



Cooperative Work Experience Education (CWEE) Program

2018/2019

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Dear Cooperative Work Experience Education Student:

Whether you are enrolling in Cooperative Work Experience Education for the first time, or you are a returning student, *welcome* to the program at Mt. San Jacinto College. The Cooperative Work Experience Education (CWEE) Program is designed to help you relate your college courses to your career goals and help you receive the maximum educational benefit.

CWEE can be a valuable and significant part of your college education. Increasingly, employers are seeking employees who have first-hand experience and understand what is required to be successful in the workplace. The CWEE program offers this first-hand experience and aims to help students understand what it takes to be successful in a professional environment.

The CWEE program does not provide job placement, however, the program will provide you with the knowledge and tools necessary to conduct a job search, write a powerful resume and prepare for interviewing with reputable employers.

In order for you to participate in the CWEE – Occupational Internship Program you must first attend a Job Skills Workshop. The Job Skills Workshop is designed to successfully transition you from the classroom into a professional internship opportunity. After you have completed the Job Skills Workshop, you must complete a mandatory orientation session. Because the CWEE program is governed by the California Education Code, it is important for students to fully understand the expectations of the program before making the decision to participate in CWEE.

For more information and details on the CWEE – Occupational Internship Program, visit the CWEE website at <http://www.msjc.edu/cte/cwee>.

Thank you for deciding to participate in the CWEE – Occupational Internship Program and I look forward to helping you reach your educational and vocational goals.

Sincerely,
Joyce Johnson
Dean of Instruction, Career & Technical Education
jajohnso@msjc.edu

What Is CWEE?

Cooperative Work Experience Education (CWEE) is a unique academic program in which the student, employer, and college, cooperate to integrate academic study with practical work experience to help prepare students for a successful career.

Work experience permits eligible students to gain supervised, on-the-job training to broaden occupational skills and improve competency and experience in the real world of work. MSJC offers two opportunities for students to receive course credit through linking academic course work with paid or unpaid workplace experiences: Occupational Internship and General Work Experience.

Occupational Internship is for students enrolled in a career-oriented discipline. This program provides supervised work experience at a job site that is directly related to the student's career goal. The internship, along with other on-campus lecture and laboratory courses, is an integral part of the student's major. Students earn one unit per 60 hours of unpaid work experience or one unit per 75 hours of paid work experience. Students may earn a maximum of (8) semester credit hours during one enrollment period up to a total of (16) semester hours of occupational internship.

General Work Experience is for students who want to explore career and work experience opportunities. This program is designed to help students develop career and workplace awareness and need not be related to the students' educational goals. Students may earn up to (6) units maximum of general work experience education.

The CWEE Program staff cultivates working relationships with students, college personnel, and employers to support student access, retention, success and to enhance economic growth through workforce improvement. The staff supports educational effectiveness and program growth through ongoing evaluation and improvement of course-related content and services, and with the use of technological resources when appropriate.

The CWEE Program adheres to the regulations for Cooperative Work Experience Education outlined in Title 5 of the California Code of Regulations and in the Mt. San Jacinto Community College District Work Experience Plan.

Students are advised to check with a MSJC counselor to verify whether their Cooperative Work Experience credits are transferrable.

Mission

The mission of the Cooperative Work Experience Education (CWEE) and Occupational Internship (OI) Program is to help students apply their classroom-based learning in an actual work environment. The program courses provide experiential learning activities to strengthen student learning and reinforce the student's effective work habits, attitudes and career awareness, thereby enhancing the student's marketable skills.

CWEE Benefits for Students

Students who participate in an internship find jobs faster and earn nearly 20% more in their first three years of work than classmates who did not participate in an internship. In addition, employers report that over half of their new hires listed internship experience on their resumes. Research shows that internship programs are the first place employers look to hire qualified employees.

Additional benefits include:

- Earn up to 8 elective units of college credit in one semester.
- Make valuable job contacts.
- Explore career options more easily through an internship.
- Develop a better understanding of workplace relations and etiquette.
- Gain valuable information on how to conduct a job search, resume writing and interviewing tips/tricks.

Enrollment Requirements

1. You must have applied for admission with MSJC and have a student ID.
2. You must be working or have identified a job in a paid or non-paid position. Review Eagle Career Connection at www.msjc.edu/careerconnection for open internships.
3. Determine whether you qualify for Occupational Internship.
 1. Have you completed at least one course in your major?*
 2. Is your internship related to your coursework and career goals?Your answer to both questions must be **YES** in order to qualify for an Occupational Internship.
*Please note: Some majors require more than one course completed in the major prior to enrolling in the internship. Please consult the CWEE staff for more information.
4. You must complete a Mandatory Orientation to receive information about the program and to complete the necessary paperwork. Orientations are conducted online or scheduled individually. Review the website at <http://www.msjc.edu/cte/cwee> or call the CWEE Office (951) 639-5567 for information on how to start the orientation.
5. Determine the number of units you can enroll in based on the hours to be worked in a semester.
The number of units may be predetermined by your major of study.

