

# **STUDENT COOPERATIVE WORK EXPERIENCE EDUCATION/INTERNSHIP HANDBOOK**

For more information, please call  
760-252-2411 ext 7383

Barstow Community College  
Cooperative Work Experience  
October 13, 2008

# Important Dates

Dates to remember to turn in work or forms to the CWEE Program.

Material To Turn In	Approximate Time Due	Date Due (Please fill in)
Form 1 & 2	Before enrolling	
Rough Draft of Learning Objectives	Before enrolling	
Form 3 Learning Objectives Contract	Before enrolling	
Assignment 1	As per instructor	
Assignment 2	As per instructor	
Time Sheet 1	At the end of the 4 <sup>th</sup> week	
Time Sheet 2	At the end of the 12 <sup>th</sup> week	
Time Sheet 3	Before finals week	

Student's Name \_\_\_\_\_

Course Number \_\_\_\_\_

Instructor's Name \_\_\_\_\_

CWEE/Internship Program Telephone 760-252-2411 ext \_\_\_\_\_

## CWEE/Internship Student Handbook

Barstow Community College  
Cooperative Work Experience  
October 13, 2008

## Table of Contents

Important Dates.....	2
Cooperative Work Experience Education/Internship .....	4
Enrollment Explanation .....	4
What is CWEE or an Internship?.....	5
Why do Work Experience?.....	5
Advantages.....	5
Additional Advantages.....	6
Expectations.....	6
Employers expect you to:.....	6
You can expect your employer to: .....	7
Getting the most out of your work experience.....	8
Additional guidelines:.....	8
Work Experience Activities.....	10
Enroll.....	10
Write your Learning Objectives.....	10
Learning Objectives Contract .....	10
Orientation .....	10
Timesheets .....	10
Complete the Learning Objectives.....	10
Work Hour Requirements (Fall and Spring semesters) .....	11
Grading Policy .....	11
Attendance Policy .....	11
Appointment Policy .....	11
Grading Policies.....	11
Incompletes.....	12
How Your Projects will be Graded.....	12
Grading Rubric.....	13
Writing Learning Objectives.....	14
Learning objectives- What are they and why do them?.....	14
Learning objectives should: .....	14
Carefully planned Learning Objectives should be:.....	14
Writing your learning objectives .....	15
First Part.....	15
Second Part .....	15
Third Part .....	15
Steps to writing and completing workplace learning objectives. ....	16
Types of learning objectives .....	16
Examples of work experience learning objectives.....	16
Action words.....	19
Learning Objectives Rough Draft.....	21
APPENDIX.....	23
Work Experience Application.....	24
Student Agreement.....	25
Work Experience Timesheet.....	27
Units and Course Agreement.....	28
NOTES.....	29

## Cooperative Work Experience Education/Internship

### **Enrollment Explanation**

You will be or were enrolled in *COOP 82 Occupational Work Experience* or *COOP 83 General Work Experience* for one unit. During the required orientation meeting, you will review your work schedule, your work position, and its relation to your field of study. This will determine the course and number of units in which you will be enrolled.

**Example:** If you are typically scheduled and paid to work 20 hours a week over the 9 week session (180 hours), you may enroll in a maximum of 2 units (75 hours of paid work = 1 unit)

If you are typically scheduled on a volunteer only basis 20 hours a week over the 9 week session (180 hours), you may enroll in a maximum of 3 units (60 hours of volunteer work = 1 unit)

*For Career Technical Education students:* If your position is directly related to your major, you will be enrolled in the Work Experience course from that major. If it is not, you will be enrolled in COOP 82. Your transcript will reflect the information indicated in the submitted Units and Course Agreement.

**Example:** If your major is Cosmetology and your work is directly related to cosmetology, you will be enrolled in *COSM 82 Occupational Work Experience in Cosmetology*. Units enrolled in will be based on the number of hours of paid/volunteer activity.

If your major is Cosmetology and your work is **not** directly related to cosmetology, you will be enrolled in *COOP 82 Occupational Work Experience*. Units enrolled in will be based on the number of hours of paid/volunteer activity.

*For Non- Career Technical Education students:* You will be or were placed in *COOP 83 General Work Experience*. Units enrolled in will be based on the number of hours of paid/volunteer activity.

You will be required to complete a form outlining your major, your expected work hours and a brief description of your job duties prior to arriving at the orientation. The description should be based on the learning objectives that are required. The instructor will review this information with you and the Units and Course Agreement will be signed and submitted to Admissions and Records at which point you will be registered in the correct course and the appropriate number of units. (SEE Appendix)

**\*\*\*\*\*You need to keep accurate records of your work hours. If at the end of the 9-week session, you have not completed the required hours for the assigned units; your number of units could be reduced.**

## ***What is CWEE or an Internship?***

An internship is an experience where students, while enrolled in college, have the opportunity to gain valuable experience through work. CWEE and Internships must have educational value for the student while employed. The work experience can be paid or unpaid.

