

# ***Student Handbook***

In order for this course to be completed smoothly, it is important that the student stay in contact with his/her CWE Instructor. Per the course schedule and college catalog, it is the student's responsibility to communicate with the instructor. It is also the student's responsibility to schedule the site visit/interview with the CWE instructor and workplace supervisor.

Many work experience instructors are part-time employees of Allan Hancock College and are working from home. As a CWE student, please keep this in mind when you are contacting your instructor. Whether your instructor is full or part-time, please limit your calling time to normal business hours – such as 8:00 am to 5:00 pm on weekdays, whenever possible. Calling the college switchboard is not the quickest way to get a response, however calling the CWE Coordinator at 805-922-6966 ext. 3820 is an excellent option if you misplace your instructor/advisor's telephone number.

Using the space provided below, please write your instructor name, telephone number, and best time to call. Also, write your course section number along with the suggested final contact date.

**CWE Instructor Name:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Best time to call:** \_\_\_\_\_

**Course Section #:** \_\_\_\_\_

**Final contact date:** \_\_\_\_\_

***Please note:*** Only the hours you work **AFTER** you complete orientation and officially enroll in the CWE class are applicable to this class.

## Mission Statement

Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural, and economic vitality of our diverse community.

## Vision Statement

Allan Hancock College will be the recognized leader in student success through excellence in teaching, learning, and services in an environment of mutual respect.

### Allan Hancock College's Six Factors for Student Success

- Directed:*** Students have a goal and know how to achieve it.
- Focused:*** Students stay on track, keeping their eyes on the prize.
- Nurtured:*** Students feel somebody wants them to succeed and helps them achieve.
- Engaged:*** Students actively participate in class and campus activities.
- Connected:*** Students feel like they are part of the college community.
- Valued:*** Students' skills, talents, abilities and experiences are recognized by others; they have opportunities to contribute on campus and feel their contributions are appreciated.

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

The Allan Hancock Joint Community College District is committed to the active promotion of diversity and equal access and opportunities to all staff, students, and applicants, including qualified members of underrepresented/protected groups. The college assures that no person shall be discriminated against because of race, color, ancestry, religion, gender, national origin, age, physical/mental disability, medical condition, status as a Vietnam-era veteran, marital status, or sexual orientation.

Allan Hancock College will provide, upon request, alternate translation of its general information documents in large print, Braille, e-text, etc. Please call (805) 922-6966 ext. 3788.

Allan Hancock College complies with all Federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Harassment of any employee/student with regard to race, color, national origin, gender or disability is strictly prohibited. An inquiry regarding compliance and/or grievance procedures may be directed to the college's Title IX Officer and/or the Section 504/ADA Coordinator.

Dr. Robert Parisi, Dean of Student  
Services Allan Hancock College  
800 South College Drive, Santa Maria, CA  
93454 (805) 922-6966

## Table of Contents

Student Learning Outcomes .....	4
Definitions.....	5
Cooperative Work Experience/Internship FAQs.....	6
Enrollment Requirements.....	7
Benefits of the Cooperative Work Experience/Internship Course .....	8
Units.....	9
Student Responsibilities .....	9
Instructor Responsibilities .....	10
Employer Responsibilities.....	10
Grades.....	11
Learning Objectives .....	11
Guidelines for Writing Your Objectives .....	12
Action Word List .....	14
Sample Objectives .....	14
Attendance & Time Sheets .....	16
Student Report.....	16
Student Progress.....	17
Employer Visitations .....	17
Employer Evaluation.....	17
Self and Employer Evaluation .....	17
What to do if injured at the Work Experience Site.....	18
Required Forms.....	19
Student Data Form.....	21
Release of Liability & Medical Treatment Authorization.....	22
Workers' Compensation Pre-Designation of Personal Physician .....	23
Jobsite Agreement .....	24
Learning Objective Agreement.....	25
Time Sheet .....	26
Employer Evaluation of Student Performance .....	27
Student Evaluation of Employer and Jobsite.....	28
Student Self-Evaluation .....	29

## 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, measureable, achievable, relevant and timely (S.M.A.R.T.) 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-Jobsite Supervisor:** The person at the work site who is responsible for the student's learning experience, approves the learning objectives, and evaluates student performance.
- **Cooperative Work Experience (CWE) 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 in the online Career/Job Placement Center which are referrals available to all Allan Hancock College students. Referrals include part-time, full-time and internship positions.  
URL = <http://www.hancockcollege.edu/cjpc/index.php>
- **Learning Objectives:** A Specific, Measureable, Achievable, Relevant, Timely (S.M.A.R.T) outcome a Cooperative Work Experience (CWE) 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 CWE Instructor.
- **Site Visit:** Work Experience Instructors must visit the students' place of employment at least once each term to confer with the Employer/Jobsite Supervisor.
- **Student Report:** A paper written by the CWE 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.

