WORK EXPERIENCE (Co-op)
Occupational Education & Internships
COURSE SYLLABUS - FALL 2011

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Catalog Description
This course provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. Course content will include understanding the application of education to the workforce; completion of required forms, which document the student's progress and hours spent at the work site; and developing workplace skills and competencies. During the course of the semester, the student is required to fulfill a 16 hour orientation and 75 hours of related paid work experience, or 60 hours of unpaid work experience, for one unit. An additional 75 or 60 hours of related work experience is required for each additional unit. The course may be taken four times for credit, when there is new or expanded learning on the job, for a maximum of 16 units.

Co-op Internships and Opportunities
Internships and volunteer experiences provide an opportunity for students to obtain work experience in their major. This activity assists students to develop technical skills, check out career choice, build confidence, network with people in the field, and transition for entry into a competitive labor market.

College credit is earned and a student can work up to twenty hours per week, one semester or more. Internships may be paid or non-paid.

Interested students may earn college credit in the following majors:

- Accounting
- Administration of Justice
- Business
- Communications Media
- Computer Information Science-Core
- Construction Management Technology
- Dance
- Early Childhood Education
- Environmental Technology
- Fire Technology
- Gerontology
- Horticulture
- Human Services
- Kinesiology
- Management
- Marketing
- Photography
- Theatre Arts
- WEXP 198 (General)
- WEXP 498 (Vocational)
How the Program Works

There are two types of Co-op Programs: General and Vocational

General Work Experience (198):

General work experience education assists students in learning about the world of work and is open to all students regardless of major or job. Like vocational work experience, it is designed for students wanting to apply skills learned in the classroom to their actual job.

Students must have a cooperative employer by the end of the third week of the semester to remain in the program.

Vocational Work Experience (498):
Provides students with opportunities to develop or add marketable skills related to their vocational study programs.

Eligible students must:

- Identify competencies for effective and competitive workforce performance in a field of study related to a transfer degree level career.
- Demonstrate application of industry knowledge and theoretical concepts as written in learning objectives in partnership with the employer work site supervisor.
- Analyze global changes in the workplace and the impact on career change.
- Examine the elements of a balanced lifestyle and evaluate the relationship to job satisfaction and/or personal and career success.
- Evaluate the career/life planning process and relate its relevancy to one's career.

Co-op has two different ways to qualify for the program:

New (1st Time Co-op) Students:
1. You are working a paid or non-paid job, internship, or volunteer opportunity.
2. You must participate weekly in the online class. This class will cover workforce/career transition issues.
3. Your grade and units are earned based on your performance in the workplace (developing new skills) and classroom assignments.

Returning Students:
1. You have completed a Co-op class at FLC.
2. You are working a paid or non-paid job, internship, or volunteer opportunity.
3. No class attendance is required for this program except for the first “orientation” session. However, you must establish new on-the-job skills with your employer and complete the necessary forms.
4. Your grade and units are earned based on your work performance and outside homework assignments that emphasize career transition.

Course Objectives

- Identify competencies for effective and competitive workforce performance in a field of study related to a transfer degree level career.
- Demonstrate application of industry knowledge and theoretical concepts as written in learning objectives in partnership with the employer work site supervisor.
- Analyze global changes in the workplace and the impact on career change.
- Examine the elements of a balanced lifestyle and evaluate the relationship to job satisfaction and/or personal and career success.
- Evaluate the career/life planning process and relate its relevancy to one's career.
**Student Responsibilities**

Student must notify instructor if circumstances prevent them from attending the mandatory orientation. Enrollment in college assumes maturity, seriousness of purpose and self-discipline. Every student is expected to fulfill the requirements of all classes for which they are registered including weekly assignments. Students with disabilities who may need academic accommodations should discuss options with their professors or go to student services for assistance.

**Course Requirements**

**Successful Completion Of:**
- Work Experience Course Forms
- Assignments included in Lifework Planning Portfolio
- Workplace Goals and Summary

**General Requirements**

- **Nature of Course:** This is completely an online course, with the exception of the mandatory in class orientation. Students are expected to spend as much time as necessary to work on course assignments to complete assignments on time in the computer lab or at home. Late assignments will have 10 points per week deducted. Students are expected to complete workplace goals; which are established at the beginning of the course. A written summary of individual goals is due the 7th week of the 8 week course.
- **Assignments:** Students are expected to complete lessons in sequence. A printed report of all completed assignments is to be kept by the student as a record of completion. This is your portfolio. This employment portfolio including all completed assignments is due at the end of the term. Late portfolios will not be accepted.
- **Participation:** Students are required to attend the mandatory, in class orientation. Employment timesheets are due the last day of instruction and must be turned in to receive a final grade. If you need to project your hours through the end of the semester, please do so.
- **Dropping:** Each student who is unable to complete the class, must process the appropriate paperwork with admissions to drop the class. This is the student’s responsibility. Failure to do so will result in a final grade of “F”.