PAID	UNPAID	UNITS
75-149	60-119	1
150-224	120-179	2
225-299	180-239	3
300+	240+	4

Checklist for Cooperative Work Experience Education Enrollment

Below is the registration process for enrollment into **Cooperative Work Experience (CWE)** or **General Work Experience courses (GWE)**. Please utilize this checklist as a guide for enrollment. **Note:** Enrollment is limited and contingent upon funding.

STEP 1:

- Complete the **CWEE Online Orientation** and pass the exam with a score of **20**.
- Print your **Certificate of Completion**. Students are responsible for **reading** and **understanding** the orientation which includes the registration procedures, requirements, and deadlines.
 - **CWEE Online Orientation can be found at** <http://www.msjc.edu/internships>

STEP 2:

- Sign up and submit your resumé and cover letter to Eagle Career Connection **OR** speak to the CWEE Coordinator about a **waiver**.
 - **Eagle Career Connection can be found at** <http://www.msjc.edu/cte/Pages/Eagle-Career-Connection.aspx>

STEP 3:

- Bring your **CWEE Online Orientation Certificate of Completion** to **Matthew Leyden** in the **CWEE Department** to pick up the **CWEE Student Application** and **Training Plan**.
 - Call (951) 639-5567 to pick up the enrollment documents and/or schedule an appointment
 - Transcripts will be reviewed for completion of required coursework prior to enrollment.

STEP 4:

- **LOCATE AND SECURE AN INTERNSHIP. SEE REVERSE SIDE FOR SUGGESTIONS AND TIPS.**
 - **Check Eagle Career Connection:** <http://www.msjc.edu/cte/Pages/Eagle-Career-Connection.aspx>
- Meet with your **Site Supervisor** at the location of **your internship** to develop three learning objectives.
- Obtain their signature on the **CWEE Student Application** and **Training Plan**.

STEP 5:

- Meet with your **Faculty Advisor** (assigned by discipline) to obtain their approval of the three learning objectives and signature on the **Training Plan**.
 - If the **Faculty Advisor** does not approve the three learning objectives, you will re-write the objectives with your **Site Supervisor** and then meet with **your faculty advisor** for approval and signature.

STEP 6:

- Bring the **completed CWEE Student Application, Training Plan, and this Checklist** with you to the **CTE Department** to receive the **Coordinator's** signature.
 - Bring to **Matt Leyden** in the **CWEE Department (Menifee Campus, Bldg. 900, Room 919)**. Call (951) 639-5567 to pick up the enrollment documents and/or schedule an appointment

STEP 7:

- Take completed documents with the required signatures to **Kass Munoz, Room 919 on the Menifee Valley Campus**.
- You will receive copies of your documents and a **signed Cooperative Work Experience Education Program Enrollment Consent Form**.

STEP 8:

- Take the **Cooperative Work Experience Education Program Enrollment Consent Form** immediately to **Enrollment Services** to **Terri Orchard on the Menifee Valley Campus** or **Karla Marquez on the San Jacinto Campus**.
- The form must be submitted to **Enrollment Services** on the **same day** or the form will expire.
- Payment for tuition fees **MUST** also be made immediately in order to complete registration.

The entire registration process described above must be completed by the 2nd Friday of the semester term.

NO EXCEPTIONS WILL BE ALLOWED

I have read and understand the above registration procedures and agree to complete all requirements by the deadline stated above.

Student Signature

Date

Program Learning Outcomes (PLO's)

Students that participate in the CWEE program will gain the skills and attitude necessary to function and adapt as employees in a variety of situations and employment settings.

Students will be able to:

1. Apply critical thinking, research, analysis and resolution for work-related and personal objectives.
2. Convert classroom instruction to the employment environment through the development and attainment of three (3) learning objectives.
3. Write Specific, Measurable, Achievable, Relevant and Timely (S.M.A.R.T.) objectives that relate to workplace responsibilities.
4. Develop and apply personal skills, attitudes, and competencies in the workplace and within course-related activities.
5. Demonstrate effective communication and technological awareness through the use of various technologies (internet, email and telephone) in ways appropriate to the course.
6. Demonstrate accountability for their personal actions at work and as it relates to the course.
7. Research resources for education and/or career options.

Assessment of Student Learning Outcomes

Assessment of Student Learning Outcomes will be measured through:

- A grading format that assesses student demonstration of skills in scheduling, communication, time-management, assignment completion and the development and completion of S.M.A.R.T. objectives.
- Supervisor/mentor evaluation of documented workplace objectives/projects using a rating scale to measure how well the workplace objectives/projects were accomplished.
- Two worksite visits with the supervisor/mentor to discuss the students' progress and level of contribution toward the achievement of organizational objectives.
- Student self-evaluation of learning outcomes.

