

CWE 180 Syllabus
Cooperative Work Experience
SEMESTER / TICKET

INSTRUCTOR:

NAME
EMAIL
PHONE
OFFICE HOURS

COURSE DESCRIPTION:

This course is completed using supervised employment extending college learning within a professional environment relating to the students' personal, educational or occupational goal. This academic course focuses on achieving specific learning outcomes and objectives under the supervision of an employer and with an evaluative assessment provided by the faculty. The student Learning Outcomes and Learning Objectives, are identified in this syllabus. The performance of work is evaluated by the Faculty and Employer at the end of the term.

Cooperative Work experience opportunities provide for developing or expanding career-related experience and workplace competencies that employers value when they are hiring career-focused employees. Work experience education can also be a valuable opportunity to explore multiple or emerging career fields. CWE also assists students in acquiring desirable work habits, developing professional insights, and documenting career specific knowledge.

REQUIRED BOOK:

None

STUDENT LEARNING OUTCOMES:

Students completing this course satisfactorily will be able to *(for example)*:

1. Demonstrate the standards, expectations, and practices set by employers and apply them to the workplace; and
2. Utilize appropriate industry relevant technologies for communication and organizational operations in a workplace environment.
3. (Faculty - Insert discipline specific Student Learning Outcome if needed)

OBJECTIVES:

Students participating in this class will:

1. Demonstrate appropriate workplace skills, problem solving, and professional interactions as identified by the employer.
2. Communicate their ideas and share them with supervisors and co-workers both orally, and in writing.
3. Interpret company policies and apply them as appropriate to the position.
4. Obtain knowledge of the proper use of tools and equipment used in the position.
5. Acquire new skills or knowledge which will assist them in transitioning from an academic to workplace environment.

STUDENT CWE TRAINING HOURS:

A timesheet must be submitted showing actual weekly hours worked. This timesheet must be verified and signed by the employer prior to submitting to your Instructor.

CWE UNITS AND REQUIRED HOURS				
*AVAILABLE CWE COURSE HOURS VARY BY DEPARTMENT AND ARE DEPENDENT ON HOW THE CWE COURSE WAS CREATED				
	# OF CWE UNITS			
	1 UNIT	2 UNITS	3 UNITS	4 UNITS
UNPAID CWE Required hours	60	120	180	240
PAID CWE Required hours	75	150	225	300

Student's Class Attendance:

Students may be required to meet both at their CWE worksite and in class depending on the academic department expectations. Typically, CWE experiences require only meetings at their CWE worksite. CWE Instructors are expected to meet at least two times with the student and supervisor at the worksite during the experience.

Important Student Load Requirements:

Students enroll in the CWE 180 class that corresponds to their program major. Students do not need to be enrolled in any other course to enroll in the CWE 180 unless otherwise noted in their specific program requirements.

FIVE Required Documents to be Signed and Submitted (attached):

1. **Program Enrollment Application** - This form gives the instructor and the CWE office important student information that may be needed during the semester. This form should be submitted to your instructor via email to begin the process.
2. **Job Oriented Learning Objective** - The first thing a student should do is to draft three very specific things to strive to learn on the job. These three objectives must be very specific so that the student can measure his/her achievement. At the same time, the objectives must be something that can be finished by the end of the semester.

A learning objective is a measurable goal that you set for yourself (with the help of your supervisor) to be accomplished through your work experience. It will make use of some new habits, skills or information above and beyond your routine performance on-the-job. Guidelines to assist students in writing learning objectives are available in on the "[How to write Learning Objectives](#)" webpage.

The Learning Objectives form is a record of the specific objectives that the student has identified for the current semester. It is also a record of how well the student has accomplished these objectives. This rating is given by a representative of the firm for which the student works and is used by the student as a self-evaluation.

The objectives form should be completed and signed by the supervisor by the fifth week of instruction. The final evaluation of the completed objectives with all final signatures should be returned to the instructor by the end of the semester.

3. **Time Sheets** - Credit for work experience is based on a certain number of hours worked. The Student Time Report verifies the actual number of hours worked each week to justify unit credit.

Students will fill in the number of hours worked for each work day. DO NOT list hours worked as "9-5" or "12 to 5", just list the total amount of hours worked per week. DO NOT include lunchtime as hours worked. Holidays and vacation days ARE NOT to be included as hours worked.

At the end of the semester the student will total all hours worked and indicate hours in the appropriate space. The student and the supervisor must verify the hours worked and sign the Time Report at the end of the semester. Students will submit the signed time sheet to the instructor.

