first contact is to confirm the supervisor's name, the business physical/ mailing address, and contact phone numbers.
- Monitoring: The WEE instructor must personally meet with the student at least twice during the term.
- Documentation: Using the Instructor Summary Sheet, the WEE Instructor must maintain a written record of visits/contacts with the student and work site supervisor, including any action taken and feedback received. The instructor will also need to document the student's final grade on this form.
- Student Report: A written report is **REQUIRED**. Designate a topic from the handbook section "Student Report," or indicate a specific topic including format and length of paper that is appropriate to the work assignment and/or declared major of the student. The provided Rubric may be used to score the report.
- Grades and WEE Forms: Complete the WEE Instructor Summary for the student. **ALL forms** identified in this handbook and on the WEE Student Checklist must be completed, including all signatures, and turned into the WEE Specialist at the **end of the term** after the WEE Instructor has assigned a final grade. *Per Title V Regulations, these WEE documents are to be stored indefinitely in the WEE office or digitally – they are not to be kept in the instructor's personal files. Instructors may keep as part of their personal files, a COPY of the Instructor Summary Sheet (with their contact notes).*

ENROLLMENT REQUIREMENTS

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

1. Eligibility requirements for **WEE 302**:

Any AHC student may enroll in **General Work Experience Education – WEE 302** – as long as they meet the following requirements.

- ✓ Students must attend an orientation, either face to face or online (orientation information available on WEE Webpage) <https://www.hancockcollege.edu/wee/registration.php>
- ✓ Students must have a valid email address.
- ✓ Students must find their own approved Work Experience placement prior to the start of the course. Students may find employment opportunities through the online AHC Job Board, instructor referrals, or personal connections and contacts.
- ✓ Students will need a WEE Instructor. If they do not have a WEE Instructor, the WEE specialist will work to match students with an appropriate WEE Instructor. The Work Experience Instructor must agree that the Work Experience includes new or expanded responsibilities and learning opportunities beyond those previously experienced.
- ✓ Students must turn in a fully completed **Student Data Sheet, Release of Liability & Medical Treatment of Authorization, and Workers' Compensation Pre-Designation of Personal Physician** forms handed out at the orientation or downloaded from the WEE website within one week of start of the course.
- ✓ Students must complete the **Learning Objectives Worksheet** with their employer and instructor input/approval.
- ✓ The **Learning Objectives Worksheet** and **Job Site Agreement** form must be signed by the WEE instructor, the employer and the student. The student must turn these forms in to the WEE instructor.

2. Eligibility requirements for **WEE 149**:

Any AHC student may enroll in **Occupational Work Experience Education – WEE 149** – as long as they meet the following requirements.

- ✓ Students must meet ALL ELIGIBILITY REQUIREMENTS FOR WEE 302 as described above.
- ✓ Students may enroll in WEE 149 if they have a major or certificate program they intend to pursue. They must have taken (or currently be taking) a class in that major/field at AHC within the previous 18 months.

WHAT ARE THE BENEFITS OF WORK EXPERIENCE EDUCATION?

Benefits to the student:

- Provides the opportunity to use the knowledge gained in the classroom and relate it, with hands-on experience, to the real world.
- Increases the potential to advance by improving skills.
- Presents the opportunity to explore a field or business before a career decision is set in concrete.
- Enables the student to make sound educational and career decisions through related assignments.
- Provides opportunities and contacts for permanent employment.
- Develops self-confidence and good work habits.
- Produces a specific, measurable evaluation of work related skills and abilities.
- Equips the student with knowledge and attitudes necessary for successful job performance by learning the different behaviors, roles, skills, and expectations of the working world.
- Provides experience that can be included on the resume.

Benefits to the employer:

- Assists in the training of potential personnel in occupational and career fields.
- Improves the employer's recruitment, selection, and retention of employees.
- Establishes an ongoing relationship with the College that provides a channel for exchanging information regarding current employment needs and industry information.
- Provides an avenue for hiring student employees who have a dedicated and proven interest in a particular occupation.
- Enhances employee motivation and can reduce hiring and training costs.

Benefits to the college and community:

- Increases student motivation, retention, and future employment potential.
- Helps meet the training needs of the community.
- Provides faculty with current information on employment developments and trends through direct contact with the industry and business community.
- Promotes better school/community relations through a cooperative approach to education.
- Ensures continuity in the way non-clinical employment experience is offered, carried out, monitored, and documented.
- Contributes to the mutual benefit of the community and the college.

UNITS

Work Experience Education units are based on the number of hours worked during the term.

One unit is earned for every 54 hours of work (paid or unpaid).

Reminder: the Work Experience hours can begin accumulating only after you have completed the orientation and enrollment process.

Paid/Unpaid Work Experience Units

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

*Students should carefully evaluate their working conditions/hours worked to determine how many units of WEE are possible to obtain prior to registration.

Units may be applied to the elective requirements for AHC graduation.

Students enrolled in WEE 149 may earn up to eight (8) units each term, but are capped at a maximum total of 16 units combined. Students enrolled in WEE 302 may earn up to six (6) units each term, up to a maximum total of 16 units. Students may combine 149 and 302 units, earning a maximum of 16 WEE units total.

RESPONSIBILITIES

Student Responsibilities

- Complete the enrollment forms and procedures (outlined in the *Enrollment Requirements* section).
- Complete and turn in initial WEE forms to instructor, including the **Learning Objectives Worksheet** and **Job Site Agreement** form.
- Schedule the site visit with the employer/ job site supervisor and WEE instructor at the beginning of the term.
- Work the appropriate number of hours per unit enrolled, and record hours on the provided **Timesheet**.
- Complete and turn in written assignments to WEE Instructor, including evaluation forms and the student report, prior to the end of the term.
- *Contact the work experience instructor once the required number of hours has been completed to schedule a final wrap-up meeting. Please DO NOT wait until the end of the semester to contact your instructor.*

- **Immediately notify the Work Experience Instructor and the WEE Specialist if:**
 - ◆ you drop the course
 - ◆ you are laid off or change jobs
 - ◆ you are assigned a new supervisor or have new working hours
 - ◆ you are having problems completing the paperwork
 - ◆ you have a new address or phone number
 - ◆ you have any questions

