

# TC Cooperative Work Experience Education



## Student Handbook



## **TABLE OF CONTENTS**

<b>Cover</b>	<b>1</b>
<b>Table of Contents</b>	<b>2</b>
<b>Cooperative Work Experience Education Program</b>	<b>3</b>
CWEE Program Details	4
CWEE FAQ's- Frequently Asked Questions	7

## **COOPERATIVE WORK EXPERIENCE EDUCATION**

### **Mission Statement**

Cooperative Work Experience Education (CWEE) is an *academic program* in which students earn college credit for *what they learn while working* at paid jobs or as volunteers (even if self-employed). Students, with the guidance of their work supervisor and CWEE instructor/coordinator, set their own Learning Objectives, which they fulfill during the semester. Learning Objectives are the "heart" of the program. They define what and how a student will learn on the job during the semester. By developing and achieving Learning Objectives, students are able to demonstrate to their supervisors their ability to learn and grow, and increase the student's value as an employee.

### **Student Learning Outcomes**

Students will be able to characterize a good working relationship.

Students will be able to adjust behavioral responses to stressful situations.

## PROGRAM DETAILS

Cooperative Work Experience Education (CWEE) is an *academic program* in which students earn college credit for *what they learn while working* at paid jobs or as volunteers (even if self-employed). Students, with the guidance of their work supervisor and CWEE instructor/coordinator, set their own Learning Objectives, which they fulfill during the semester. Learning Objectives are the "heart" of the program. They define what and how a student will learn on the job during the semester. By developing and achieving Learning Objectives, students are able to demonstrate to their supervisors their ability to learn and grow, and increase the student's value as an employee.

### Eligibility

Taft College students who are currently employed or who have secured a paid or unpaid internship or volunteer opportunity are eligible to enroll in a CWEE course. Students must have the support and commitment of their supervisor. CWEE does not secure employment or internship/volunteer placement for students. Students seeking employment or internship/volunteer opportunities should visit [CCN](#)-- the Taft College Job Board or contact the Taft College Workforce Center at [CareerReady@taftcollege.edu](mailto:CareerReady@taftcollege.edu).

### Application Process

If you are a Taft College student interested in earning degree applicable, non-transferable units for what you learn on the job and you have the support/commitment of your supervisor, complete the CWEE [Student Data Form](#) found on the Work Experience webpage. Next, add yourself to the WKEX 1014 General Work Experience course (waitlist) using Cougar Tracks at [www.taftcollege.edu](http://www.taftcollege.edu). Await an email from the CWEE Coordinator confirming your ability to move from Waitlist to Enrolled and solidify your orientation time/date for the first week of school. Prior to your on-campus orientation during the first week of school, meet with your supervisor and review the *Letter to Employer* and complete the *Learning Station Agreement Form* (see *Required Forms* section of webpage). This course requires the commitment and support of your supervisor. If they do not agree to helping you set objectives, meeting with me for an onsite consultation, and signing off on all of the legally required paperwork, you are unable to take this course. Bring the completed/signed Learning Station Agreement Form to your orientation.

### Timelines\*

Work Experience Course Start Date	Student Data Form Due	On-Campus Orientations	Onsite Consultations
January	December 15	Mid-January	Late January
Mid-March	February 15	Mid-March	Late March
June	May 15	Early June	Mid-June
August	July 15	Mid-August	Late August
Mid-October	September 15	Mid-October	Late October

*\*Tentative and may change without notice*

### **Time Commitment**

Time commitment varies based on number of units enrolled. Students may enroll in 1-3 units of Work Experience per semester. For each unit a student is enrolled, student must ensure that they complete at least 60 hours (if unpaid) or 75 hours (if paid) for each enrolled unit over the duration of the semester.

<b>Units</b>	<b>Min. PAID hours required</b>	<b>Min. UNPAID hours required</b>
1	75	60
2	150	120
3	225	180

### **Course Length**

Work Experience course length may vary from 4 weeks to 16 weeks. Please refer to Cougar Tracks course schedule to verify specific course length.

### **Course Requirements**

#### *Student Data Form*

Students must provide details of their education and employment via the Student Data Form. This allows CWEE Coordinator to verify employment and confirm student is eligible for a CWEE course.

#### *Learning Station Agreement*

Prior to your on-campus orientation during the first week of the course, meet with your supervisor and review the attached *Letter to Employer* and complete the attached *Learning Station Agreement Form*. This course requires the commitment and support of your supervisor. If they do not agree to helping you set objectives, meeting with me for an onsite consultation, and signing off on all of the legally required paperwork, you are unable to take this course. Bring the completed/signed Learning Station Agreement Form to your orientation.