4. **Employers Evaluation of the Student Intern** - Before starting a work experience, the student should study the Evaluation of Student by Employer form to see how they will be evaluated thus giving them a better understanding of what is expected of them during the Cooperative Work Experience course.

This form is to be filled out by the student's workplace supervisor at the end of the semester. The supervisor will discuss the evaluation with the instructor during the end of the semester meeting at the work site and the instructor will keep this evaluation for the student file. This information will help the instructor give the student the final grade they have earned for the semester.

5. **Student Program Evaluation Survey** - In order to keep the Cooperative Work Experience program as viable and efficient as possible, we ask the students to evaluate the program. This evaluation will help us to make any needed changes in our procedures and practices. This evaluation should be completed at the end of the semester and returned to Instructor with all other forms.

Assessment

The instructor will meet the work supervisor/s twice during the period to discuss evaluation.

Workplace Competencies	20%
Meeting Worksite Specific Objectives	50%
Submission of the FIVE Required Documents**	10%
Communication Skills	20%
<u>NO EXAMS FOR THIS COURSE</u>	
Total	100%

**** All FIVE documents/forms must be submitted as a packet to instructor by the LAST DAY OF SEMESTER/FINAL EXAMS. Student will not receive a grade until all FIVE Required Documents are signed and submitted to the instructor.**

GRADING (percentage points)

- A: 90-100%
- B: 80-89.99%
- C: 70-79.99%
- D: 60-69.99%
- F: 0-59.99%

STUDENTS WITH DISABILITIES:

If you have a verified learning disability, it is your responsibility to provide the instructor with a copy of your Saddleback College Special Services Educational Accommodations form and/or a Special Services Test Proctoring Guidelines form, either of which will indicate the accommodations you are given. (This is usually accompanied by an authorization for academic adjustments/accommodations form.)

If you feel that you might have a disability-related educational limitation, contact the [main Special Services office \(DSPS\)](#) at GW 161-1, Mondays—Fridays, 8:00 am – 5:00 pm.

Phone: (949) 582-4885, **TTD:** (949) 582-4833, **Fax:** (949) 347-1526

Other Saddleback College Resources

Tutoring:

All students are encouraged to use the **Learning Resource Center (LRC 212)**, for one-on-one tutoring. Please make an appointment (in person) with an English tutor for help with writing assignments. Tutoring is free of charge. More information is below:

Location: LRC 212 (second floor of the LRC building) **Phone:** (949) 582-4519

Student Technical Support

Other Technical Problems (for email, MySite, etc.)? Call (949) 582-4363, Mondays—Thursdays, 8:00 am – 8:00 pm; Fridays, 8:00 am – 2:00 pm. or email scstudenthelp@saddleback.edu (Closed on Fridays during Summer)

The Saddleback Library is the best place to get source material and personalized help from a librarian whether you're on or off campus. Attend the library's free workshops to learn the basics, and take the library's credit courses (**LIB 100** or **LIB 2H**) to become highly skilled at utilizing information technology. You may “ask a librarian” face to face at the Reference Desk on the 2nd floor of the LRC or on the phone at (949) 582-4525 or online, chatting with a librarian during library hours, Mondays through Thursdays from 8:00 am – 7:00 pm and Fridays from 8:00 am – 2:00 pm. (Closed on Fridays during Summer). For details, visit the [library website](#). You may also have your questions answered within 24 hours by emailing your question to sclibrary@saddleback.edu.

Student Health Center SSC 177; (949) 582-4606

All students who enroll in classes held at Saddleback College are required to pay a \$26.00 Health Fee per regular semester and \$22.00 per summer session (fees subject to change). The Health Fee entitles students to a variety of health services. The Student Health Center provides treatment for acute, short-term illnesses and minor injuries, general health screening and other health maintenance procedures. The Health Center is open from 8:00 am – 5:00 pm Mondays-Thursdays and 8:00 am – 3:00 pm on Fridays. It is closed daily from 12:00 pm – 1:00 pm and closed on Fridays during Summer.

- **Mental Health** - The College Mental Health Program helps students meet the personal challenges associated with their academic and life goals. Sometimes problems arise that interfere with a student’s abilities to do well in college, to continue in classes, and to be emotionally healthy. Personal counseling is provided by advanced graduate school interns under the direct supervision of a licensed psychologist in the Student Health Center and by generalist counselors in the Office of Counseling and Special Programs. These services are included with the Health Fee to all currently registered and enrolled students.