When you enroll in a CWEE course, you will not be expected to attend a “class” on a regular basis like your other classes. The majority of your “class” will be spent on the work site. You will be required to do and/or submit various items related to the class in order to receive credit. You will be required to work a minimum number of hours to receive college units of credit. See Work Hour requirements for details, Page 10

Barstow Community College faculty and staff coordinate the CWEE/Internship program. For more information or if you have questions, please contact the CWEE office at 760-252-2411 ext \_\_\_\_\_.

## ***Why do Work Experience?***

What benefits are there to doing work experience? Doesn't it delay my graduation? Isn't it cheaper to just to take other classes and finish school, and then go to work?

What will Cooperative Work Experience or an Intern program do for me?

## **Advantages**

### *Get a head start into your field.*

A key advantage of work experience/ internship is to gain experience in order to break into the field. Many employers will hire only experienced people. That leaves new college graduates trying to figure out how to begin in their chosen field. Participating in an internship is a great way around this obstacle.

### *Explore a career*

Are trying to figure out what you want to do with your life or in your career? Through a CWEE/internship you can learn firsthand what you can expect to do in that field. It is better to find out early that what you thought you could do for the rest of your life, you really is not for you. You can take classes, work in that field and experience what goes on in that career. The experience of actually doing the job and seeing firsthand what the career entails can be life changing.

You will find out if that is for you. Is it as exciting as you thought it would be? Is it going to challenge you and keep you interested?

### *Improve how well you do as a college student*

Generally, students that do work experience do better in college. Students tend to stay more focused on their education because they have goal in sight and are working toward reaching that goal. This motivates them to perform better and to stay in school to reach their goals.

Another advantage to getting involved in work experience is that it makes what you are learning in the classroom more meaningful. When you are able to relate what is being

taught in the classroom to what you have experienced on the job class performance improves. No longer is the material abstract. It is has real and immediate meaning.

## **Additional Advantages**

*References:* Through your work experience, you will get to know a lot of people and they will get to know you and your work. They will take a personal interest in you and your career. When it comes time to seek a full time position, many of these individuals could act as valuable references for you. They have firsthand knowledge of your work, your work habits, and your interpersonal style.

*Establishing a network:* Networks are links that can help you advance your career. The people you encounter in work experience are potential links in your network. You know these people who know other people. Through these connections you can be introduced to others in your field that may know of employment opportunities in your field. If an opening comes up that they believe is right for you, they might contact you about it.

*Higher salary:* You will gain valuable experience while completing your work experience. This experience can justify asking an employer for a higher rate of pay than if you were applying for the same position with no experience. You will be able to contribute faster since you developed some of the skills required for the job during your work experience.

*May turn into a job:* Some employers use the internship as a way to evaluate potential new employees. Never assume that work experience will turn into a job. Even if you are performing well during your work experience, there is no guarantee it will lead to a full time position. Use this experience to obtain the position you want whether or not it is with your work experience organization or not.

## **Expectations**

### ***Employers expect you to:***

*Be an excellent worker*

*Dress appropriately:* Pay attention to what you wear and how you look. Your appearance can make or break your work experience. It is expected that you will merge into the professional environment. Each work station will have its own “dress code”. When you visit the work station to discuss the possibility of doing work experience at that site, observe the “dress code”- written or unwritten. This will allow you to show up on your first day dressed appropriately. This will ease first day jitters.

*Watch your attitude:* The attitude you project can make or break your work experience. Demonstrate that you are there to learn. Be willing to take on the tasks assigned even though you might believe they are below or above your level of expertise. Remember, you are quite possibly on a stage with others watching you for your reaction. Maintain the attitude of “Yes, I am here to learn.”

*Be attentive:* The sole purpose of your work experience should be to learn. Always be alert and responsive. Take notes when needed and ask questions to clarify any tasks and

assignments you are given. Above all be a good listener. Ask questions when you are unsure of your assigned tasks. It is far better to ask questions than to make mistakes that were avoidable.

*Have good work habits:* Employers demand good work habits from their employees and will expect the same from you. Do the assignments given you in a timely manner. If you get through with the assignment, request another. Watch and learn from the other workers what the accepted norm is when it comes to work station etiquette such as eating, socializing, personal calls, breaks, and etc. Always do less of these activities than co-workers.