## OVERVIEW & FREQUENTLY ASKED QUESTIONS

### ***What is Cooperative Work Experience?***

Cooperative Work Experience (CWE) 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 CWE is to help students transition from school to work by providing hands-on, learning experiences where they can put classroom instruction to the test. CWE is offered, and available to all Allan Hancock College students. There are two different types of CWE – 149 and 302.

### ***What are the differences between the two work experience courses?***

CWE 302 - General work experience supervised employment **not directly related to student's major**. Maximum of three units per semester, 16 units combined (302 & 149) total. May be repeated up to four times for not more than 16 units.

CWE 149 - Vocational work experience supervised employment, **directly related to student's major**. Maximum of four units per semester, 16 units total. May be repeated up to four times for 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 "class" 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 CWE work experience. Students may take a combination of work experience classes, however they may not exceed 16 CWE units total.

### ***Are the units transferable?***

It depends. The California State University system does accept up to 8 units of Cooperative 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.

## ***ENROLLMENT REQUIREMENTS***

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

### 1. Eligibility requirements for **CWE 302**:

Any AHC student may enroll in **General Cooperative Work Experience – CWE 302** – as long as he/she meets the following requirements.

- ✓ Students must have completed at least one semester in college
- ✓ Students must attend an orientation, either face to face or online (online orientation coming soon).
- ✓ Students must have a valid email address.
- ✓ 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 CWE website within 3 days of start of the course.
- ✓ Students must find their own approved Work Experience placement. Students may find employment opportunities through the online AHC Job Board, instructor/advisor referrals, or personal connections and contacts. (For the summer term, placement should be obtained by the second week of summer school.). Students will need a CWE Instructor. If you do not have a CWE Instructor, CWE staff will work to match students with an appropriate CWE Instructor. The Work Experience Instructor must agree that the Work Experience includes new or expanded responsibilities and learning opportunities beyond those previously experienced.
- ✓ Student completes the **Learning Objectives Worksheet** with his/her employer and instructor input and approval.
- ✓ The **Learning Objectives Worksheet** form must be signed by the CWE instructor, the employer and the student.

### 2. Eligibility requirements for **CWE 149**:

Any AHC student may enroll in **Vocational Cooperative Work Experience – CWE 149** – as long as he/she meets the following requirements.

- ✓ Students must have completed at least one semester in college.

- ✓ AHC students may enroll in **Vocational Cooperative Work Experience – CWE 149** - if they have a major or certificate program they intend to pursue. They must have taken (or be currently taking) a class in that major/field at AHC within the previous 18 months.
- ✓ Students must attend an orientation, either face to face or online (online orientation coming soon).
- ✓ Students must turn in a fully completed **Student Data Sheet, Release of Liability & Medical Treatment Authorization & Workers' Compensation Pre-Designation of Personal Physician forms** handed out at the orientation.
- ✓ Students must find their own approved Work Experience placement. Students may find employment opportunities through the online AHC Job Board, instructor/advisor referrals, or personal connections and contacts. (For the summer term, placement should be obtained by the second week of summer school.). Students will need a CWE Instructor. If you do not have a CWE Instructor, CWE staff will work to match students with an appropriate CWE Instructor. The Work Experience Instructor must agree that the Work Experience includes new or expanded responsibilities and learning opportunities beyond those previously experienced.
- ✓ Students complete the **Learning Objectives Worksheet** with the employer and instructor input and approval.
- ✓ The **Learning Objectives Worksheet** form must be signed by the instructor, the employer and the student.