**FALL 2011**

<table>
<thead>
<tr>
<th>IMPORTANT DATES TO REMEMBER - 16 WEEK SEMESTER</th>
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<tbody>
<tr>
<td>August 20</td>
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<td>September 2</td>
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<td>September 4</td>
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<td>September 5</td>
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<td>September 16</td>
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<td>November 11</td>
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<td>November 15</td>
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<td>December 8</td>
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<td>December 8</td>
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<td>December 9 - 15</td>
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<td>December 15, 2011</td>
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Methods of Instruction

This course is an online course and all information pertaining to this course is available in D2L. Students should check this site for class assignments, due dates, course announcements, tests, etc.

D2L Access: [https://d2l.losrios.edu/](https://d2l.losrios.edu/)
Or Go to D2L

Your username is:
- The letter w followed by your Student ID# or Employee ID#.
- If you do not know your student ID# or employee ID#, [click here to get it](https://d2l.losrios.edu/).

Methods of Evaluation/Assessment

1. On-line Class Participation - D2L
2. Title V WEXP documentation
3. Employment Objectives and Summary - Checklist of lesson assignments
4. Final Summary Paper
5. Lifework Planning Portfolio

Grading process for Documentation requirements - Continuing and New Students

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>New Student Grade</th>
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<tbody>
<tr>
<td>630 - 700</td>
<td>A</td>
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<tr>
<td>560 - 629</td>
<td>B</td>
</tr>
<tr>
<td>490 - 559</td>
<td>C</td>
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<tr>
<td>420 - 489</td>
<td>D</td>
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<tr>
<td>419 or less</td>
<td>F</td>
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Grading by Points for Continuing Students

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<th>Continuing Student Grade</th>
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<td>A</td>
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<tr>
<td>80 - 89</td>
<td>B</td>
</tr>
<tr>
<td>70 - 79</td>
<td>C</td>
</tr>
<tr>
<td>60 - 69</td>
<td>D</td>
</tr>
<tr>
<td>59 or less</td>
<td>F</td>
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Students will be given a timeline during the orientation for work experience assignments. In order to receive credit for assignments, they must be turned in on time. Late assignments will not be given full credit.

Documents submitted complete & on or before due date = A

Documents submitted complete that are
- One week late = B
- Two weeks late = C
- Three or more weeks late = D
- One or more documents not received will result in an overall grade = F
Work Experience Units
There is a maximum of 4.0 units per semester/per student.

Paid Work Experience
Paid Work Experience - 75 unit hours per semester

<table>
<thead>
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<th>Approx. Hours Per Week</th>
<th>Units</th>
<th>Total Semester Hours</th>
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<td>10</td>
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<td>225</td>
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<td>20</td>
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<td>300</td>
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Volunteer Work Experience
Volunteer - 60 unit hours per semester

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<th>Units</th>
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REMINDER: Students must keep a daily timesheet of all hours worked. This must be turned in by the due date specified in the WEXP Assignment Sheet to obtain college credit for work experience.

There is no textbook for Cooperative Work Experience - Course work, templates and instructions are located in the e-Learning website, D2L, under Content.

Your Assignment sheet is attached.

Kristi Church
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ASSIGNMENT SHEET - FALL 2011

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Document Due Dates:

- CWEE Application Date of Orientation attended
- Waiver/Assumption of Risk Date of Orientation attended
- Letter of Cooperation September 1, 2011
- CWEE Objectives September 1, 2011
- CWEE Performance Evaluation (mid) October 20, 2011
- CWEE Performance Evaluation (end) December 8, 2011
- CWEE timesheet (end) December 8, 2011

Assignment Due Dates:

A-1 Pride Stories/Pride List 100 points - September 8, 2011
A-2 Personality Self-Assessment 50 points - September 22, 2011
A-3 Values Self-Assessment 50 points - September 29, 2011
A-4 Skills Self-Assessment 50 points - October 6, 2011
A-5 Interests Self Assessment 50 points - October 13, 2011
A-6 Knowledge and Learning Self-Assessment 50 points - October 20, 2011
A-7 Self Employment Self-Assessment 50 points - October 27, 2011
A-8 Section 1.8 Personal Profile 50 points - November 3, 2011
A-9 Information Interview 75 points - November 10, 2011
A-10 Resume/Cover Letter 75 points - November 17, 2011
A-11 FINAL EXAM: Summary of Career Goals 50 points - December 8, 2011
- All students’
  Lifework Planning Portfolio/New students’ 50 points - December 8, 2011 (final day of instruction)
  (Portfolios will be available for pickup on or before December 15, 2011; end of the semester)

Grand Total for New Students 700 Possible Points