*Provide customer service:* Remember, when you come in contact with the work station customers or clients, they will judge the organization through you. Represent your employer well. Networking was discussed earlier in the handbook. You never know when one of these people can help you professionally.

*Provide high quality of work:* Always produce the highest quality work product. Remember you are just learning so provide the best work possible for your area of expertise. People remember those who do good work no matter at what level they are. You never know if and when the position you are currently filling will become open or people above you will give your name to one of their contacts.

*Work accurately:* Check and recheck your work product before submitting or completing it. You want to be known for your high quality of work. It is better to be noticed for high work that takes a little longer rather than faster, lower quality work.

*Start your work day:* Arrive at work early and be ready to start your work day on time. Before you leave at the end of your shift, leave your work area ready for the next day when possible. Keep your work area neat. Being on time and prepared is noticed by employers.

*Show up when scheduled and be on time:* It should be obvious that you are expected to show up for work and be on time every day. Your employer gave you the opportunity to learn about your prospective career. They have made a commitment to you, please return the commitment. If you treat your work experience as a full time permanent job, you will earn the respect from the employer.

*Be ethical:* Ethical behavior is an absolute. Some guidelines to follow if you are unsure whether is ethical or not: Ask yourself – is it legal? If I do it, will I feel guilty? Will anyone else be harmed by my actions? When in doubt, ask your immediate supervisor.

### ***You can expect your employer to:***

*Assign someone to oversee your work:* If you are working in a large organization, do not expect to interact a lot with the owner. Employers are usually very busy. They do not have the time to be involved with all of their employees.

*Give you work to do:* The person that has been assigned to oversee you will provide you with sufficient work to keep you busy at the level of your experience. When you have questions, this should be the first person to ask. These tasks will probably not be too demanding at first. You may be given very basic tasks to do during the early periods of your work experience. As you gain confidence and experience in these basic tasks, the employers usually will give you more challenging tasks.

*Want you to learn a lot about the organization:* Observe others at work. This is a great way to learn. You will learn a lot by doing the tasks and assignments you are given. However, you can learn a lot by observing those around you.

## **Getting the most out of your work experience**

*Have a plan:* You need to decide what you want to get out of the work experience. One of the requirements of the work experience is to write several learning objectives. If you have some things that you wish to learn during your work experience, these learning objectives will be easier to write. Having a plan will help you select the work opportunity that will best address accomplishment of your plan.

*Get to know some of the employees and what they do:* As in any job search, you should do some research about the organization in which you are seeking to become employed. Talk to the employer or some of the employees. To find out more about the organization and/or the specific position, make an appointment with someone from the organization to do an “informal interview”. Ask questions to find out what the employees do on a typical day. Ask about the pros and cons.

*Get a mentor:* A mentor is a person who meets with you to provide advice on how to succeed, excel, or advance on the job. Select someone who is proficient in their job and whom has the traits that you would like to learn.

### **Additional guidelines:**

*Accepting criticism:* As you are learning your job, you may make mistakes. Your boss may criticize you. Accept constructive criticism. You are learning and growing professionally. Use this criticism as feedback and grow from it. Do not become defensive.

*Doing perfect work:* All new employees want to do their work perfectly. This should include you. However, remember that you are learning the job and that you are going to make mistakes. As you progress through the “learning curve”, your work will get better. Check and recheck your work before you submit it, but expect to make some mistakes as you learn.

*Watch what you say:* Be very careful what you say to whom. Never say negative things about any one you work with. You can never tell when it will come back to haunt you. Word travels fast through the “organizational grapevine”. Keep your negative comments well contained inside you own head.

*Show gratitude:* Everyone likes to feel appreciated. So do your supervisors and bosses. Take the time to thank them for giving you the opportunity to learn more about your career. Send them a thank you note each time you complete your work experience.

*Be a go-getter:* Take the initiative to take on tasks and get them done- quickly and accurately. Ask to be assigned tasks that are within your scope of work and ability. However, do not become antagonistic in your approach. You are there to watch and learn.

## **Work Experience Activities**

### ***Enroll***

Talk to a counselor about enrolling in work experience.  
Complete Forms 1 & 2

Enroll through Admissions and Records.

### ***Write your Learning Objectives***

Plan your objectives

Use the sheets under Learning Objectives on page 18 to complete a rough draft of your learning objectives.

Meet with your work supervisor to review your objectives

### ***Learning Objectives Contract***

Complete Form 3

Obtain approval of your learning objectives from your work experience instructor or work experience Program Manager.

Turn in the original to the Work Experience Program office with all of the required signatures. Keep a copy for you to review.

### ***Orientation***

Attend the scheduled orientation at the beginning of each semester.