## WHAT ARE THE BENEFITS OF COOPERATIVE WORK EXPERIENCE?

### ***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 & 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**

Cooperative Work Experience units are based on the number of hours worked during the term. One unit is earned for every 75 hours of paid work or 60 hours of unpaid work. **Reminder: the Work Experience hours can begin accumulating only after you have completed the orientation and enrollment process.**

#### **Paid Work Experience Units**

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

#### **Unpaid Work Experience Units**

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

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

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

Students enrolled in CWE 149 may earn up to four (4) units each term, but are capped at a maximum total of 16 units. Students enrolled in CWE 302 may earn up to three (3) units each term, up to a maximum total of 16 units. Students may combine 149 and 302 units – earning a maximum of 16 CWE units total.

### **RESPONSIBILITIES**

#### ***Student***

- Complete the enrollment forms and procedures (outlined in the Enrollment Requirements section).
- Write the learning objectives, obtain signatures and return completed **Learning Objectives Worksheet** to the Work Experience Instructor. Students should retain a copy for their own records and provide a copy to jobsite supervisor.
- Work the appropriate number of hours per unit enrolled.
- Turn in time sheets signed by student, employer and CWE Instructor.

- Complete written assignments, including the program evaluation and student report, and return them to the Work Experience Instructor.
- **Immediately notify the Work Experience Instructor and the CWE Office:**
  - ◆ 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
- **Contact the work experience instructor once the required number of hours have been completed to schedule a final wrap-up meeting – please DO NOT WAIT UNTIL THE END OF THE SEMESTER (if you have completed your hours before the semester ends) to contact your instructor.**

### ***CWE Instructor***

- Monitor the student's Work Experience.
- Meet with each student at least twice during the term.
- Review and approve the student's learning objectives.
- Contact the site supervisor for each student at least twice during the term; **make at least one site visit.**
- Approve the site facilities, equipment, and materials necessary to achieve the on-the-job learning objectives.
- Administer the student evaluation and assign the final grade.

### ***Employer***

- 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.
- Call the CWE Coordinator at Allan Hancock College (805) 922-6966 Ext. 3820 with questions.

## GRADES

### ***General Policies***

- The Work Experience is a letter-graded 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 time sheets, and return of the Program 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.

## 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 advisor.

Objectives are very specific, measurable, have defined goals and a completion date. They include the following elements: the achievement or skill to be learned, how it will be measured, the manner in which it will be accomplished, and when it will be completed.

A large part of the grade depends on the achievement of the objectives. Student input is important and the following are guidelines to help in establishing objectives:

1. Make sure each objective is achievable within the time frame of the Work Experience.
2. Make sure each objective is specific enough to be evaluated.
3. Objectives must involve new learning and/or expanded responsibilities, beyond Those experienced in previous employment or Work Experiences.
4. 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 CWE Instructor.

## How many 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 single most important component of quality Work Experience. It is likely that 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.

Each objective must be directly related to your career major and include these four parts: CWE 149 requires work related to major – CWE 302 is general in nature. The objectives will be designed by you with assistance from your employer, and approved by your Work Experience Instructor.

Consider the following guidelines for your objectives:

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

There are four distinct "rules" for developing meaningful 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 Cooperative Work Experience 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 Cooperative Work Experience. 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***

### **General Work Experience – CWE 302 – samples**

Examples of Basic Learning 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.

1. Acquire and develop basic employment responsibilities  
by being to work on time, 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. 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 which 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.

### **Vocational Work Experience – CWE149 – 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, 200X.

### **Program Major: Film & Video**

Demonstrate the ability to **operate** a camera in a studio and on location productions. This will be accomplished by training from camera operators, observation, and practical work. My supervisor will evaluate my work by having me explain the operation of the camera and viewing a production I filmed. My supervisor will evaluate my ability by May 16, 200X.

## **ATTENDANCE & TIME SHEET**

You may begin to accumulate hours once you have completed the CWE Orientation process – either in person or online via the CWE Website. It is the student's responsibility to record their hours worked. On a daily basis, CWE students are to log their work hours. At the end of each term, it is the CWE 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 CWE 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 **4 to 6 page student report (CWE 302 – 2-4 pages), (CWE 149 – 4-6 pages)** that is a reflection of what they have learned through their Work Experience. All reports must be typed and double-spaced using Times New Roman 12pt font, 1" margins, and the title page should have your name, the employer and CWE instructor names. The grade is based on content, grammar, spelling, punctuation, and presentation. The final report is to be turned in to the Work Experience Instructor – please see the semester calendar for submission deadlines.