Work Experience Skills

Skills needed for and developed in the Work Experience courses:

1. Critical thinking
2. Organizing
3. Accountability for actions
4. Oral, written and electronic communication
5. Time-management
6. Self-awareness and interpersonal skills
7. Cultural awareness of worksite
8. Ability to follow written and verbal instructions
9. Research and application of information

Work Experience Evaluation and Grading Criteria (Example)

Notes: The grading format is intended to evaluate the knowledge and actions students are expected to exhibit as outlined in the Program Student Learning Outcomes. Individual instructors can make adjustments to the format. Discussion about the evaluation and its content is held at regular meetings between faculty advisor and student. Each element in the evaluation was reviewed by instructors for alignment with the Program Student Learning Outcomes (PSLOs).

The following criteria will determine the grade earned (100 points):

Orientation - (6 pts.) {PSLOs 1, 2, 3, 4, 6}

- ___ Attended orientation (3 pts)
- ___ All required paperwork was turned in and complete (3 pts)

Learning Objectives - (15 pts.) {PSLOs 1, 2, 3, 4, 5}

- ___ Reviewed learning objectives with workplace supervisor (3 pts)
- ___ Quality of objectives (SMART) (10 pts)
- ___ Reviewed evaluation of learning objectives and work performance prior to site visit (2 pts)

Scheduling and Coordination of site appointment - (15 pts.) {PSLOs 1-4, 6}

- ___ Worked with Faculty Advisor to schedule site appointments (5 pts)
- ___ Coordinated and kept Faculty Advisor informed (5 pts)
- ___ Appointments were held as scheduled/24 hour notice given in an emergency (5 pts)

Communication - (14 pts.) {PSLOs 1-6}

- ___ Adhered to procedures established by the Faculty Advisor and syllabus (2 pts)
- ___ Responsive to the Faculty Advisor (usually within three days) (5 pts)
- ___ Effective communication through Internet, email and phone (3 pts)
- ___ Notified Faculty Advisor when necessary about job/objective changes or any problems (2 pts)
- ___ Student delivered Internship Initiation letter to workplace supervisor prior to 1st site visit (2 pts)

Time Management - (10 pts.) {PSLOs 1-6}

- ___ Arrived on-time for scheduled hours and meetings with Faculty Advisor (2 pts)
- ___ Timesheets signed and submitted to Faculty Advisor in a timely manner (5 pts)
- ___ Student met ALL program timelines/due dates (3 pts)

Objectives Evaluation - (24 pts.) {PSLOs 1-6}

- ___ Completed mid-semester progress evaluation of learning objectives on/before due dates (6 pts)
- ___ Evaluation of learning objectives and work performance by student and supervisor (18 pts)

Program Evaluation-Completed - (16 pts.) {PSLOs 3, 5, 6}

- ___ Email to Work Experience Coordinator on/before due date (6 pts)

_____ Total Points:

Grading Scale:

100 – 91 pts. = A

90 – 81 pts. = B

80 – 71 pts. = C

70 – 61 pts. = D

60 – below = F



Mt. San Jacinto Community College District
1499 N. State Street, San Jacinto, CA 92583

Roger W. Schultz, Ph.D.
Superintendent/President

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Below is an example of the letter that will be mailed to your employer once you complete registration for CWEE.

On behalf of Mt. San Jacinto College, I want to extend a warm welcome and thank you for your participation in the Cooperative Work Experience Education Program (CWEE). The purpose of the CWEE program is to help students obtain on-the-job training that will provide you with an efficient and valuable employee/trainee while also providing a practical education experience that supplements and enhances the student's class-room theory. The program gives you the opportunity to make a contribution to the student's education in a way that will directly benefit you and your business.

In order for this contribution to be documented for college course credit, the program requires that the three Learning Objectives written and validated by the employer on the student's Training Plan be assessed and progress reflected throughout the semester. These Learning Objectives are a way to identify specific work-related goals to be accomplished at your work site during the semester and will enhance the student's job performance and progress. We encourage you to periodically review the Learning Objectives with the student and commend progress made or provide encouragement in areas where the student is not meeting expectations. A copy of the student's training plan is attached for your records.

Very soon a Mt. San Jacinto College CWEE faculty member will be in contact with you to review the Learning Objectives and any other expectations for the semester. Please also expect a visit towards the end of the semester to evaluate the progress made during the semester. The student does not need to be present during this meeting.

At the end of each month, you will be asked to verify work hours by signing the CWEE timesheets. In addition, the Employer Evaluation of the Student must be completed toward the end of the semester to rate the student's performance in several competency and foundational skill areas. A copy of this evaluation is also provided to you with this letter and can be returned to the faculty advisor during the site visit.

The Mt. San Jacinto College Community and the CWEE program staff appreciate your time and energy given to the students and Mt. San Jacinto College. If you have any questions, please call the CWEE office at (951) 639-5567 or email me at mleyden@msjc.edu. Thank you for your cooperation!

Sincerely,

Matthew Leyden
CTE Counselor and Cooperative Work Experience Education Coordinator
mleyden@msjc.edu

CWEE – Contact Information

CWEE office staff welcomes any questions, comments or concerns. We are here to assist you and can be reached by phone email or in person.