Employer Responsibilities

- Understand and work toward the educational objectives of the Work Experience 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 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.
- **Meet in person, at least once, with the student's Work Experience Instructor at the job site.**
- Comply with all appropriate Federal and State employment regulations, including Workers Compensation coverage. Allan Hancock College will insure students who do not receive compensation.
- Please call the WEE Specialist if you have any questions: (805) 922-6966 ext. 3421

WEE Instructor Responsibilities

- Monitor the student's Work Experience.
- Meet with each student at least twice during the term, one of which must be made in person at the worksite within the first two weeks of the term. The second and any subsequent contacts may be made in person, by phone or email.
- Inform the student of your office hours and phone number.
- Assist the student in the development of their objectives, if necessary.
- Review and approve the student's learning objectives. Objectives must be (SMART):
 - Specific
 - Measurable
 - Achievable
 - Relevant
 - Timely

WEE Instructor Responsibilities (continued)

- Objectives should be directed at extending classroom-based learning and must represent new or expanded responsibilities or learning opportunities. Three objectives are required of all students and guidelines for writing objectives can be found in this handbook, as well as in the Student Handbook.
- Contact the site supervisor for each student at least twice during the term; **make at least one site visit**. All other communication can be completed via phone and/or email.
- At the work site visit, complete the following:
 - Make sure that the employer is in agreement with the educational objective of providing Work Experience for students and understand the purpose of Work Experience.
 - Discuss and encourage employer input in developing and/or approving the student's learning objectives. Employer, faculty and student must all agree and sign.
 - Make sure the employer received a copy of the Learning Objective Agreement and the Employer Evaluation of Student Performance form. A mid-term and final student evaluation must be completed by the employer and signed by the supervisor, student and WEE instructor.
 - Review and sign Job Site Agreement form. The employer, instructor, and student must all sign. This original will be turned into the WEE office..
 - Confirm that the employer will provide adequate supervision and contribute to student advisement and guidance throughout the WEE experience.
- Approve the site facilities, equipment, and materials necessary to achieve the on-the-job learning objectives and stay apprised of the student's development on the job.
- Ensure that the job site supervisor has the required paperwork to complete their evaluation based on the agreed upon objectives. Collect and grade all other student assignments including the student report before the end of the term, and assign the final letter grade.
- Ensure that all required paperwork is completed, signed and turned in to the WEE Specialist after final grades have been submitted.

GRADES

General Policies

- Work Experience is a letter-graded or pass/no pass course.
- Points are earned for all requirements of the program.
- The Work Experience Instructor assigns the final grade.

Point Breakdown

Grade requirements will be set by each department/Work Experience Instructor 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 timesheets, and return of the Evaluation are included. **Any missing item could result in an "F" Grade.** It is the responsibility of the student to "DROP" this class if not able to complete.

Grading Scale

| GRADING SCALE - 200 Points Possible | |
|---|----------------------------|
| Learning Objectives (quality of objectives and whether deadline was met) | 15 points max |
| Accomplishment of Objectives (as graded by Employer, including comments and feedback to WEE Instructor) | 100 points max |
| Student Report (as graded by WEE Instructor using the provided grading rubric) | 50 points max |
| Time Sheets (hours must be completed by the deadline, and signed off by employer & WEE Instructor) | 25 points max |
| Student Self-Evaluation (completed, signed, and turned in) | 5 points max |
| Student Evaluation of Employer & Jobsite (completed, signed, and turned in) | 5 points max |
| Grading scale: A=180-200 B=179-160 C=140-159 D=120-139 F= <120 | 200 total points |
| <i>Credit is awarded on the basis of assignment completion and the fulfillment of required work hours. The grade you earn will be a direct reflection of the quality of assignments and amount of effort you put forth. The point scale identifies the max points that can be received for each required assignment, however, any missing assignment may result in an "F" grade. All assignments including signatures are mandatory!</i> | |

LEARNING OBJECTIVES

What are learning objectives?

Learning objectives are goals to be accomplished within the Work Experience. Prior to beginning the Work Experience, 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 Work Experience Instructor.

Learning objectives for WEE 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:

- Make sure each objective is achievable within the time frame of the Work Experience.
- Make sure each objective is specific enough to be evaluated.
- Objectives must involve new learning and/or expanded responsibilities, beyond those experienced in previous employment or Work Experiences.
- Make sure 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. Clear, challenging objectives will help students grow and perform well on the job and in the classroom. Students in the Work Experience 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 Allan Hancock College.

New objectives each term

New and/or expanded learning objectives must be identified each term. Students can draft their objectives with the assistance of their employment supervisor and submit them to the Work Experience Instructor for final approval. The learning objectives must then be signed by all three parties and are to be turned in to the WEE Instructor.

Number of objectives

Three objectives are required of all students. 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 placement as they would in a regular classroom.

Guidelines for writing your objectives

Challenging yet achievable learning objectives are the most important component of quality Work Experience. It is likely that up to fifty percent (50%) of your grade is dependent on establishing and reaching them. Objectives are measurable goals that you set for yourself (in conjunction with your supervisor) to be accomplished by you through your Work Experience. They require that you learn or make use of new habits, skills, or information above and beyond your current knowledge.

The objectives will be designed by you with assistance from your employer, and approved by your WEE Instructor. Each objective must be directly related to your career and/or major (WEE 149 is occupational, and WEE 302 is general).

Consider the following guidelines for your objectives:

- The objectives must involve new learning, new growth, new responsibilities, or improvement on the job.
- Make sure the objectives are specific enough to achieve within the Work Experience term and can be objectively evaluated.
- The objectives you set should benefit your employer too.
- Use an action verb to begin each objective that will describe what you intend to do (see the appendix for examples). Avoid vague or broad terms such as: believe, understand, appreciate, get, etc.

There are four distinct "rules" for developing meaningful WEE objectives, and they are as follows.

1. **They must be very specific:** What is it that you want to learn, achieve, or accomplish in your Work Experience? For example:
 - Research law cases and write briefs.
 - Operate a camera in a studio and on location productions.
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
 - Work Experience Advisor 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.

Types of learning objectives

If you are new to Work Experience Education and just entering your placement, you should have an abundance of opportunities to learn information above and beyond the knowledge you already have. Think about what it is you want to learn while working. You might want to ask your supervisor or other employees what suggestions they have; things they have found important to know, or wished they had known early on in their career. This type of objective is most frequently used in Work Experience Education. Remember, you want to increase your breadth of knowledge.