**The Work Experience Instructor may indicate a specific topic, format or length s/he wants addressed in the paper, otherwise you may choose one of the following five topics and follow the instructions 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 his/her 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 to make it happen for yourself?
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 sit, 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 supervisor 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 and Cooperative Work Experience Education Agreement** as a reference and filling in the **Employer Evaluation of Student** form . The Student 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 CWE Website.

## WHAT TO DO IF INJURED AT THE WORK EXPERIENCE SITE

- Students need to report all injuries to their workplace supervisor immediately. Life threatening injuries should be referred to the 911 emergency systems.
  - All **paid Work Experiences** should use the published procedures for workplace injuries provided by the workplace.
  - For **unpaid Work Experiences**: District shall provide workers' compensation coverage with the statutory requirements of California law for students participating in the Work Experience. This coverage is in effect while the student is on-site at the facility while under the direction of the District.
-  If the officially enrolled student's injury occurs during agreed upon Work Experience hours and requires medical attention, please follow the following protocol:
- ① All work injuries should be reported to **Holly Barrett** in Human Resources within 24 hours at **(805) 922-6966 ext. 3314**. If the incident occurs on the weekend, then report by the first working day.
  - ② For an approved medical facility referral, please contact **Alex Bell, RN, Allan Hancock College Student Health Services, Coordinator & College Nurse at (805) 922-6966 ext. 3212** (this information is applicable to students enrolled in CWE courses offered at Allan Hancock College).
  - ③ The employer is responsible for documenting the incident conditions and details, and providing a written summary upon request.
  - ④ The incident should also be reported to the College faculty advisor as soon as possible.
-  If the student's injury does not require medical attention, please report the incident to the **Alex Bell, RN, Allan Hancock College Student Health Services, Coordinator & College Nurse at (805) 922-6966 ext. 3212** within 24 hours. If the incident occurs on the weekend, then report by the first working day.

## ***Required Student Forms***

**(Forms are handed out at the Orientation or can be located on the CWE Website)**

**All forms will be distributed at the in-person orientation or can be printed  
from the CWE Website or picked up from the CWE Office**

**Student Data Form:** Filled out and turned in at the completion of Orientation. The form is distributed at the in-person orientation. If student is completing the online orientation, the form must be printed out from the CWE Website, completed and turned into the CWE Office. This form is due before or immediately following completion of the in-person or online orientation.

**Release of Liability & Medical Treatment Authorization:** Filled out and turned in at the completion of Orientation. The form is distributed at the in-person orientation. If student is completing the online orientation, the form must be printed out from the CWE Website, completed and turned into the CWE Office. This form is due before or immediately following completion of the in-person or online orientation.

**Workers' Compensation Pre-Designation of Personal Physician:** Filled out and turned in at the completion of Orientation. The form is distributed at the in-person orientation. If students is completing the online orientation, the form must be printed out from the CWE Website, completed and turned into the CWE Office. This form is due before or immediately following completion of the in-person or online orientation.

**Jobsite Agreement:** Must be completed at the first jobsite visit with the CWE Instructor, Student and Jobsite Supervisor. Be sure that all parties are in agreement and all three signatures have been acquired. The form may be maintained in the CWE Instructor file until completion of the term and then it must be turned into the CWE Office. This must be completed by week two of the individual term.

**Learning Objectives Agreement:** This form is distributed at the in-person orientation or may be acquired from the CWE Website or office. The objectives must be developed by the student and 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 and CWE Instructor. A copy should be provided for evaluation purposes to the jobsite supervisor.

**Time Sheet:** Students can begin accumulating time as soon as they have completed orientation and officially enrolled in CWE. It is the responsibility of the student to log their work hours and finalize the time sheet and have it confirmed by his/her supervisor. Once signed by the student and supervisor, it must be turned into the CWE Instructor by the assigned due date. The CWE Instructor must sign the time sheet and turn in to the CWE Office.

**Employer Evaluation of Student Performance:** Twice during the academic term, the employer will rate the student progress on the student performance evaluation 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 CWE Instructor who will then sign and use as a basis for determining the student's grade.