Students are required to notify the CWEE Office if you have:

- Changes in contact information (address, phone number, email)
- Change job, supervisor, work place, or learning objectives
- Withdraw from the course (**NOTE:** It is the responsibility of the student and must be done through Enrollment Services)

Office Location: Menifee Valley Campus
Building 900, Room 916

Office Hours: Monday – Thursday 8:00 AM – 5:30 PM
Friday 8:00 AM – 12:00 noon

Office Phone: 951-639-5567

Office Fax: 951-301-7258

Website: <http://www.msjc.edu/cte/cwee>

CWEE Staff

Joyce Johnson Dean, Career Education (951) 639-5350	Matt Leyden CTE Counselor and CWEE Coordinator mleyden@msjc.edu (951) 639-5437	Diana Teegardin MVC Contact dteegardin@msjc.edu (951) 639-5567
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CWEE Faculty Advisors

Theodora King Alcohol/Drug Studies tking@msjc.edu	Tony Farrar Administration of Justice wfarrar@msjc.edu	Mark Ellison Automotive Technology mellison@msjc.edu	Gloria Sanchez Accounting- MVC gsanchez@msjc.edu	Caren Hennessy Business- MVC chennessy@msjc.edu
Lorraine Slattery-Farrell Child Development & Education lfarrell@msjc.edu	Michelle Harper Child Development & Education mharper@msjc.edu	Linda Middleton Child Development & Education lmiddleton@msjc.edu	David Moss Communication emoss@msjc.edu	Computer Info Systems Guy Reams greams@msjc.edu
Computer Info Systems Glenn Stevenson gstevenson@msjc.edu	David Hunt Engineering/Solar bhess@msjc.edu	Michael Jennings Fire Technology mjennings@msjc.edu	Laurie Richards Legal Assistant lrichards@msjc.edu	Alan Marsala Digital Media amarsala@msjc.edu
Matt Leyden General Work Experience mreeves@msjc.edu	Cynthia Nordskog Real Estate cnordskog@msjc.edu	Viticulture/Hospitality Kestutis Vizgirda kvizgirda@msjc.edu	Viticulture/Hospitality Greg Pennyroyal gpennyroyal@msjc.edu	Michael Creighton Water Technology mcreighton@msjc.edu

Steps to CWEE Student Intern Success!

STEP 1: Sign up for and attend a Job Skills workshop prior to your internship

The Job skills Workshops will provide you with information on How to Conduct a Job Search, Resume Writing, Interviewing Techniques, and Professional Communication in the Workplace. The goal is to prepare students to be workforce ready and successfully transition from the classroom into a professional environment.

STEP 2: Complete the CWEE Online Orientation

Log-on to www.msjc.edu/cte/cwee to complete the online orientation. At the end of the orientation, you will be asked to complete a quiz. You must pass the quiz with a score of 20. Print out your score when you complete the orientation and quiz.

STEP 3: Obtain the necessary documents for enrollment

After printing out your score from the online orientation, take the score to the Counseling Department to Matt Leyden. Email mleyden@msjc.edu to schedule an appointment. During this meeting, you will receive the CWEE Student Application, Training Plan, the CWEE Handbook, and the CWEE Enrollment Checklist. Students are responsible for reading and understanding all the necessary paperwork for the CWEE program, which includes: the CWEE Handbook, Student Application, and Training Plan.

STEP 4: Write workplace learning objectives

Meet with your Site Supervisor to write the 3 learning objectives on your Training Plan for the semester. Once you and your Site Supervisor agree on the 3 learning objectives, schedule a meeting with your Faculty Advisor to review and obtain their approval of the 3 learning objectives and the site location by obtaining their signature on the Training Plan.

STEP 5: Obtain the Coordinator's Signature and submit all required documents

Once your Site Supervisor and Faculty Advisor have approved the 3 learning objectives, bring your completed CWEE Student Application, CWEE Enrollment Checklist and the Training Plan to the Counseling Department to Matt Leyden. Email mleyden@msjc.edu to schedule an appointment. Then submit all documents to the CWEE Office to Kimberly Brais, Room 916 on the Menifee Valley Campus or to Deborah McKee, Room 1100 on the San Jacinto Campus. You will be given copies of your documents and the Cooperative Work Experience Education Program Enrollment Consent Form which you must take immediately to Enrollment Services to register.

STEP 6: Maintain Regular Contact with Faculty Advisor (Required by the California Education Code)

Maintain regular contact with your faculty advisor to discuss your progress and internship experience throughout the semester. Discuss when required meetings will need to take place throughout the semester. Your Faculty Advisor will also be conducting at least 1 site visit with your Site Supervisor, but you are not required to be present.

STEP 7: Submit monthly Timesheets to your faculty advisor

Timesheets are a requirement by the California Education Code. Complete the required number of hours for the units enrolled by tracking your hours on a monthly basis. You may begin counting your hours from the first day of the semester and **not** before the semester begins. All timesheets must be signed by you and your site supervisor and submitted to your faculty advisor on a monthly basis. If you do not turn in signed timesheets you will received an "F" for the course.

STEP 8: Meet Deadlines - Complete all assignments and submit all paperwork

Complete and submit all CWEE assignments **including the final essay** on or before the due dates and Student Final Self-evaluation before the end of the semester. **Students are required to submit a one page (minimum) essay outlining their internship experience.** All paperwork must be submitted as original documents to your faculty advisor. NO paperwork can be submitted by the student to the CWEE office.