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

- **New assignments.** If you use your current part-time job as Work Experience, 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.
- **Problem solving.** Look at a problem you have 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.** How did your interactions at work develop personal habits or social skills that allowed you to become a more coveted employee? How could you improve your communication with co-workers that would result in increased knowledge, new ideas, more production, better cooperation, smoother workflow, etc?

Action Word List

| | | | | |
|-------------|------------|-------------|-------------|-------------|
| Accumulate | Construct | Generate | Outline | Screen |
| Activate | Consult | Guide | Place | Select |
| Adapt | Contract | Identify | Plan | Sell |
| Adjust | Contrast | Illustrate | Prepare | Separate |
| Administer | Control | Implement | Prepare | Serve |
| Advise | Convert | Increase | Present | Ship |
| Analyze | Coordinate | Initiate | Process | Sing |
| Answer | Correct | Inspect | Produce | Solve |
| Apply | Create | Install | Program | Speak |
| Appraise | Cultivate | Institute | Provide | Structure |
| Approve | Dance | Instruct | Publicize | Study |
| Arrange | Decrease | Interpret | Read | Summarize |
| Assemble | Define | Introduce | Recognize | Supervise |
| Assist | Deliver | Inventory | Recommend | Support |
| Attach | Describe | Investigate | Reconstruct | Survey |
| Attend | Design | Isolate | Record | Systematize |
| Balance | Detect | Join | Recruit | Teach |
| Build | Develop | Lead | Redesign | Test |
| Calculate | Devise | Limit | Reduce | Train |
| Call | Diagnose | List | Regroup | Transfer |
| Capitalize | Direct | Locate | Remove | Translate |
| Categorize | Display | Match | Reorganize | Tutor |
| Check | Edit | Maximize | Repair | Type |
| Coach | Eliminate | Mediate | Replace | Update |
| Collect | Enforce | Modify | Report | Verify |
| Combine | Establish | Monitor | Reproduce | Visit |
| Communicate | Estimate | Negotiate | Research | Volunteer |
| Compare | Evaluate | Notify | Restructure | Work |
| Compile | Expand | Operate | Review | |
| Compose | Explain | Order | Revise | |
| Compute | Follow-Up | Organize | Rewrite | |
| Conduct | Formulate | Originate | Schedule | |

Sample Objectives

Please note that the objectives include both WHAT the learning objectives are and HOW (actions and activities) you will achieve those objectives. Remember that in order for a learning objective to be meaningful it must be measurable – so when you are crafting your learning objectives try to determine how they might be measured.

General Work Experience – WEE 302 – Samples

Examples of Basic Learning Objectives:

1. Acquire and develop basic employment responsibilities by arriving to work early, returning from breaks and lunch on time, and promptly starting work.
2. Development of an understanding for the basic job tasks and responsibilities by asking appropriate questions, receiving training and instruction in an open-minded fashion, and accepting responsibility for both quality and unsatisfactory performance.
3. Demonstrates the ability to get along well with others in the work place by being courteous and considerate of other employees and working to reduce tension under stressful conditions.
4. Completes job tasks effectively and with a degree of quality by proper use of equipment (such as cash register, computer terminal, and tools, etc.) in a skilled manner.
5. Maintains (or works toward) an acceptable volume of production by working quickly and efficiently with given production standards. (This is usually measured in sales volume or production per hour, etc.)
6. Demonstrates initiative and commitment by using cross-selling techniques or suggestions which would lead to increases in sales volume or reduction in costs.

Employers generally have specific jobs which require certain training and skills that must be developed and reinforced. In order to develop these skills and talents, there will be generally stated objectives in the job description. *Please feel free to use the objectives which are designed for a particular job.*

The above examples are meant to be an aid for those employers or supervisors who work most directly with the student employee and may not have developed specific learning objectives for the position. The above examples can also be modified to a specific position or job with some minor changes.

Occupational Work Experience – WEE 149 – Samples

The following examples are major specific and may or may not be appropriate for you, depending on your current level of education and employment duties.

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, 20XX.

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.

ATTENDANCE & TIME SHEET

You may begin to accumulate hours once you have completed the WEE Orientation process. It is the student's responsibility to record their hours worked. On a daily basis, WEE students are to log their work hours. At the end of each term, it is the WEE student's responsibility to finalize the time sheet and have it confirmed by his/her supervisor. Once signed by the student/employee and supervisor, the time sheet must be turned in to the Work Experience Instructor before the due date (see the WEE Website or Course Syllabus for due dates). A time sheet is included in this packet. If you need extras, please contact your Work Experience Instructor.

STUDENT REPORT

Prior to the end of the semester, students are required to write a student report that is a reflection of what they have learned through their Work Experience.

WEE 302 – 2-4 pages

WEE 149 – 4-6 pages

All reports must be typed and double-spaced using Times New Roman 12pt font, 1" margins, and the title page should have your name, and the names of your employer and WEE instructor.

The report is graded based on content, grammar, spelling, punctuation, and presentation. The final report is to be turned in to the Work Experience Instructor before the end of the term – please see the semester calendar for submission deadlines.

The Work Experience Instructor may indicate a specific topic, format, or length they want addressed in the paper, otherwise you may choose one of the following five topics and follow the guidelines described above:

1. **Evaluate the use of objectives and the Work Experience:** Some questions to consider when writing your paper: How did you choose your learning objectives? What was it like to sit down with your employer and discuss both of your expectations? Did you find the objectives helpful in directing your learning experience? What did you learn by completing the objectives that you might not otherwise have learned? Did your supervisor follow through on their commitment to teach you new information/skills? What did you learn from using your objectives?
2. **Evaluate the effectiveness of the Work Experience program:** Some questions to consider when writing your paper: Was the experience valuable to your future goals/employment? If it was valuable, how? And if not – why not? How did the experience influence your future career decision(s)? What were the benefits and what were the drawbacks of the program?