**Student Evaluation of Employer and Jobsite:** This form must be completed and turned in to the CWE Instructor. The employer will not review or be provided a copy of this form.

**Student Self-Evaluation:** This form must be completed and turned in to the CWE Instructor. The employer will not review or be provided a copy of this form.

**Advisor Summary Sheet:** Completed and turned in to the CWE Office with all other paperwork by the assigned due date of the individual term to the CWE Office. This form is for recording student/employer information and logging student contact. ***The final course grade is recorded on this form.***

**Site Payment Request:** Completed and turned in by CWE Instructor.

ALLAN HANCOCK COMMUNITY COLLEGE  
VOLUNTARY ACTIVITY PARTICIPATION WAIVER  
RELEASE OF LIABILITY and MEDICAL TREATMENT AUTHORIZATION

<b>Participant Name:</b>	Student I.D.: <b>H</b>
<b>Description of Activity:</b>	Unpaid internship or Work Experience, Cooperative Work Experience Education Course
<b>Date(s) of Activity (Class Term):</b>	
<b>Activity Program/Department and Coordinator Name:</b>	CWE/Internships – Emily Smith, Ext. 3820

I understand and acknowledge that I have voluntarily enrolled in the Allan Hancock Community College Cooperative Work Experience Education course and related Activities. I authorize the District to contact and visit my worksite supervisor to inform them of CWE course requirements and to notify them if I fail to complete the enrollment process, drop the course or are 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 \_\_\_\_\_

Sign, scan and submit as an email attachment to [esmith@hancockcollege.edu](mailto:esmith@hancockcollege.edu) or return to:  
Allan Hancock College, CWE Office, Santa Maria Campus, Building W Room 22



**ALLAN HANCOCK COMMUNITY COLLEGE  
COOPERATIVE WORK EXPERIENCE STUDENT DATA FORM**

**Semester:** Fall ☐ Spring ☐ Summer ☐ **Year:** \_\_\_\_\_ **CWE Instructor:** \_\_\_\_\_

*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**

☐ CWE 149 – Occupational  
(Job does relate to major) ☐ New CWE Student

☐ CWE 302 – General  
(Job does not relate to major) ☐ Returning CWE Student

Is your academic credit based on: ☐ Job ☐ Internship

How many units are you taking this semester? \_\_\_\_\_  
(Including CWE)

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 ☐ Or Unpaid

Number of Hours Weekly: \_\_\_\_\_

Work Schedule: List your hours worked each day

M\_\_\_\_ T\_\_\_\_ W\_\_\_\_ THR\_\_\_\_ Fri\_\_\_\_ Sat\_\_\_\_ Sun\_\_\_\_

**WORK EXPERIENCE INFORMATION**

Credit will be earned at the rate of 75 hours paid or 60 hours of unpaid work per unit.  
A maximum of 3 units for General Work Experience (CWE 302) and 4 units of Occupational Work Experience (CWE 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



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:** \_\_\_\_\_



- ☐ **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 the CWE Office.***

---

**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:** \_\_\_\_\_

**Please return completed form to:** Allan Hancock College  
CWE Coordinator – Building W Room 22  
800 South College Drive, Santa Maria, CA 91355  
Phone (805) 922-6966 ext. 3820



Allan Hancock Community College District  
Cooperative Work Experience Education  
PAID/UNPAID INTERNSHIP JOBSITE 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 parties involved will be the company or Agency, called the "Agency," agreeing to provide a training experience to a student; the Cooperative Work Experience Education program of Allan Hancock College, or the "College," and the student.

The Cooperative 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 Cooperative Work Experience 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. Interns are not independent contractors, and it is the parties' mutual intent that interns are not employees of either College or Agency for purposes of minimum-wage and overtime laws.
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 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'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*\*\*

<b>STUDENT:</b> _____	*	This agreement is between AHC College Work Experience Coordinator and Student.
_____	*	
_____	*	
<b>AGENCY:</b> _____	*	
_____	*	
<b>ADDRESS:</b> _____	*	
<b>CITY/STATE/ZIP:</b> _____	*	
<b>CONTACT PERSON:</b> _____	*	
<b>PHONE:</b> _____	*	
	*	
		MAJOR: _____
		HOURS PER WEEK: _____
		WORK SCHEDULE: _____
		UNITS OF CREDIT: _____
		SESSION: FALL/ SP/ SMR (CIRCLE ONE)
		Beginning ____ / ____ / ____ , Ending ____ / ____ / ____