How to Write Workplace Learning Objectives

A learning objective is a measurable goal you set for yourself to be accomplished through your work experience. It will require you to learn or make use of new habits and skills, or process information at a higher level than your current duties require. Generally, job-orientated learning objectives are included in one of the following categories:

New Assignments

If you have recently been assigned to new duties, you are probably encountering many learning experiences that may be stated in an objective format.

Routine Duties

Identify problem areas and specific improvements that you could implement in accomplishing your day-to-day duties.

Problem-Solving

Identify a specific problem in your work area to be solved. This could be a problem you are experiencing, or it could be a problem within the work organization.

Objectives Must Be S.M.A.R.T.

- S**pecific: Make sure you state exactly what will be accomplished.
- M**easurable: Include quantitative statements such as 10%, 7 out 10, once a day, etc.
- A**ction-oriented: Focus on action (i.e. increase, create, develop, etc.)
- R**ealistic: Allow time for personal & professional constraints when choosing a deadline
- T**imely: Aim to complete your project during the semester, well before the due date

Steps to Writing and Completing Objectives

1. Meet with your Site Supervisor to write the three learning objectives for the semester and identify what you have chosen as your objectives on your Training Plan.
2. Schedule a meeting with your Faculty Advisor to discuss the three learning objectives you and the employer developed. Your Faculty Advisor must approve all three learning objectives and sign your Training Plan. If they do not approve, you will need to re-write the learning objectives and obtain approval again from your Site Supervisor and Faculty Advisor.
3. The Training Plan must be signed off by the Faculty Advisor, site supervisor and you must complete the registration process **BEFORE** starting the internship.

Getting Started

For each objective, you should be able to answer the following four questions:

1. What do you want to learn? (What is the task to be accomplished?)
2. How will you learn it? (How will it be accomplished?)
3. How will the results be measured? (How will it be evaluated and by whom?)
4. When will it be accomplished? (By what date will it be completed?)

Remembering that the learning objective must be specific, measurable, limited to a single definite result, and has a completion date, review the sample given below.

1. What do you want to learn?
How to input customer information on the computer.
2. How will you learn it?
To be done by following handbook instructions and inputting information at least three times a week.
3. How will the results be measured?
My supervisor will observe and verify that I can correctly record customer information.
4. When am I going to complete this objective?
By the end of the semester on MM/DD/YY

Utilize the suggested action words below to help you write your learning objectives.

SUGGESTED "ACTION WORD" LIST

activate	categorize	construct	direct	introduce	reconstruct	research	summarize
adjust	change	convert	establish	investigate	recruit	restructure	supervise
analyze	collect	coordinate	estimate	limit	reduce	revise	survey
arrange	combine	decrease	evaluate	list	remove	rewrite	train
articulate	compare	define	explain	maintain	reorganize	select	translate
assemble	complete	demonstrate	illustrate	modify	repair	separate	transfer
assist	compose	describe	implement	perform	replace	simplify	update
build	compute	design	improve	plan	report	structure	verbalize
calculate	conduct	develop	increase	prepare	reproduce		

EXAMPLES OF LEARNING OBJECTIVES IN FINAL FORMAT

- To write clear, precise sales slips to the satisfaction of my supervisor through June 21
- To compute accurate bills for tools, materials, and labor charges by September 30
- To list and identify at least 10 budget classifications by March 31
- To research and prepare a list of computer terminal costs by August 1
- To learn the names of at least 15 regular customers by April 1
- To assemble cabinets according to company procedures by April 16
- To cross-train in at least one other department by April 15
- To list and describe at least 5 administered medications and describe indications, side effects, and generic names by September 30
- To increase production by at least 10% from 500 units to 550 units per week by May 1
- To proofread all documents typed, and ensure 100% accuracy on all final drafts prepared through April 10
- To correctly complete an accident investigation report according to departmental procedures by August 1
- To plan and reorganize the reading learning center in the 2nd grade class by May 4
- To apply dressing, using sterile techniques, on at least 2 patients to the satisfaction of the ward supervisor by July 1
- To compile a list of 10 customer relation techniques and practice them on the customers through April 1
- To develop an efficient courier route and to identify the customers by July 10
- To demonstrate the correct procedures for receiving, and signing for, at least 5 UPS shipments by November 3
- To read and summarize at least one article on shoplifting prevention, and discuss it with my supervisor by July 15
- To improve my telephone communication to the satisfaction of my supervisor by Jan 30
- To demonstrate proficiency in the operation of the collating machine according to the user's manual by March 4
- To plan, implement, and evaluate weekly curriculum activities for the 5th grade class by September 30

FACULTY ADVISOR INFORMATION

Role

The role of the faculty advisor is to serve as the instructor for the students' learning experience. The faculty advisor assists the student to formulate attainable, measurable learning outcomes.