3. **Describe your ideal career:** Some questions to consider when writing your paper: What is important to you in your job? Do you have a “career-ladder” philosophy or do you see yourself in one job, at one level? When do you think about your career future? What are you willing to sacrifice in your life to “move up the ladder”? What would you NOT give up for your career? How can Allan Hancock College help you attain your ideal career? What else will you need in order to make it happen?
4. **Suggestions that might improve efficiency & productivity at your job site:** Some things to consider when writing your paper: In your place of work – how is efficiency and productivity identified? How do you know if you are meeting the efficiency and productivity expectations at your place of work? Analyze your job site, then discuss the current levels of efficiency/productivity, and describe how you would go about improving efficiency and productivity (make sure you include changes in procedure and workflow). What could be eliminated to improve efficiency and productivity? What could be added for improvements? Could new or different equipment improve efficiency? This is your opportunity to be creative, yet realistic.
5. **Research the career opportunities available within your field of study/job:** Some things to consider when writing your paper: Identify the pros and cons concerning this field of study or occupation. Include the necessary education, training, pay scales, occupational outlook (employment possibilities), hours of work, and potential for promotion, drawbacks and benefits. Which organizations hire people in this career? What is the demand for workers in this career cluster? What can you do that might give you an “edge” for future employment in your field? *Please note – the Allan Hancock College Career and Technical Education Center (CTEC) has information about many occupations and careers. The library is also a great resource for this project.*

STUDENT PROGRESS

Employer Visitations

The Work Experience Instructor will visit the work site of the student at least once during the term. The Work Experience 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 two times in the academic term, using the original **Learning Objectives Worksheet** as a reference and filling in the **Employer Evaluation of Student Performance** form. The Employer Evaluation form will be provided and completed once half way through the term and one final time once the student has completed the required number of hours.

PROGRAM SELF & EMPLOYER EVALUATION

As part of the final grade, students must complete a ***Self-Evaluation*** and an ***Evaluation of the Employer and Jobsite***. These forms will be handed out at the orientation and can be found on the WEE Website.

REQUIRED STUDENT AND INSTRUCTOR FORMS

All forms will be distributed at the in-person orientation or can be printed from the WEE Website. Forms are to be submitted to the WEE Instructor.

URL = <https://www.hancockcollege.edu/wee/forms.php>

The following forms are to be completed within the first week of the term and submitted to the WEE Instructor:

- **Student Data Form:** Student must fill out this form with their personal information, and work experience placement information.
- **Workers' Compensation Pre-Designation of Personal Physician:** Students can optionally pre-designate their personal physician to treat them in case of an injury on the job.
- **Release of Liability & Medical Treatment Authorization:** Students acknowledge their voluntary enrollment in WEE, understand the risk of injury/illness while on the job, and waive claims against the District.

The following forms are to be completed by the second week of the term (unless otherwise specified by the instructor) and submitted to the WEE Instructor:

- **Job Site Agreement:** The student, employer/supervisor, and WEE instructor review their individual responsibilities and agree to fulfill these responsibilities by signing the form.
- **Learning Objectives Worksheet:** Three objectives must be developed by the student, with input from the immediate supervisor, and reviewed and approved by the instructor at the beginning of each semester or term. This form must be signed by the student, employer/supervisor and WEE Instructor. A copy should be provided to the employer/supervisor for evaluation purposes.

The following forms are to be completed before the end of the term and submitted to the WEE Instructor:

- **Time Sheet:** Students can begin accumulating time as soon as they have completed orientation and officially enrolled in WEE. It is the responsibility of the student to log their work hours, finalize the time sheet, and have it confirmed by their supervisor. All parties must sign this form.
- **Employer Evaluation of Student Performance:** Twice during the academic term, the employer will rate the student's progress on this form. It must be signed by the employer and student when the final evaluation has been completed. The form must be turned in to the WEE Instructor who will then sign and use as one of the factors for determining the student's overall grade.
- **Student Evaluation of Employer and Job Site:** Students can rate their work experience placement according to different criteria. The employer/supervisor will not review or be provided a copy of this form.
- **Student Self-Evaluation:** Students can rate their own abilities and development according to different criteria. The employer will not review or be provided a copy of this form.
- *Although the **Student Report** is not a form, it is also due by the end of the term.*

The following forms are to be completed by the WEE Instructor:

- **Instructor Summary Sheet:** This form is used by the WEE Instructor to record student and employer information, log student contact, and record the final grade.
- **Mileage Reimbursement Claim Form:** The WEE Instructor records mileage used for traveling to the student's job site if using their personal vehicle.

WEE Form Checklist

ALL FORMS MUST BE SUBMITTED TO THE WEE INSTRUCTOR.

| Form | Required Signatures | | | Due | Completed |
|---|----------------------|----------|----------------|------------------------------|-----------|
| | Student | Employer | WEE Instructor | | |
| Student Data Form | X | | | 1 st Week of Term | |
| Workers' Compensation Pre-Designation of Personal Physician | X | | | 1 st Week of Term | |
| Release of Liability & Medical Treatment Authorization | X | | | 1 st Week of Term | |
| Job Site Agreement | X | X | X | 2 nd Week of Term | |
| Learning Objectives Worksheet | X | X | X | 2 nd Week of Term | |
| Timesheet | X | X | X | End of Term | |
| Employer Evaluation of Student Performance | X | X | X | End of Term | |
| Student Evaluation of Employer & Jobsite | X | | | End of Term | |
| Student Self-Evaluation | X | | | End of Term | |
| Student Report | <i>None Required</i> | | | End of Term | |
| Instructor Summary Sheet | | | X | End of Term | |
| Claim for Mileage Reimbursement (optional for instructor) | | | X | End of Term | |

It is the responsibility of the student to work with the WEE Instructor and complete all required paperwork by the deadlines.



ALLAN HANCOCK COLLEGE
WORK EXPERIENCE EDUCATION
STUDENT DATA FORM

Semester: [] Fall [] Spring [] Summer Year: _____ Instructor Name: _____

This program is open to all students of Allan Hancock Community College District without regard to race, color, sex, religion, age, national origin, or disability.

STUDENT INFORMATION

Name: _____
Last First Initial

Student I.D. Number: H _____

Address: _____

City: _____ Zip: _____

Phone: (____) _____

Email: _____

PROGRAM FOR WHICH YOU ARE APPLYING

[] WEE 149 – Occupational (Job does relate to major) [] WEE 302 – General (Job does not relate to major)

[] Other Occupational (149): _____

Have you enrolled in work experience before?