### ***Timesheets***

Obtain a timesheet from the Work Experience office or download it from \_\_\_\_\_

Turn in your timesheets into the Work Experience office by the due dates.

***No timesheets will be accepted after the last due date of the semester.***

### ***Complete the Learning Objectives***

Submit to your instructor (per the agreed format) how you met your learning objectives and what you learned from them.

## Work Hour Requirements (Fall and Spring semesters)

Units Taken		Paid	Not paid	Approximate hours per week in 9 weeks	Approximate hours per week in 18 weeks
1 unit	=	75 hours		8	4
			60 hours	6.6	3.3
2 units	=	150		16.6	8.3
			120	13.4	6.7
3 units	=	225		26	13
			180	20	10
4 units	=	300		33.4	16.7
			240	26.6	13.3

## Grading Policy

Cooperative Work Experience is graded on a Credit/No Credit basis.

## Attendance Policy

- Comply with employer's on-the-job attendance policy
- Notify the CWEE Office if you drop below 7 units of course work during the Fall/Spring Semesters or under one class during the summer session.
- Notify CWEE faculty/staff if you change your place of employment
- Be available to meet with CWEE faculty/staff
- Log your hours using CWEE timesheets
- Student must be working in either a paid or non-paid job.

## Appointment Policy

- You are required to schedule your own appointments with CWEE faculty/staff. Scheduled appointments must be kept or points will be deducted from your overall grade. If you need to cancel an appointment, please call 760-252-2411 ext \_\_\_\_\_. You must give at least 24 hour notice to cancel an appointment.
- If you are late for an appointment, meeting or orientation, points will be deducted from your overall CWEE grade.
- If you are considerably late for an appointment, meeting or orientation, your time slot will be removed and you will have to reschedule.

## Grading Policies

- If you are late or miss a scheduled appointment with CWEE faculty, points will be deducted from your overall grade.
- Credit is awarded on the basis of projects completed and the number of hours worked.
- Each student needs a minimum of 75 hours of paid work for each unit or 60 hours of unpaid work for each unit.
- The grade you earn will be a direct reflection on the amount of effort you put forth towards satisfying the course requirements.

- Timesheets must be turned in by the due dates.
- Late work will result in a grade reduction (no late work will accepted after the end of each semester)
- Contact the instructor to review graded projects.

## Incompletes

- The grading policy requires that an Incomplete (I) grade can only be given for satisfactory but incomplete work for “unforeseeable emergency and justifiable reasons” which occur at the end of the semester or term. It is the student’s responsibility to contact the CWEE instructor and request an Incomplete in writing. If the instructor has not been contacted, the student may receive an “F” or another letter grade as appropriate.

## How Your Projects will be Graded

All Projects/Assignments must include the following:

1. *Introduction*- In one or two paragraphs introduce and identify the point of your paper.
2. *Body*- In this section, describe, explain, and discuss the topic.
3. *Conclusion*- In this final section, summarize your findings.

The following criteria must be used when formatting your paper:

1. All pages must be typed and double spaced.
2. 12 point font must be used.

When writing your papers you should:

1. Strive for clarity
2. Strive for accuracy
3. Develop a sense of relevance
4. Develop a sense of consistency
5. Develop a sense of significance
6. Develop a depth and often breadth of a subject.

# Grading Rubric

THE FOLLOWING PERFORMANCE STANDARDS WILL BE USED FOR GRADING:

GRADE	CRITERIA
A	Provides fully elaborated ideas. Organization is smooth, logical and purposeful. Provides several examples for the reader. Examples and details were well chosen and developed Adequate sentence structure and vocabulary/spelling In depth analysis of the topic with complete discussion
B	Provides generally clear ideas Organization is generally smooth, logical and purposeful, but has organizational inconsistencies Somewhat limited development of ideas Provides some examples for the reader Some errors in sentence structure and vocabulary/spelling
C	Ideas tend to be listed rather than elaborated with examples Weak sentence structure Basic use of vocabulary Several spelling errors Lack of in depth analysis
D	Poorly stated ideas Overall lack of organization Carelessness or lack of ability Very general Too brief of a summary or reaction Many errors in overall work

# Writing Learning Objectives

## ***Learning objectives- What are they and why do them?***

As part of your work experience you will be required to develop and concisely define three (3) workplace learning objectives with your supervisor. Workplace objectives are opportunities to learn on the job. They provide the work experience that will be a valuable addition to your resume and future success in the job market.

These learning objectives should bring mutual benefit to both you and the organization hosting your position. These objectives should connect your academic experience to the real world of work. A good objective will further your knowledge and skills as well as contribute positively to the success of the organization. Your success is based on the value you bring to the organization. Achievement of these objectives will yield this value.