Additionally, faculty advisors must meet with students (either in person or online) to discuss their progress toward completing the learning objectives outlined in the Training Plan and written assignments. During the semester, the faculty advisor will conduct *ONE site visit per the Title 5, California Code of Regulations, section 55255*. The site visit provides the opportunity for the faculty advisor and work supervisor to meet in person to discuss the student's progress during the semester. The student does not need to be present for the site visit. The faculty advisor will determine the student's final grade. Generic Work Experience Evaluation and Grading Criteria provided on page 8 and on CWEE website www.msjc.edu/cte/cwee.

Faculty Advisor Checklist

The following checklist highlights the necessary steps for faculty supervision of a student in the Occupational Internship Program.

STEP 1: Faculty Advisor Expectations

- Agree to serve as a faculty advisor for a student during the course of his or her internship.
- Review and approve the student's internship site. If there are any concerns, please discuss with the student and internship coordinator.

STEP 2: Student Learning Outcomes

- Work with students to formulate attainable, measurable learning outcomes and complete the Training Plan. You must approve the student's learning objectives.
- Assist student in developing learning objectives that will advance the student's career as well as match the learning outcomes of the student's major.

STEP 3: Communication

- Maintain contact with the student(s) and site supervisor(s) throughout the duration of the internship.
- Log all communication between employer, faculty and student on the Faculty and Student Communication Log.

STEP 4: Site Visit

- The faculty advisor will conduct at least **one** site visit per the Title 5, California Code of Regulations, Section 55255.
- The site visit provides the opportunity for the faculty advisor and work supervisor to meet in person to discuss the student's progress during the semester. The student does not need to be present when the visit occurs.

STEP 5: Assignments

- Clearly outline student assignments.
- Students must meet with the Faculty Advisor to discuss and review their internship experience. It is recommended that you meet with your internship students in a group. Peer review and sharing the experience is a valuable learning tool and facilitates continued learning.
- **Review and sign each student's timesheet at the end of each month. Track student's number of hours and report back to student on their progress of completing the required number of hours. Keep original timesheet to submit to CWEE office at the end of the semester.**
- Students are required to write a one page (minimum) essay as part of their internship and a Final Self-Evaluation.
- The student is responsible for submitting all required paperwork in original form to the faculty advisor.
- **The faculty advisor is responsible for collecting and submitting all documents to the CWEE office.**

STEP 6: Evaluation

- Ensure that all students complete the Final Self-Evaluation of the Learning Objectives. This assignment should be turned in with the required one page essay outlining their internship experience.
- The student and site supervisor will also need to complete the Employer Evaluation of Student and submit to you as an original document.

STEP 7: Submission of Paperwork

- Submit all required paperwork to the CWEE office before the end of the semester. It is the responsibility of the faculty advisor to collect and submit all paperwork to the CWEE office. **NOTE: The CWEE office will not accept any of the required paperwork from students.**
- All documents must be originals.

STEP 8: Final Grade

- Verify student enrollment, evaluate student performance and determine if credit should be granted and submit a final grade.
- **Final grades should not be submitted until you have received all paperwork and signatures by the student.**

I acknowledge that I have read, understand and will follow the above checklist.

Faculty Advisor Signature

Forms

CWEE Student Application (sample)

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Training Plan (sample)

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CWEE Program Enrollment Consent Form

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Monthly Performance Record (Timesheet)

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Cooperative Work Experience Application

Cooperative Work Experience Education Application for (check one):

OCCUPATIONAL INTERNSHIP GENERAL WORK EXPERIENCE



Student Information

Name: _____

Student ID #: _____

Home Address: _____

City, State, Zip: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

Employer Information

Supervisor's Name: _____

Address: _____

City, State, Zip: _____

Company's Phone: _____

Supervisor's Phone (optional): _____

Supervisor's Email Address: _____

General Information

Student's Major: _____

Occupational Goal: _____

Faculty Advisor: _____

I plan to work _____ week.

I plan to enroll in _____ semester units.

I have previously completed _____ units of Occupational Internship or units of General Work Experience.

The courses I have completed in my major are (List course numbers, i.e. ADS 101, 102, 103): _____

My internship title is: _____

My internship is (check one): NON-PAID or PAID

My work schedule is: _____

My job duties include: _____

Student's Signature

Supervisor's Signature

To the best of my knowledge, all of the above information is true and correct.

FOR STAFF USE ONLY

Transcripts have been reviewed and courses required prior to enrollment are:

Completed

Verified By: _____

In-Progress

Not Completed

Training Plan (Sample)



Occupational Internship Program TRAINING PLAN (Not an Employment Contract)

CWEE Office
28237 La Piedra Road
Menifee, CA 92584
(951) 639-5567

Student Name: _____ Student ID# _____ Date: _____
 Address: _____ City: _____ Zip: _____
 Phone _____ Student Email: _____ @ _____
 Semester Year: _____ OI Course: _____ Section # _____ Units: _____

Occupational Goal: _____

Internship begins on _____, 20____ and extends through the current semester.