[] New WEE Student [] Returning WEE Student

Is your academic credit based on: [] Job [] Internship

How many units total are you taking this semester? _____ (Including WEE)

What is your College Major? _____

What is your Career Goal? _____

EMPLOYMENT INFORMATION

Agency or Company Name: _____

Address: _____

City: _____ Zip: _____

Work Phone: (____) _____

Website: _____

Job Duties: _____

Employer/Supervisor: _____

Best Time to Call Supervisor: _____

Work Phone (____) _____

Email: _____

Is this job/internship [] Paid [] Unpaid

Number of Hours Weekly: _____

Work Schedule: List your hours worked each day

M____ TU____ W____ TH____ F____ SAT____ SUN____

WORK EXPERIENCE INFORMATION

Credit will be earned at the rate of 54 paid or unpaid hours per unit. A maximum of 3 units for general Work Experience Education (WEE 302) and 4 units of occupational Work Experience Education (WEE 149) may be earned during the semester.

Total Work Experience units I plan to enroll in and complete based on the number of work hours I will be working this semester:

[] 1 [] 2 [] 3 [] 4

The information stated above is correct: _____ Date: _____

Student Signature

OFFICE USE ONLY

[] Occupational Work Experience: CRN # _____

[] General Work Experience: CRN # _____

[] Release of Liability & Medical Treatment Authorization Completed

[] Workers' Compensation – Pre-Designation of Personal Physician Completed

**ALLAN HANCOCK COLLEGE
WORKERS' COMPENSATION – Pre-Designation of Personal Physician**

| | |
|---------------|-----------|
| EMPLOYEE NAME | JOB TITLE |
|---------------|-----------|

If you are injured on the job **you have the right to be treated by your personal physician if you notify us, in writing, prior to the injury. To qualify as your pre-designated, personal physician, the physician must agree, in writing, to treat you for a work related injury,** must have previously directed your medical care, and must retain your medical history and records (Labor Code 4600). Your pre-designated physician must be a general practitioner, family practitioner, board certified or board eligible internist, pediatrician or obstetrician-gynecologist.

This is an optional form that can be used to notify us of your personal physician. You may choose to use another form, as long as you notify us, **in writing, prior** to being injured on the job and provide **written verification** that your personal physician meets the above requirements and agrees to be pre-designated. Otherwise, you will be treated by one of our designated worker's compensation medical providers.

EMPLOYEE ACKNOWLEDGEMENT (Choose one)

- I acknowledge receipt of this form and elect not** to pre-designate my personal physician at this time. I understand that in the event of a work related injury or illness, I will receive medical treatment from my employer's medical provider. I understand that, at any time in the future, I can change my mind and provide written pre-designation of my personal physician. I understand that the written notification must be on file prior to an industrial injury.

Employee Signature _____ **Date:** _____

OR

- If I am injured on the job, I wish to be treated by my personal physician.** This physician is my personal physician who has previously directed my medical care and retains my medical history and records.

Name of Physician _____ Phone Number _____

Physician Address _____

Employee Signature: _____ **Date:** _____

The remainder of this form is to be completed by your physician and returned to your WEE Instructor.

PERSONAL PHYSICIAN ACKNOWLEDGEMENT

Per Labor Code 4600 to qualify you must meet the criteria outlined above. You are not required to sign this form, however, if you or your designated employee, does not sign, other **written** documentation of the physician's agreement to be pre-designated will be required pursuant to Title 8, California Code of Regulations, section 9780.1 (a)(3).

- I agree to treat the above named employee in the event of an industrial accident or injury AND I meet the criteria outlined above.** I agree to adhere to the Administrative Director's Rules and Regulations, Section 9785, regarding the duties of the employee-designated physician.

Physician Signature: _____ **Date:** _____

Printed Name: _____

**ALLAN HANCOCK COLLEGE
VOLUNTARY ACTIVITY PARTICIPATION WAIVER
RELEASE OF LIABILITY & MEDICAL TREATMENT AUTHORIZATION**

| | |
|---|--|
| Participant Name: | Student I.D.: H |
| Description of Activity: | Work Experience Education Course - Paid or unpaid work experience at job or internship |
| Dates of Activity (Class Term): | |
| Activity Program/Department and Coordinator Name: | WEE Specialist – Maria Ramirez-Camacho, Ext. 3421 |

I understand and acknowledge that I have voluntarily enrolled in the Allan Hancock College Work Experience Education course and related Activities. I authorize the District to contact and visit my worksite supervisor to inform them of WEE course requirements and to notify them if I fail to complete the enrollment process, drop the course, or am dis-enrolled for any other reason.

I understand and acknowledge that this Activity and any related activities, by their very nature, pose the potential risk of serious injury/illness to individuals who participate in such activities. I also realize that the Activity may be strenuous, and that I have the option to seek the advice of a physical before I participate in this Activity. I understand and acknowledge that some of the injuries/illnesses which may result from participating in this Activity include, but are not limited to, the following:

- Sprains
- Fractured bones
- Unconsciousness
- Head and/or back injuries
- Paralysis
- Activity related injury/illness
- Loss of eyesight
- Communicable diseases
- Death

The above list is not intended to be inclusive of all injuries that may occur, but rather to inform me of the types of risks inherent in my participation in the above Activity, so that I can make a voluntary choice to participate or not participate.

In the event that this Activity is off campus, I hereby acknowledge and understand that, unless specifically advised otherwise, the District is not providing transportation and it is my responsibility to arrange for my transportation to and from the Activity. If District does provide transportation but I do not use the transportation, I am responsible to make my own arrangements and the District assumes no responsibility or liability of any kind. When providing my own transportation, I further acknowledge and agree that:

- The driver of the vehicle in which I am riding, either as driver or passenger, is not driving on behalf of, or as an agent of, the District and that District has not verified the driving record of the driver, the liability insurance on the vehicle, or the condition of the vehicle;
- The District is in no way responsible for, nor does District assume any liability for, any injury or loss which may result from my transportation.

In the event of accident or illness, I do hereby consent to whatever x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care considered necessary in the best judgment of the attending physician, surgeon, or dentist and performed under the supervision of a member of the medical staff of the hospital or facility furnishing medical or dental services. Further, I agree that the District and its personnel are not legally or financially responsible or liable for any claim arising from any consent given in good faith in connection with diagnosis or advised treatment.