Learning objectives are a list of skills and traits that you wish to accomplish or develop through your work experience. These skills and traits must be measurable and meaningful. To be measurable, they must be realistic. When you write learning objectives, you should focus on areas that you, your employer, and your college instructor believe you should be able to do when you have completed your work experience. This will help you get the most out of your work experience.

In order to know if an objective has been accomplished, you must first need to define the desired result or goal. A goal must be specific and measurable. The key elements are: ***what*** the goal is, ***how*** the goal will be accomplished, ***how*** it will be measured, and ***when*** it will be accomplished.

Time must be a consideration in defining the goal. Be realistic in setting the goal. If a goal is not reached, discuss the progress that was made in the paper you will be required to write. The outcome of any task is *what* was learned.

### **Learning objectives should:**

1. Allow you to learn something new or a new way of doing something.
2. Provide you with the opportunity to observe a work environment and learn how and what takes place in a work environment.

### **Carefully planned Learning Objectives should be:**

- *Understandable*- written in clear, simple language, this communicates the meaning to all interested parties.
- *Challenging*- difficult enough to stimulate interest and be worth the college credit.
- *Achievable*- Capable of being accomplished within the prescribed time line.
- *Measurable*- specific enough to provide for the observation and verification of accomplishment.

## ***Writing your learning objectives***

You will be required to write a minimum of three (3) learning objectives. Each of these objectives requires three (3) parts. The first part is a general statement of what you would like to learn. The second part is a detailed description of your learning objective and how you plan to accomplish it. The third part is when you are going to complete it.

### **First Part**

- a. Describe the goal by beginning the sentence with an “action” word. (i.e. - demonstrate, create, develop, etc).
- b. Describe how the goal will be accomplished using the word “by” to connect the two components. (i.e. - by making, by gathering, by writing, etc.)

Here are some examples:

Upon completing my work experience, I will be able to:

- Demonstrate my ability to make change to customers by correctly counting back change 98% of the time.
- Create a basic spreadsheet using Excel by developing at least a 250 entry spreadsheet related to my work experience.
- Accurately complete insurance forms by making the required entries on a minimum of 200 forms related to my work experience.
- Demonstrate my ability to install software on a computer by installing at least one new software program related my work experience.

***Think specific, tangible, and can be completed in one semester.***

### **Second Part**

Tell “who” will evaluate the project and “how” it will be evaluated.

The supervisor will evaluate my achievement of this objective by:

- Observing me count back change to at least 20 customers and calculate my accuracy.
- Using the spreadsheet I created looking for accuracy and interactivity.
- Reviewing my completed insurance forms for accuracy and completeness.
- Observing me install a new software package on a computer.

### **Third Part**

Provide the date the objective will be completed.

- My supervisor will observe me counting back change to at least 20 customers by the week before finals.
- My supervisor will use the spreadsheet I created by December 10, 200X.
- My supervisor will review the insurance forms, for accuracy and completeness. It will be completed by May 1<sup>st</sup>, 200X.
- My supervisor will observe me installing new software on a computer by December 1<sup>st</sup>, 200X.

## **Steps to writing and completing workplace learning objectives.**

1. Develop ideas for workplace learning objectives before you meet with your supervisor.
2. Discuss ideas with supervisor and choose three learning objectives.
3. Write learning objectives on work experience project agreement form.
4. You and your employer sign and date work experience project agreement form.
5. Schedule and attend advisor meeting with Work Experience faculty member for approval of objectives.
6. Complete work experience project.
7. Have supervisor sign, date and evaluate outcomes of your objectives on your work experience agreement form.
8. Write a 1-2 page paper summarizing the results of your work experience.
9. Attach the work experience project agreement form to your paper.

## **Types of learning objectives**

*New assignments:* If you use your current job as your work experience project, you will need to have new learning experiences that can be stated in objective form. To assist you in writing your new objectives, consider the requirements of the job that is currently a step above yours. Write your objectives about what you will need to learn to be promoted.

*Personal improvement:* Think about your interactions at work and how you could develop personal habits or social skills that would allow you to become a more coveted employee. Examples: How could you improve your communication with co-workers? Increased knowledge? New Ideas? Increased production? Better cooperation? Smother work flow?

*Creative:* Look at present procedures and identify what can be done to improve them. List the steps necessary, perform them and report on the outcome. Measure the effectiveness and determine if adjustments are needed.

*Routine duties:* Consider new and creative ways to improve your daily job duties or create new aspects for improving efficiency. Analyze the end result desired and steps required to achieve it.