Job Title: _____ Type of Work Experience: _____
 Employing Firm: _____
 Address: _____ City: _____ Zip: _____
 Phone _____ Employer Email: _____
 Work Station Supervisor: _____ Title: _____

This student would like to advance his/her knowledge and efficiency in the occupational field of his/her choice. His/Her goal is to achieve this through a balance of classroom instruction and on-the-job experiences. This plan sets forth the student's on-the-job learning objectives for the current semester, and the conditions through which they may be achieved. As a result of successfully completing this occupational internship the student will be able to:

First Objective: _____

 Second objective: _____

 Third objective: _____

Employer and Mt. San Jacinto Community College District ("District") agree to provide supervision and guidance to ensure maximum education and experience from this program. District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, mental or physical disability, sexual orientation or Vietnam era veteran status in its acceptance, enrollment, evaluation or compensation of students who participate in programs sponsored or arranged by District. District and Employer are expected to uphold this policy in their selection of prospects for employment, education process and activities. District shall be considered the employer of unpaid students in the CWEE program for the limited purpose of providing worker's compensation insurance. Students paid by Employer shall be covered under the Employer's worker's compensation and/or liability insurance as required by law.

The STUDENT will: 1) maintain satisfactory grades and attendance in all related instruction and coordinating classes; 2) meet work and safety standards required by the employer; and 3) meet all requirements of the Occupational Internship Program.

The EMPLOYER will: 1) comply with all appropriate federal and state employment regulations; 2) assist and supervise the student in achieving his/her on-the-job learning objectives; and 3) assist the faculty advisor in the evaluation of the student and verify the record of hours worked.

The FACULTY ADVISOR will: 1) consult periodically with the employer and the student; 2) evaluate and grade the student, in cooperation with the employer; and 3) coordinate on-campus instruction with the job training received and assist the student to achieve his/her learning objectives.

Total number of hours to be worked _____ _____ Paid _____ Unpaid _____ Number of units to be earned _____ (see CWEE Handbook)	Employer's Signature _____ Date _____ Student's Signature _____ Date _____ Faculty Advisor Signature _____ Date _____ Coordinator's Signature _____ Date _____
--	---

This plan may be terminated, for cause, by any person named hereon, with the understanding that due notice will be given to all interested parties.

White – CWEE Office Yellow – Employer Pink - Student



CWEE Program Enrollment Consent Form

(Submit form to Enrollment Services)

San Jacinto Campus
1499 N. State Street
San Jacinto, CA 92583
(951) 487-3215

Menifee Valley Campus
28237 La Piedra Rd.
Menifee, CA 92584
(951) 639-5215

Temecula Education Complex
27447 Enterprise Circle West
Temecula, CA 92590
(951) 308-1059

San Geronio Pass Service Center
1735 W. Ramsey Street # 111
Banning, CA 92403
(951) 927-2227

Student Name: _____ **ID#:** _____

Phone Number: _____ **Term:** _____

Address: _____
Number Street City State Zip

OI/CWEE Course Title: _____ **Section #:** _____

I am trying to meet a Prerequisite _____ **For the following term:** _____
(Use only for ADS 149 & 150)

Comment: _____

Student Signature **Date** **Dean Signature** **Date**

White: Student File Yellow: Instructor Pink: Student Revised 06/2013

Performance Record (Timesheet)



Occupational Internship Program Monthly Performance Record

CWEE Office
28237 La Piedra Road
Menifee, CA 92584
(951) 672-6752

Student's Name _____

Employed By _____

Work Station Supervisor _____

Month of _____ DUE DATE →

This timesheet is mandated by the State and must be turned in to the Faculty Advisor by the due date (last day of the month).

DATE	IN	OUT	NO HOURS	DATE	IN	OUT	NO HOURS	
1				17				
2				18				
3				19				
4				20				
5				21				
6				22				
7				23				
8				24				
9				25				
10				26				
11				27				
12				28				
13				29				
14				30				
15				31				
16				TOTAL HOURS				

I hereby certify that the number of hours listed above is correct and that the work assigned has been performed in a satisfactory manner.

Student's Signature Date

Job Supervisor's Signature Date

Faculty Advisor's Signature Date

1. Did any problems develop on which you would like help?

2. What new jobs, assignments, or procedures did you undertake during this period? (Response required)

3. Describe what you have done toward accomplishing your objectives during this period. (Response required)

4. Other comments

CWEE Program Petition to Repeat Process

Students, who are interested in repeating an Occupational Internship course, will need to complete the following steps.

□ STEP 1:

- Student will meet with CWEE Counseling Representatives: Matthew Leyden to receive CWEE Enrollment Paperwork and review transcripts to verify completion of prerequisite courses.

□ STEP 2:

- Student and CWEE Counseling Representative will complete Petition to Repeat. The student will fill out their portion.
- The CWEE Counseling Representative will write in the OFFICE USE ONLY Box on the Petition to Repeat that:
"Student has meet with CWEE Coordinator to verify student is eligible to repeat (list the course). Please allow student to register for (list the course) in the (list the semester)." The CWEE Counseling Representative will then sign in the same box.


□ STEP 3:

- The student will submit the Petition to Repeat to Enrollment Services that same day.