In the event of accident or illness please notify: _____
Name
Telephone

I voluntarily waive any claims against the District for injury, accident, illness or death occurring during or by reason of these Activities. I voluntarily elect to participate in these Activities. I agree to assume any and all liability and responsibility for any and all potential risks which may be associated with participation in such Activities or any Activities incidental thereto. I hereby voluntarily exempt and relieve, on behalf of myself and my heirs, executors, administrators and assigns, the Allan Hancock Community College District, its officers, agents, servants, employees, and volunteers from any liability or responsibility for any property damage, personal injury, bodily injury, or wrongful death that I might sustain which is incident to and/or associated with preparing for and/or while participating in any Activity in any way connected with said Activities, including travel to and from Activity locations, whether same shall arise by the negligence of any of said persons, or otherwise.

I acknowledge that I have carefully read and understand this Voluntary Activities Participation Waiver, Release of Liability and Medical Treatment Authorization and that I agree to its terms and conditions.

 Signature of Participant or, If Participant is a minor, Parent/Guardian Date

 Print Name of Participant or, if Participant is a minor, Parent/Guardian Date

Please return completed form to Work Experience Instructor



ALLAN HANCOCK COLLEGE
WORK EXPERIENCE EDUCATION
PAID/UNPAID JOB SITE AGREEMENT

The purpose of this agreement is to identify the standards and conditions under which the College and a company or Agency may enter into an agreement to provide paid or unpaid work-learn experience to cooperatively train a student in a job related to a specific major or course of study.

The Work Experience Education Program of the College is operated in compliance with sections 55250-55257 of Title V, of the California Code of Regulations.

According to the State Labor Code, Section 3368, Allan Hancock College assumes Worker's Compensation responsibility for the student internship when the employer is not paying the student and when the internship meets these conditions as set forth in Federal Labor Law and Title V:

- 1. The student named below is enrolled in a Work Experience Education course at Allan Hancock College.
2. This internship program is open to all without regard to race, religious creed, color, national origin, ancestry, physical disability, mentor disability, medical condition, marital status, sex, age, or sexual orientation.
3. There is a structured training program identified on the Learning Objective Agreement between the college, student, and employer; the hours of work are verified; and an evaluation is completed along with other course work by the end of the semester.
4. The focus of the training is primarily for the benefit of the student. If travel is required, the intern must accompany the supervisor who will be the designated driver.
5. The intern does not displace other paid workers.
6. The student is not guaranteed a job as a result of the training; however, the intern may be offered a paid position at any time during the training by arrangement between the employer, instructor and the student.
7. There is an understanding that the student is not entitled to pay during this training experience; however, that change can be mutually made at any time during or after the initial training experience.

STUDENT AGREEMENT: I agree to cooperate with the Agency and the instructor in this internship, to accept responsibility to keep a regular work schedule by arrangement with the employer and the instructor; to put in all the hours of work agreed upon; as well as the Work Experience Education course requirements in accordance with Title V including: writing and completing the Learning Objective Agreement, compliance with all other course requirements and the resulting grade from this course. I will not terminate the internship without first conferring with the supervisor and the Work Experience Instructor.

STUDENT SIGNATURE: _____ DATE: _____

AGENCY AGREEMENT: The Agency agrees to cooperate with the College and the student to provide a training experience to the student's major or program. It is understood that this may be an Unpaid Internship and that the student may not be paid for this work experience, but may continue as a paid employee. It is understood that Allan Hancock College assumes Worker's Compensation responsibility for the student when the student is not paid and not covered otherwise, and that the student will not work as an intern before or after the semester. Students paid by Employer shall be under the Employer's worker's compensation and/or liability insurance as required by law. The Agency agrees to provide the intern a safe professional working environment free from sexual harassment and unlawful discrimination. Finally, the Agency agrees not to terminate the student or the internship without first conferring with the student and the Work Experience instructor.

AGENCY SIGNATURE: _____ DATE: _____

COLLEGE AGREEMENT: The College agrees to refer qualified and interested students to the Agency, to provide counsel and guidance to the student. The College will grant academic credit for this work experience when all assignments are completed. It is understood that the student may not be paid for this work experience, and under these conditions that Allan Hancock College assumes responsibility for Workers Compensation when the student is not paid and not covered otherwise, and the student will not work as an intern before or after the semester in this program.

INSTRUCTOR SIGNATURE: _____ DATE: _____

STUDENT: _____
AGENCY: _____
ADDRESS: _____
CITY/STATE/ZIP: _____
CONTACT PERSON: _____
PHONE: _____
* This agreement is between AHC Work Experience Specialist and Student.
* MAJOR: _____
* HOURS PER WEEK: _____
* WORK SCHEDULE: _____
* WEE UNITS: _____
* SESSION: FALL / SPRING / SUMMER (CIRCLE ONE)
* Beginning ___ / ___ / ___, Ending ___ / ___ / ___
*
*

AHC does not discriminate on the basis of race, color, religion, gender, national origin, ethnic identification, age, or disability.



Student Name: _____

Class (circle one): WEE 149 or WEE 302 or Other: _____

Instructor: _____

STATEMENT OF SPECIFIC LEARNING OBJECTIVES AND WORK EXPERIENCE EDUCATION AGREEMENT

Both the college and State guidelines for Work Experience Education require that a student perform a planned program of work experience which includes new or expanded responsibilities or learning opportunities beyond those experiences during previous semesters of employment. The Statement of Specific Learning Objectives is used by the college to determine whether the student is eligible for the Work Experience Education program and for the college credit which may be granted. It is a method for developing new or expanded skills in the workplace.

A learning objective is a measurable goal. **A minimum of three objectives are required for the program.** The objectives must be **Specific, Measurable, Achievable, Relevant, Timely (S.M.A.R.T)**, and within the student's range of accomplishment. The objectives must be developed by the student and the immediate supervisor, and reviewed by the instructor at the beginning of the semester.

OBJECTIVES

1 { 1. What is the task to be completed? _____
2. How will it be accomplished? _____
3. How will it be evaluated and by whom? _____
4. When does it need to be completed? _____

2 { 1. What is the task to be completed? _____
2. How will it be accomplished? _____
3. How will it be evaluated and by whom? _____
4. When does it need to be completed? _____

3 { 1. What is the task to be completed? _____
2. How will it be accomplished? _____
3. How will it be evaluated and by whom? _____
4. When does it need to be completed? _____

AGREEMENT

We the undersigned, agree with the validity of the learning objectives listed above. The employer and the college agree to provide the necessary supervision and counseling to insure that the maximum educational benefit may be achieved for the employee/student's work experience. There are three participants in the Work Experience Education venture. The student agrees to abide by the Work Experience Education guidelines. The employer will evaluate the employee/student's objectives performance twice during the semester. The employer also agrees not to discriminate on the basis of race, color, national origin, sex, disability or age. The college will award academic credit for work successfully accomplished.