*Problem solving:* Identify and define a problem in your work environment that can be corrected. Develop a plan to solve the problem and benefit your organization. Solutions can relate to safety, processes, and systems of operations, communication, teamwork, efficiency, cost reduction, and increased revenues.

## **Examples of work experience learning objectives**

### **Interpersonal**

What will be learned?

I will learn how to build up networking relationships with professionals in my industry.

How will it be learned?

I will introduce myself to people connected to my industry by attending at least two events where industry people will be present. I will make connections with at least 10 people in the industry. I will complete this by December 1<sup>st</sup>, 200X.

#### **What will be learned?**

I will learn good office work habits.

#### **How will it be learned?**

I will keep a daily schedule of my work hours, absences, tardies, and review my records twice with my supervisor. I will complete this by December 1<sup>st</sup>, 200X.

#### **What will be learned?**

I will learn how to conduct a professional business telephone call.

#### **How will it be learned?**

I will listen to my supervisor conduct three calls. I will then make 3-4 calls with my supervisor listening. I will complete this by May 1<sup>st</sup>, 200X.

### **Computer Related**

#### **What will be learned?**

I will learn how to program scanners.

#### **How will it be learned?**

I will observe my supervisor using the scanner and take notes on the steps. I will practice on my own two times while the supervisor is present. Then I will use the scanner at least 10 times on my own until I can use it skillfully. I will complete this by December 1<sup>st</sup>, 200X.

#### **What will be learned?**

I will learn how to create web pages.

#### **How will it be learned?**

I will use FrontPage and/or Dreamweaver to create at least one web page. I will upload the web page(s) to the company's website. I will complete this by December 1<sup>st</sup>, 200X.

### **Customer Service**

#### **What will be learned?**

I will learn how to provide customer service.

#### **How will it be learned?**

I will watch others providing customer service and answer product questions for one week. I will help 3-5 customers with my supervisor watching and providing me with feedback. I will work independently and provide customer service to ten customers per day for eight weeks. I will complete this by October 1<sup>st</sup>, 200X.

### **Office**

#### **What will be learned?**

I will learn how to complete bills for new vendors.

#### **How will it be learned?**

I will observe my supervisor completing one to two bills for new vendors. I will complete two bills with my supervisor observing my work and making correction as necessary. I will create at least ten bills for new vendors. I will complete this by December 1<sup>st</sup>, 200X.

### What will be learned?

I will learn how to prepare business forms.

### How will it be learned?

I will observe an experienced person make a business form. I will discuss ideas for two new forms for the office and get feedback on my ideas. I will create two new forms and make corrections. I will complete this by May 1<sup>st</sup>, 200X.

## Action words

Creative	Clerical & Research	Human Resources	Management & Leadership	Management & Leadership (con't)
Author	Arrange	Advise	Administer	Propose
Conceive	Automate	Assess	Analyze	Recommend
Create	Budget	Assist	Assign	Reduce
Design	Catalog	Clarify	Attain	Remove
Develop	Categorize	Coach	Authorize	Replace
Devise	Calculate	Collaborate	Chair	Reposition
Direct	Classify	Consult	Consolidate	Reproduce
Enhance	Collect	Counsel	Contract	Retain
Establish	Compare	Diagnose	Control	Review
Formulate	Compile	Educate	Coordinate	Revise
Illustrate	Complete	Employ	Delegate	Schedule
Improve	Compute	Group	Develop	Simplify
Initiate	Critique	Guide	Direct	Strengthen
Introduce	Decrease	Handle	Evaluate	Supervise
Invent	Diagnose	Hire	Enact	
Launch	Dispatch	Integrate	Establish	
Market	Distributed	Mediate	Exceed	
Originate	Evaluate	Monitor	Execute	
Plan	Examine	Motivate	Expand	
Prepare	Execute	Negotiate	Guide	
Produce	Generate	Recruit	Head	
Propose	Identify	Represent	Implement	
Set Up	Inspect	Select	Improve	
Structure	Interview	Sponsor	Incorporate	
Wrote	Investigate	Strengthen	Increase	
	Monitor	Train	Initiate	
	Operate		Institute	
	Organize		Investigate	
	Prepare		Launch	
	Process		Lead	
	Purchase		Maintain	
	Record		Manage	
	Retrieve		Mediate	
	Review		Negotiate	
	Separate		Organize	
	Schedule		Oversaw	
	Screen		Perform	
	Summarize		Plan	
	Survey		Prioritize	
	Tabulate		Produce	
	Verify			

