
SYLLABUS

CUESTA COLLEGE COOPERATIVE WORK EXPERIENCE

Advisor Name: _____

Phone (O) _____ Best Time to call: _____

(Fax) _____ Email: _____

COURSE DESCRIPTION

In the Cooperative Work Experience class, students earn credit for their current employment and learn employment-enhancing skills through a cooperative effort between their employer, course Advisors and Co-op program staff. Class Curriculum is based on the skills employees need to be effective in the workplace. Students achieve specific, measurable, job related learning objectives, and explore job retention skills such as communication, work ethics, teamwork, and problem solving. General Work Experience meets graduation requirements; Occupational Work Experience allows CSU (elective) transferable units. Work Experience requirements include developing job objectives, conducting a job site visit, an introductory orientation session and a number of workshop/activities. The workshop sessions use self-assessments, discussion, and individual and small group exercises to help participants practice concepts of the course. The program is designed to increase workplace skills and enhance personal and professional effectiveness. **The Work Experience class may be taken a total of 4 times.**

Hours of Work per Week = Units

5-9	1 Units
10-14	2 Units
15-19	3 Units
20 or more	4 Units

Note: Students must be CURRENTLY working at least 5 hours a week and maintain their job throughout the semester to receive credit for this course.

At the end of the course students will be able to:

1. Have increased understanding of interpersonal skills as they relate to job retention. This may include:
 - **Basic skills.** Communication, listening, speaking.
 - **Thinking skills.** Creative thinking, problem solving, learning skills, reasoning.
2. Demonstrate increased skill at self-observation and awareness of behaviors.
3. Create measurable, achievable, time-limited work objectives.
4. Demonstrate increased skill at collaborating with a supervisor in achievement of an objective.
5. Develop greater resource options to be more effective in the workplace.
6. Identify personal, work effectiveness skills to improve job performance.

TEXT BOOKS/COURSE MATERIALS:

There is no required textbook for this course.
Course material handouts may be provided in class.

WORKSHOP ATTENDANCE/PARTICIPATION:

Workshop participation is extremely important. ATTENDANCE TO 6 HOURS OF WORKSHOPS/ACTIVITIES, COVERING DIFFERENT TOPICS, IS REQUIRED! It is the responsibility of the student to sign up and attend workshop sessions during the course of the semester. PLEASE BE ON TIME! Late arrivals will face the discretion of staff on admittance and/or points earned!

STUDENT LEARNING OBJECTIVES:

All students are required to develop four (4) learning objectives related to their current job. The objectives are to be submitted according to the Advisor's direction after the first meeting with the Advisor and accomplished by the end of the semester. The learning objectives must be approved and signed by the employer/supervisor **PRIOR TO** turning them in to the Work Experience Advisor. Students are encouraged to make copies for their own reference and for the employer/supervisor before handing them in to the Advisor.

WRITING ASSIGNMENT:

Students will write a Semester Essay, as described in the Student Handbook. Information should include discussion of the semester's Learning Objectives, a summary of the workshops attended, and their relevance to the student's semester or work experience.

JOB SITE VISIT:

At least one job site visit is conducted at the student's place of employment each semester. It will be the student's responsibility to arrange a time for the Advisor and supervisor to meet. At the visit, the student's learning objectives (previously approved by the supervisor and Advisor) will be reviewed and evaluated.

CHANGING JOBS:

Students are required to be working at their specified job throughout the entire semester. If there is a loss of, or change in employment, the Advisor **MUST** be notified. A revised learning objectives sheet will need to be discussed with the Advisor, completed, and signed by the new supervisor or employer.

EVALUATION/GRADING:

Each student will identify four work-related learning objectives. Students are evaluated on attendance to the Introduction Orientation (this is part of your 9-hour co-op requirement), and according to the following criteria. **Note: Points will be deducted for late work.**

ASSIGNMENTS:

Contact with Advisor/Learning Objectives Preparation	20 points
Site Visit & Progress of Learning Objectives	15 points
Workshops/Activities Attendance (2@20 points each)	40 points
Student Essay	<u>25 points</u>
Total:	100 Points

****Time Sheet is must be turned in to advisor for verification of hours worked!***

A = 90 – 100 B = 80 - 89 C = 70 - 79 D = 60 –69 F = 50 - 59

RESPONSIBILITIES

STUDENT:

1. Be working a minimum of five (5) hours per week.
2. Must meet the 9 hours of attendance requirement as follows: 2 Hours-Orientation Intro; 6 Hours-Workshop/Activity Sessions; 1 Hour-Meeting with Advisor....
3. Participate in all class written projects, meetings, and assignments.
4. Communicate with Advisor regarding workshop absences, tardiness, and missed assignments in a timely manner.
5. Communicate with employer/supervisor regarding learning objectives and scheduling the site visit.

ADVISOR:

1. Contact assigned students at the beginning of the semester to review course requirements: (due dates, objectives; meeting with supervisor; meeting with student; due dates for other projects; and review workshop list.)
2. Conduct workshops as agreed on.
3. Assist student in establishing their work experience learning objectives for the semester.
4. Be available for consultation during the semester.
5. Meet with employer at the job site at least once during the semester.
6. Grade course assignments and calculate course grade following the grading criteria and point system outlined.
7. Attend Cooperative Work Experience Staff meetings and communicate with office regarding student and workshop paperwork.

WORK SUPERVISOR:

1. Agree to work with the Cooperative Work Experience student in identifying their learning objectives for the semester.
2. Provide assistance to the students in meeting these goals.
3. Be available to meet with the college Advisor during the semester.
4. Evaluate the student's attainment of their learning objectives at the end of the semester.