Employment Supervisor's Signature

Date

Student's Signature

Date

Instructor's Signature

Date



Student Name: _____

Class (circle one): WEE 149 or WEE 302 or Other: _____

Instructor: _____

WORK EXPERIENCE EDUCATION TIMESHEET

Credits in this course will only be granted when the record of total hours worked during the semester is filed with the instructor. Course credit will be earned at the rate of 54 paid or unpaid hours of work per unit. A maximum of 3 units may be earned for General Work Experience and 4 units for Occupational Work Experience per semester.

Students, please enter total hours for each day and then each month's total hours. Add up all months for a grand total for the semester or term.

1. Month of _____

| | | | | | | |
|----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1. _____ | 6. _____ | 11. _____ | 16. _____ | 21. _____ | 26. _____ | 31. _____ |
| 2. _____ | 7. _____ | 12. _____ | 17. _____ | 22. _____ | 27. _____ | |
| 3. _____ | 8. _____ | 13. _____ | 18. _____ | 23. _____ | 28. _____ | |
| 4. _____ | 9. _____ | 14. _____ | 19. _____ | 24. _____ | 29. _____ | |
| 5. _____ | 10. _____ | 15. _____ | 20. _____ | 25. _____ | 30. _____ | |

Monthly Total _____

2. Month of _____

| | | | | | | |
|----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1. _____ | 6. _____ | 11. _____ | 16. _____ | 21. _____ | 26. _____ | 31. _____ |
| 2. _____ | 7. _____ | 12. _____ | 17. _____ | 22. _____ | 27. _____ | |
| 3. _____ | 8. _____ | 13. _____ | 18. _____ | 23. _____ | 28. _____ | |
| 4. _____ | 9. _____ | 14. _____ | 19. _____ | 24. _____ | 29. _____ | |
| 5. _____ | 10. _____ | 15. _____ | 20. _____ | 25. _____ | 30. _____ | |

Monthly Total _____

3. Month of _____

| | | | | | | |
|----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1. _____ | 6. _____ | 11. _____ | 16. _____ | 21. _____ | 26. _____ | 31. _____ |
| 2. _____ | 7. _____ | 12. _____ | 17. _____ | 22. _____ | 27. _____ | |
| 3. _____ | 8. _____ | 13. _____ | 18. _____ | 23. _____ | 28. _____ | |
| 4. _____ | 9. _____ | 14. _____ | 19. _____ | 24. _____ | 29. _____ | |
| 5. _____ | 10. _____ | 15. _____ | 20. _____ | 25. _____ | 30. _____ | |

Monthly Total _____

4. Month of _____

| | | | | | | |
|----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1. _____ | 6. _____ | 11. _____ | 16. _____ | 21. _____ | 26. _____ | 31. _____ |
| 2. _____ | 7. _____ | 12. _____ | 17. _____ | 22. _____ | 27. _____ | |
| 3. _____ | 8. _____ | 13. _____ | 18. _____ | 23. _____ | 28. _____ | |
| 4. _____ | 9. _____ | 14. _____ | 19. _____ | 24. _____ | 29. _____ | |
| 5. _____ | 10. _____ | 15. _____ | 20. _____ | 25. _____ | 30. _____ | |

Monthly Total _____

5. Month of _____

| | | | | | | |
|----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1. _____ | 6. _____ | 11. _____ | 16. _____ | 21. _____ | 26. _____ | 31. _____ |
| 2. _____ | 7. _____ | 12. _____ | 17. _____ | 22. _____ | 27. _____ | |
| 3. _____ | 8. _____ | 13. _____ | 18. _____ | 23. _____ | 28. _____ | |
| 4. _____ | 9. _____ | 14. _____ | 19. _____ | 24. _____ | 29. _____ | |
| 5. _____ | 10. _____ | 15. _____ | 20. _____ | 25. _____ | 30. _____ | |

Monthly Total _____

COMMENTS: _____

GRAND TOTAL SEMESTER/TERM HOURS: _____

Verified by: _____
Employment Supervisor's Signature Title Date

Student's Signature Date

Instructor's Signature Date



Student Name: _____

Class (circle one): WEE 149 or WEE 302 or Other: _____

Instructor: _____

**WORK EXPERIENCE EDUCATION
EMPLOYER EVALUATION OF STUDENT PERFORMANCE**

1. Each term that a student is enrolled in Work Experience, it is necessary to identify a minimum of three new learning objectives. These objectives should be specific, measurable, achievable, relevant, and timely.
2. Once the objectives are formulated, they must be approved by the employer, student and faculty work experience instructor at the beginning of the academic term.
3. **Twice** during the academic term, **the employer will rate this progress.** From the employer rating and other required course work, the college will determine the overall credit the student will receive.

| | Student Objectives | Midterm Grade | Final Grade |
|----------|--------------------|---------------|-------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

Grade Rating Scale: **Grade A – Excellent** **Grade C – Average** **Grade F – Fail**
 Grade B – Above Average **Grade D – Below Average**

Additional Employer Comments:

Evaluation Made by: _____

Employment Supervisor’s Signature Title Date

Student’s Signature Date

Instructor’s Signature Date



**Allan Hancock College
Work Experience Education
Student Evaluation of Employer & Job Site**

Student Evaluation of Employer & Job Site

Date: _____

Work Experience Instructor: _____

Fall Spring Summer

Student Name _____

Student Position (**circle one**): Employee • Intern • Student Worker

Supervisor _____

Title _____

Organization Name _____

Please rate your **Employer & Job Site** in the following areas:

| <u>Site</u> | Rating Scale: (low) 1-2-3-4-5 (high) | | | | | |
|---|---|----------|----------|----------|----------|------------|
| Physical environment is safe. | 1 | 2 | 3 | 4 | 5 | N/A |
| An orientation was provided to the organization. | 1 | 2 | 3 | 4 | 5 | N/A |
| Adequate resources were available to accomplish objectives. | 1 | 2 | 3 | 4 | 5 | N/A |
| <u>Job Site Supervisor</u> | | | | | | |
| Supervisor assisted me with writing my objectives. | 1 | 2 | 3 | 4 | 5 | N/A |
| Supervisor was willing to let me become involved in new, expanded responsibilities and/or learning. | 1 | 2 | 3 | 4 | 5 | N/A |
| Supervisor was receptive to my participation in the WEE course. | 1 | 2 | 3 | 4 | 5 | N/A |
| Supervisor was receptive to being contacted by my WEE instructor. | 1 | 2 | 3 | 4 | 5 | N/A |
| Supervisor provided regular feedback on my progress and abilities. | 1 | 2 | 3 | 4 | 5 | N/A |
| <u>Learning Experience</u> | | | | | | |
| Work experience was related to my academic discipline and/or career goal. | 1 | 2 | 3 | 4 | 5 | N/A |
| Opportunities were provided to develop my communication skills. | 1 | 2 | 3 | 4 | 5 | N/A |
| Opportunities were provided to develop my interpersonal skills. | 1 | 2 | 3 | 4 | 5 | N/A |
| Opportunities were provided to develop my creativity. | 1 | 2 | 3 | 4 | 5 | N/A |
| Opportunities were provided to develop my problem-solving abilities. | 1 | 2 | 3 | 4 | 5 | N/A |
| This experience has helped prepare me for the workplace. | 1 | 2 | 3 | 4 | 5 | N/A |
| Overall Value Rating for this Work Experience | 1 | 2 | 3 | 4 | 5 | N/A |

Student Evaluation of Employer Comments: _____

Student Signature: _____ **Date:** _____

Please feel free to attach additional comments!



Allan Hancock College
Work Experience Education Student
Student Self-Evaluation

Student Self-Evaluation

Date: _____

Work Experience Instructor: _____

Fall Spring Summer

Student Name _____

Student Position (**circle one**): Employee • Intern • Student Worker

Supervisor _____

Title _____

Organization Name _____

Please rate **Yoursel** in the following areas:

Rating Scale (low) 1-2-3-4-5 (high)

Job Learning / Skill Improvement

| | | | | | | |
|--|---|---|---|---|---|-----|
| Shows continual improvement in work | 1 | 2 | 3 | 4 | 5 | N/A |
| Learns with ease | 1 | 2 | 3 | 4 | 5 | N/A |
| Can work independently | 1 | 2 | 3 | 4 | 5 | N/A |
| Understands work & responsibilities | 1 | 2 | 3 | 4 | 5 | N/A |
| Exhibits adequate knowledge learned to perform tasks | 1 | 2 | 3 | 4 | 5 | N/A |

Quality of Work

| | | | | | | |
|--|---|---|---|---|---|-----|
| Uses time effectively | 1 | 2 | 3 | 4 | 5 | N/A |
| Takes initiative on the job | 1 | 2 | 3 | 4 | 5 | N/A |
| Able to understand & follow directions | 1 | 2 | 3 | 4 | 5 | N/A |
| Can adapt to working conditions | 1 | 2 | 3 | 4 | 5 | N/A |
| Dresses appropriate for job setting | 1 | 2 | 3 | 4 | 5 | N/A |
| Attendance | 1 | 2 | 3 | 4 | 5 | N/A |
| Punctuality | 1 | 2 | 3 | 4 | 5 | N/A |

Interpersonal Skills

| | | | | | | |
|--|---|---|---|---|---|-----|
| Works well with others | 1 | 2 | 3 | 4 | 5 | N/A |
| Shares in the workload | 1 | 2 | 3 | 4 | 5 | N/A |
| Cooperates with supervisor(s), is respectful | 1 | 2 | 3 | 4 | 5 | N/A |
| Is courteous & helpful with public/customers/clients | 1 | 2 | 3 | 4 | 5 | N/A |
| Accepts suggestions, responds well to constructive criticism | 1 | 2 | 3 | 4 | 5 | N/A |

Self-Evaluation Comments: _____

Using Rating Scale Above, Rate Overall Performance on Completion of Objectives:

Objective # 1: _____

Objective # 2: _____

Objective # 3: _____

Student Signature: _____ **Date:** _____

Please feel free to attach additional comments!



WEE Instructor Summary Sheet

Instructor: _____

Term: _____

Student Information:

Name: _____

H#: _____

Total Hours Worked: _____

Units Earned: _____

Final Grade: _____

Employer Information:

Company: _____

Supervisor: _____

Address: _____

Phone: _____

Contact Log:

| Date | Purpose | Notes |
|------|---------|-------|
| | | |
| | | |
| | | |

Grading Rubric- 200 points possible

| Required Documents | Max Point Value | Date Submitted | Points Earned | Comments |
|--|-----------------|----------------|---------------|----------|
| Learning Objectives (quality of objectives and whether deadline was met) | 15 | | | |
| Accomplishment of Objectives (as graded by Employer, including comments and feedback to WEE Instructor) | 100 | | | |
| Student Report (as graded by WEE Instructor using the provided grading rubric) | 50 | | | |
| Time Sheets (hours must be completed by the deadline, and signed off by employer & WEE Instructor) | 25 | | | |
| Student Self-Evaluation (completed, signed, and turned in) | 5 | | | |
| Student Evaluation of Employer & Jobsite (completed, signed, and turned in) | 5 | | | |
| Total Points Earned | 200 | | | |

*Grading scale: **A**=180-200 **B**=179-160 **C**=140-159 **D**=120-139 **F**=<120



CLAIM FOR ON-THE-JOB MILEAGE REIMBURSEMENT

Employee Name: _____ Period: _____

Department: _____ Employee ID#: _____

| DATE | FROM | TO | PURPOSE | ROUND TRIP | MILEAGE |
|-----------------------------|------|----|---------|--------------------------|---------|
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| TOTAL MILEAGE | | | | | 0 |
| MILEAGE RATE (as of 1/1/24) | | | | | .67 |
| TOTAL AMOUNT OF CLAIM | | | | | \$ 0.00 |

I certify that the foregoing is a true and correct statement of the use of my personal automobile for the necessary travel performed by me in carrying out my assigned duties as an employee of the Allan Hancock Joint Community College District.

Employee Signature

Date

FOAP: _____

Supervisor and/or Grant Manager Approval

Date

SUBMIT COMPLETED FORM TO accountspayable@hancockcollege.edu