<b>Technical</b>	<b>Communications</b>	<b>Financial</b>	<b>Teaching</b>	<b>Critical Thinking</b>
Assemble	Address	Allocate	Advise	Analyze
Build	Arbitrate	Analyze	Clarify	Appraise
Calculate	Arrange	Appraise	Coach	Arrange
Change	Articulate	Audit	Communicate	Assemble
Complete	Author	Balance	Encourage	Assess
Compute	Convince	Budget	Evaluate	Calculate
Convert	Correspond	Calculate	Explain	Categorize
Construct	Define	Compute	Guide	Choose
Construct	Develop	Forecast	Influence	Collect
Design	Direct	Increase	Inform	Compare
Engineer	Draft	List	Instruct	Compose
Operate	Edit	Manage	Interpret	Construct
Overhaul	Enlist	Market	Persuade	Create
Modify	Formulate	Plan	Rewrite	Design
Program	Influence	Project	Stimulate	Diagram
Remodel	Interpret	Research	Train	Estimate
Repair	Interview	Tabulate		Evaluate
Restructure	Lecture	Transfer		Examine
Solve	Moderate	Update		Formulate
upgrade	Negotiate			Inspect
	Participate			Measure
	Persuade			Organize
	Present			Plan
	Preside			Prepare
	Promote			Rate
	Publicize			Revise
	Recruit			Select
	Represent			Setup
	Sell			Score
	Speak			Solve
	Translate			Test
	Write			

## Learning Objectives Rough Draft

Use the following to create a rough draft of your three work experience learning objectives.

### Objective #1

Describe the goal by beginning the sentence with an “action” word.

---

---

Describe how the goal will be accomplished using the word “by” to connect the two components.

---

---

Tell “who” will evaluate the project and “how” it will be evaluated.

---

---

Provide the date the objective will be completed.

---

---

### Objective #2

Describe the goal by beginning the sentence with an “action” word.

---

---

Describe how the goal will be accomplished using the word “by” to connect the two components.

---

---

Tell “who” will evaluate the project and “how” it will be evaluated.

---

---

Provide the date the objective will be completed.

---

---

### Objective #3

Describe the goal by beginning the sentence with an “action” word.

---

---

Describe how the goal will be accomplished using the word “by” to connect the two components.

---

---

Tell “who” will evaluate the project and “how” it will be evaluated.

---

---

Provide the date the objective will be completed.

---

---

**Once you have completed these objectives, review them with your supervisor. They will need to sign off before you start.**

Your learning objectives have been:

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

\_\_\_ Not Approved, please correct.      Date: \_\_\_\_\_

\_\_\_ Your objectives need to be made “measurable”.

\_\_\_ Other: \_\_\_\_\_

For information about correcting your learning objectives, call the Work Experience Program office at 760-252-2411 ext \_\_\_\_\_

# APPENDIX

# Work Experience Application

200\_\_ Fall \_\_ Spring \_\_ Summer \_\_

\_\_\_\_\_  
(Print) Last Name                      First                      Student Id #                      Social Security #

\_\_\_\_\_  
Address                      City & State                      Zip Code

(\_\_\_\_) \_\_\_\_\_                      (\_\_\_\_) \_\_\_\_\_                      \_\_\_\_\_  
Home Telephone                      Message Telephone                      Email address

What is your major? \_\_\_\_\_

Is the work experience related to your potential career goal?    Yes \_\_\_\_                      No \_\_\_\_

## WORK STATION CONTACT INFORMATION

_____ Organization Name	_____ Street Address	_____ City	_____ Zip Code
_____ Immediate Supervisor	_____ Supervisor's Job Title	_____ Supervisor's Telephone #	
_____ Supervisor's Email Address	(____) _____ Supervisor's Fax Number		

ADDITIONAL INFORMATION:    Course title: \_\_\_\_\_                      Section # \_\_\_\_\_  
Total units of Work Experience: \_\_\_\_                      How many other classes are you enrolled in this semester? \_\_\_\_  
Total number of BCC units in which you are enrolled, including the work experience? \_\_\_\_\_

Please check one:    \_\_\_\_ paid (at least minimum wage)                      \_\_\_\_ Unpaid

## HOURS OF WORK REQUIRED:

I need to work \_\_\_\_ hours this session to earn the work experience units.  
( If **paid**, 75 work hours X the number of units: if **unpaid**, 60 work hours X the number of units)  
I will work approximately \_\_\_\_\_ hours per week.