□ STEP 4:

- Enrollment Services will review and process the Petition to Repeat.

Please note: The maximum total units that can be earned are 16 units.



MSJC
MT. SAN JACINTO COLLEGE

Petition to Repeat

San Jacinto Campus 1499 N. State Street San Jacinto, CA 92583 (951) 487-3215	Menifee Valley Campus 28237 La Piedra Rd. Menifee, CA 92584 (951) 639-5215	Temecula Education Complex 27447 Enterprise Circle West Temecula, CA 92590 (951) 308-1059	San Geronimo Pass Campus 3144 W. Westward Ave. Banning, CA 92220 (951) 922-1327
--	--	---	---

Name: _____ Street: _____ City: _____ State/Zip: _____	ID #: _____ Term: _____ Ph: _____
---	---

I request:

Course Repetition
 Course to be repeated: *(one courser per petition)* _____
 Reason(s) For Request: *(Documentation to support request)* _____

_____ Date

OFFICE USE Staff Recommendation: _____ Comments: _____ _____ Signature _____ Date _____	Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Deferred Comments: _____ _____ Signature _____ Date _____
---	--

ES 686 06/11
White – Student Folder
Yellow – Student

Student Final Self Evaluation



CWEE Office
28237 La Piedra Road
Menifee, CA 92584
951-639-5567
www.msjc.edu/cte/cwee

COOPERATIVE WORK EXPERIENCE EDUCATION PROGRAM FINAL STUDENT EVALUATION To be completed by the Student

Student Name: _____ Student ID Number: _____

Internship Title: _____ Supervisor: _____

Employing Firm: _____

Occupational Goal: _____

At the beginning of the semester, you set certain job-orientated objectives you hoped to achieve during the semester. Below, please summarize how well you achieved each objective. In addition, please write a one page minimum essay, outlining your internship experience. Please reflect on what you learned, challenges you faced and how you are going to continue to grow professionally, academically and personally.

When completed, this form and your essay must be returned to your faculty advisor prior to the last day of the semester. Failure to do so will result in receiving a non-passing grade or no credit for participation in the Internship Program.

FIRST OBJECTIVE: _____

SUMMARY OF ACCOMPLISHMENT OF OBJECTIVE ONE: _____

SECOND OBJECTIVE: _____

SUMMARY OF ACCOMPLISHMENT OF OBJECTIVE TWO: _____

THIRD OBJECTIVE: _____

SUMMARY OF ACCOMPLISHMENT OF OBJECTIVE THREE: _____

Student Signature

Date

Faculty and Student Communication Log



OCCUPATIONAL INTERNSHIP FACULTY TO STUDENT COMMUNICATION LOG – To be filled out by faculty

Semester:		Instructor Name:	
Student Name:		Student ID #:	
Course #:		Section #:	Units:
DATE	HOURS WORKED	PARTICIPATION SUMMARY	
<i>Ex. 08/19/2013</i>	<i>1</i>	<i>Met with student to go over training plan</i>	

Total Hours: *Total Hours worked by faculty should not exceed 5 hours

Faculty Advisors Signature: _____

CWEE Office Use Only		
Units	Unpaid	Paid
1	60-119	75-149
2	120-179	150-224
3	180-239	225-299
4	240+	300+
Total number of hours completed by student:		Verified by:

Employer's Evaluation of Student



OCCUPATIONAL INTERNSHIP PROGRAM EMPLOYER'S EVALUATION OF STUDENT

***To be filled out by site supervisor and discussed with student – signatures required**

Student/Employee Name: _____

Company: _____

Supervisor Name/Title: _____

This is an evaluation of the student as a worker in the company and as a student in the Cooperative Work Experience Program. Your evaluation will help the college instructor assess the student's overall class performance.

PROGRESS TOWARD OBJECTIVES:

Objective #1: _____ Achieved Objective Limited Progress

Objective #2: _____ Achieved Objective Limited Progress

Objective #3: _____ Achieved Objective Limited Progress

DISCUSSION OF ACHIEVEMENT TOWARDS OBJECTIVES:

OVERALL WORK PERFORMANCE:

	Excellent	Above Average	Satisfactory	Needs Improvement
ATTENDANCE Attends as scheduled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PUNCTUALITY & DEPENDABILITY Meets deadlines and is prompt.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RELATIONS WITH OTHERS Is cooperative, courteous, and friendly to customers, associates and supervisors. Accepts suggestions and controls his/her emotions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATTITUDE Is eager to improve. Progresses on won initiative; dependable, enthusiastic, sincere, has appropriate work habits. Uses good judgment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ABILITY TO LEARN Learns quickly and is eager to new ways of completing tasks. Is open to changes and handles new tasks/challenges with ease.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
QUALITY OF WORK Strives for improvement; shows thoroughness, accuracy, and precision in detail. Has satisfactory performance and speed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COMMUNICATION Adheres to professional verbal and non-verbal communication at all times. Demonstrates sensitivity to culture and diversity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

Supervisor Signature

Date

Student Signature

Date

STUDENT HOURS WORKED: _____