#### *On-Campus Orientation*

During the first week of the course, attend an on-campus orientation, submit your Learning Station Agreement, review course syllabus, discuss expectations of the course, and confirm your onsite consultation date/time where we will establish learning objectives with you and your supervisor at your place of employment during the second or third week of school.

#### *Onsite Consultation*

During the second or third week of school, meet with your CWEE Instructor and supervisor at your place of employment to draft your Learning Objectives Contract.

### *Learning Objectives Contract*

This document is the heart of the program, outlining your goals for the course, how you will complete them, and how they will be measured. Progress towards these objectives will be evaluated at mid-term and at the conclusion of these course. In order to pass this course, students must make acceptable progress towards or complete each learning objective set.

### *Evaluations*

Students and employer/supervisor will evaluate the students' skills and SLO's at the beginning, middle, and end of the Work Experience course. The instructor will review these evaluations and factor them in to the grade awarded in this course.

### *Timesheet*

Students must maintain a timesheet documenting the hours worked throughout the semester. This timesheet must be verified by the employer/supervisor and student via signature upon completion of the course. Minimum hour requirements for CWEE courses are set by the state (see below). Students who fail to meet minimum hour requirements will not pass the course.

<b>Units</b>	<b>Min. PAID hours required</b>	<b>Min. UNPAID hours required</b>
1	75	60
2	150	120
3	225	180

## **CWEE FAQ's -- FREQUENTLY ASKED QUESTIONS**

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

Work Experience is a Taft College program aimed at helping currently employed students or students working as volunteers or interns become better employees while providing them the opportunity to earn degree applicable elective units during their typical work hours. This is an independent study course, which means students do not have specific set hours that they are required to come to a physical classroom to learn but do have required activities that they must complete by deadlines.

Students participating in the TC WKEX program will attend a required orientation during the first week of the course which will provide an overview of the syllabus and expectations. The second or third week of the course will include a required onsite consultation at the students' place of employment with the student, supervisor, and WKEX course instructor to set the on-the-job learning objectives that the student will achieve during the semester. The remainder of the course will be conducted using an online Canvas classroom shell. Required course activities include: completion of the required forms (Student Information, Learning Objectives Contract, Learning Station Agreement, Self-Evaluations, Employer Evaluations, and Timesheet), a reflection paper on your experience, and an updated resume.

Students will be awarded units based on the number of paid or unpaid hours they complete between the date that they enroll in the Work Experience course and the date the semester ends. Students' grade will be determined by evaluation results.

### **Do I have to come to campus for the Work Experience Course?**

Yes. There is a mandatory on-campus orientation during the first week of the session. However, the remaining requirements of the course can be completed online through Canvas.

### **Are Work Experience Units transferable?**

WKEX 1014 General Work Experience units are non-transferable but count as Taft College degree applicable elective units. Please consult your education plan and/or Counselor prior to enrolling in a Work Experience course.

### **Can I get credit for work that I have already done?**

No. Only hours worked during the time a student is enrolled in the WKEX course may count towards the course.

### **I am not employed and do not have an internship, can I take a WKEX course?**

No. Only Taft College students who are currently employed or have secured an internship are eligible for this course. Students seeking employment or internship/volunteer opportunities should visit [CCN](#)-- the Taft College Job Board or contact the Taft College Workforce Center at [CareerReady@taftcollege.edu](mailto:CareerReady@taftcollege.edu).

### **What if I have a change in employment or supervisor during this course?**

Any changes in employment or work hours must be reported immediately so that we can make adjustments, if possible. These situations will be handled on a case to case basis.

### **Are there specific meetings times each week?**

No, but there are specific deadlines that need to be met. There is flexibility allowing you options on when you complete the requirements.

### **I want to take a WKEX course, but am not sure what to do?**

If you are a Taft College student interested in earning degree applicable, non-transferable units for what you learn on the job and you have the support/commitment of your supervisor, complete the CWEE [Student Data Form](#) found on the Work Experience webpage. Next, add yourself to the WKEX 1014 General Work Experience course (waitlist) using Cougar Tracks at [www.taftcollege.edu](http://www.taftcollege.edu). Await an email from the CWEE Coordinator confirming your ability to move from Waitlist to Enrolled and solidify your orientation time/date for the first week of school. Prior to your on-campus orientation during the first week of school, meet with your supervisor and review the *Letter to Employer* and complete the *Learning Station Agreement Form* (see *Required Forms on Work Experience webpage*). This course requires the commitment and support of your supervisor. If they do not agree to helping you set objectives, meeting with me for an onsite consultation, and signing off on all of the legally required paperwork, you are unable to take this course. Bring the completed/signed Learning Station Agreement Form to your orientation.