Student Name: \_\_\_\_\_

Class (*circle one*): CWE 149 or 302

CWE Instructor: \_\_\_\_\_

### STATEMENT OF SPECIFIC LEARNING OBJECTIVES AND COOPERATIVE WORK EXPERIENCE EDUCATION AGREEMENT

Both the college and State guidelines for Cooperative Work Experience Education require that a student perform a planned program of Work Experience Education which includes new or expanded responsibilities or learning opportunities beyond those experience during previous semesters of employment. The Statement of Specific Learning Objectives are used by the college to determine whether the student is eligible for the Cooperative Work Experience 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. It is also a method for developing new or expanded skills in the workplace. **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 each 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 Cooperative Education Venture. The student agrees to abide by the Cooperative 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 \_\_\_\_\_

CWE Instructor Signature \_\_\_\_\_

Date \_\_\_\_\_



Student Name: \_\_\_\_\_

Class: CWE 149 or 302 (please circle) \_\_\_\_\_

## COOPERATIVE WORK EXPERIENCE TIME

CWE Instructor: \_\_\_\_\_ Paid or Unpaid (please circle) \_\_\_\_\_

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 75 hours paid or 60 hours of volunteer 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: \_\_\_\_\_

**AHC does not  
discriminate  
on the basis of  
race, color,  
national origin,  
sex, disability  
or age**

Verified by:

Employment Supervisor's Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

CWE Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_



Student Name: \_\_\_\_\_

Class: CWE 149 or 302 (circle one)

CWE Instructor: \_\_\_\_\_

COOPERATIVE 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. They should be specific, measurable, and within his/her ability to accomplish.
2. Once the objectives are formulated, they must be approved by employer, student and faculty work experience instructor at the beginning of the academic year.
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 B – Above Average	Grade C – Average Grade D – Below Average	Grade F – Fail
---------------------	--	--	----------------

**Additional Employer Comments:**

---



---



---



---

**Evaluation Made by:**

Employment Supervisor's Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Allan Hancock College  
Cooperative Work Experience Education  
Student Evaluation of Employer & Jobsite**

• General Work Experience CWE 302: 1-3 units • Vocational Work Experience CWE 149: 1-4 units •

**Student Evaluation of Employer & Jobsite**

Date: \_\_\_\_\_

CWE Instructor: \_\_\_\_\_

☐ Fall ☐ Spring ☐ Summer

Student Name \_\_\_\_\_

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

Supervisor \_\_\_\_\_

Title \_\_\_\_\_

Organization Name \_\_\_\_\_

**Please rate Your Employer & Jobsite in the following areas:**

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

**Site**

**Student Employer & Jobsite Evaluation**

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

**Jobsite Supervisor**

Supervisor assisted you with writing your objectives.

1 2 3 4 5 N/A

Supervisor was willing to let you become involved in new, expanded responsibilities and/or learning.

1 2 3 4 5 N/A

Supervisor was receptive to your participation in the Cooperative Work Experience course.

1 2 3 4 5 N/A

Supervisor was receptive to being contacted by your CWE instructor.

1 2 3 4 5 N/A

Supervisor provided regular feedback on my progress and abilities.

1 2 3 4 5 N/A

**Learning Experience**

Work experience 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/Internship**

**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  
Cooperative Work Experience Education  
Student Self-Evaluation**

• General Work Experience CWE 302: 1-3 units • Vocational Work Experience CWE 149: 1-4 units •

Student Self-Evaluation of Work Experience Program

Date: \_\_\_\_\_

CWE Instructor: \_\_\_\_\_

☐ Fall ☐ Spring ☐ Summer

Student Name

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

Supervisor

Title

Organization Name

Please rate Yourself & Employer in the following areas:

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

**Job Learning/ Skill Improvement**

**Student Self-Evaluation**

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 supervisors, 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

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

Objective #1: \_\_\_\_\_

Objective #2: \_\_\_\_\_

Objective #3: \_\_\_\_\_

Self-Evaluation Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interested in more Employer or CWE Instructor Feedback? Yes/No

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please feel free to attach additional comments!*