Briefly describe your work experience duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student signature                      College Instructor or CWEE Staff                      Date

For Office staff only: Please initial _____
Attended Orientation: Yes ____ No ____ Date of Orientation _____

# Student Agreement

200\_\_ Fall \_\_ Spring \_\_ Summer \_\_

\_\_\_\_\_  
(Print) Last Name

\_\_\_\_\_  
First

\_\_\_\_\_  
Student Id #

\_\_\_\_\_  
Work Experience Course Title

\_\_\_\_\_  
Instructor

To receive credit for my work experience class, I understand and agree to the following:

1. I will complete all relevant paperwork for the Work Experience class.
2. I will attend one Work Experience Orientation to receive information about the Work Experience Program.
3. I will work with my immediate supervisor and college instructor to prepare three learning objectives that I will work to achieved during the semester. These objectives must be new or expanded learning goals for me. The objectives will be finalized and agreed upon by my immediate supervisor, the Work Experience Program staff, my college instructor, and myself before I am able to enroll in the work experience class.
4. I will work at least the minimum number of hours required for receiving college credit for the work experience. **If I am getting paid, I must work 75 hours for each unit of credit. If I am not getting paid (or making less than minimum wage), I must work 60 hours per unit of credit.** I will notify the Work Experience Program of any change of employment.
5. I will fax, mail, or hand carry to the Work Experience Program timesheets showing the work experience worked. I will be informed of the timesheet due dates at the Orientation Meeting or in the Work Experience Program office.
6. I will also email, fax, mail, or hand carry any required written assignments to my college instructor or the Work Experience Program office.
7. Failure to fulfill any of the items above will result in my being dropped from the Work Experience Program or receiving a non-passing grade.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# Learning Objectives Contract

\_\_\_\_\_  
Last Name First Name

ID# \_\_\_\_\_ Course Title: \_\_\_\_\_

Organization: \_\_\_\_\_ Student Position: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

## STUDENT LEARNING OBJECTIVES

*Each semester it is necessary to identify **THREE** new learning objectives. Work Experience students are expected to expand their job responsibilities or get involved in new learning experiences. The learning objectives must be **specific, measurable, and within the student's ability to accomplish**. The learning objectives must be (1) formulated by the student, and (2) reviewed and approved by both the employer and college instructor before enrolling in the class.*

### LEARNING OUTCOME #1

What will be learned? \_\_\_\_\_  
\_\_\_\_\_

How will it be learned? \_\_\_\_\_  
\_\_\_\_\_

### LEARNING OUTCOME #2

What will be learned? \_\_\_\_\_  
\_\_\_\_\_

How will it be learned? \_\_\_\_\_  
\_\_\_\_\_

### LEARNING OUTCOME #3

What will be learned? \_\_\_\_\_  
\_\_\_\_\_

How will it be learned? \_\_\_\_\_  
\_\_\_\_\_

We agree with the validity of the learning objectives specified above. The employer and college agree to provide the necessary supervision and support to insure that the student receives appropriate educational benefit from this work-based learning experience. It is understood that the employer will provide adequate protection through "worker's compensation and/or liability insurance as required by law. Barstow Community College is considered the employer for work experience students working on an unpaid basis. The Work Experience Program and the participating employers operate without regard to race, age, sex, religion, national origin or handicap.

## APPROVAL OF LEARNING OBJECTIVES AND STATEMENT ABOVE

\_\_\_\_\_  
Immediate Work Supervisor BCC Instructor Date

\_\_\_\_\_  
BCC Work Experience Student BCC Work Experience Coordinator

# Work Experience Timesheet

200\_\_ Fall \_\_\_ Spring \_\_\_ Summer \_\_\_

\_\_\_\_\_  
(Print) Last Name

\_\_\_\_\_  
First

\_\_\_\_\_  
BCC Id #

\_\_\_\_\_  
Course Title

TOTAL HOURS WORKED THE MONTH OF \_\_\_\_\_, 200\_\_

Day of month	Hours worked						
1		9		17		25	
2		10		18		26	
3		11		19		27	
4		12		20		28	
5		12		21		29	
6		14		22		30	
7		15		23		31	
8		16		24			

TOTAL HOURS WORKED THIS MONTH OF \_\_\_\_\_, 200\_\_

Day of month	Hours worked						
1		9		17		25	
2		10		18		26	
3		11		19		27	
4		12		20		28	
5		12		21		29	
6		14		22		30	
7		15		23		31	
8		16		24			

TOTAL HOURS WORKED THIS MONTH OF \_\_\_\_\_, 200\_\_

Day of month	Hours worked						
1		9		17		25	
2		10		18		26	
3		11		19		27	
4		12		20		28	
5		12		21		29	
6		14		22		30	
7		15		23		31	
8		16		24			

**VERIFICATION OF WORK EXPERIENCE HOURS WORKED**

Student's Signature: \_\_\_\_\_

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

Immediate Supervisor's Signature: \_\_\_\_\_

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



## **NOTES**