Counseling and Special Services

- Academic/Career/Personal Counseling
GW 201, (949) 582-4572
Mondays—Thursdays, 8:00 am – 7:00 pm; Fridays, 8:00 am – 12:00 pm.
(Closed on Fridays during Summer)

Services are provided for enrolled students with verifiable disabilities. Each semester, Saddleback College serves more than 1,500 students with disability-related educational limitations.

- Learning Disability Center
GW 161-1, (949) 582-4246
Mondays—Fridays 8:00 am – 5:00 pm (Closed on Fridays during Summer)
- Alternate Media Production Center
GW 161-1, (949) 582-4359 make appointment (msauter@saddleback.edu)
- Accommodated Testing Center
GW 161-1, (949) 582-4424
Mondays—Thursdays, 8:00 am – 7:00 pm; Fridays, 8:00 am – 12:00 pm.
(Closed on Fridays during Summer)

Financial Resources and Support

- Financial Aid Office GW 110, (949) 582-4860
- EOPS / CARE / NextUp GW 261-2, (949) 582-4620

Campus Safety

Phone: (949) 582-4585 Emergency: (949) 582-4444

The Campus Safety office is located in the Village between Village buildings 1 and 2.
Mondays—Thursdays, 7:00 am – 6:00 pm; Fridays, 7:00 am – 5:00 pm.

The Saddleback College Campus Police is a service-oriented police agency. The Campus Police Department is staffed by fully-sworn peace officers, trained and regulated by standards established by the California Peace Officer Standards and Training (POST) Commission. The officers have the same authority as a municipal police officer or county deputy sheriff.

Campus Police Officers are responsible for patrolling campus grounds, taking crime and incident reports, conducting investigations, enforcing all applicable laws, traffic regulations and providing a safe environment for our students, faculty, staff and guests.

Crimes, suspicious activities, and any emergency should be reported to the Campus Police Department. Campus Police can be contacted at any time by calling (949) 582-4585 or at extension #4585 from any campus phone.

ACKNOWLEDGEMENT OF RECEIPT OF SYLLABUS:

Signature sheet

I have read this syllabus and understand the policies outlined in this document along with any elaboration on the part of the instructor. Any items unclear to me have been brought to the attention of the instructor and clarified to my satisfaction. I shall adhere to the policies outlined in this document without exception and accept any aforementioned penalties as a result of failing to follow these rules.

I understand the responsibilities, regulations and penalties regarding the use of College equipment and facilities and the concurrent penalties regarding the failure to adhere to these policies. I also understand the responsibilities resulting from the use of College equipment and facilities. I also understand that non-students are not to use any College equipment or facilities and that these resources are for sanctioned class projects only. I understand, and with my signature acknowledge, that any breach of these policies can and will result in a grading penalty up to the receipt of a failing grade for the class along with any other potential penalties financial and otherwise as outlined by College policy.

Name

Student ID #



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Total hours worked during the CWE Experience? Be sure to enroll in the correct units:

Paid CWE training		Unpaid / Volunteer CWE training	
75 hrs = 1 CWE unit	225 hrs = 3 CWE units	60 hrs = 1 CWE unit	180 hrs = 3 CWE units
150 hrs = 2 CWE units	300 hrs = 4 CWE units	120 hrs = 2 CWE units	240 hrs = 4 CWE units

COOPERATIVE WORK EXPERIENCE (CWE)

STUDENT Program Enrollment Application – GENERAL FORM

NOTE: All CWE 180 classes listed online are shown "FULL" as you must complete and submit this application form to your instructor and be accepted into the program before you are given an APC code to register into the class.

Steps to Enroll into CWE 180:

- Download, complete and save this STUDENT Program Enrollment Application form.
- Email your completed application form to the CWE 180 course Instructor, if not sure whom to send - contact Leslie Haugen LHaugen@saddleback.edu
- Once your application is reviewed your instructor will contact you with an APC code to register into the class. **CWE 180 Ticket #:**

Part I: Student Information

Last Name:		Student ID:	
First Name:		Current GPA:	
Home Street Address:	City:	State:	Zip Code:
Phone Number:	Email Address:		

Part II: CWE PROGRAM ENROLLMENT INFORMATION:

Accounting	Architectural	Automotive Technology	Business	Child Dvlp & Education	Cinema, TV, Radio
Commercial Music	Culinary Arts	Ecological Restoration	Electronic Tech	Environment Monitoring	Fashion
General Work Exp	Graphics	Horticulture & Landscape	Interior Design	Journalism	Library
Mental Health	Nutrition	Phlebotomist	Pre-Therapy	Theatre Technology	Travel Mgmt

Name of CTE program pursuing:	Number of CTE program units completed to date:		
Number of units currently enrolled			
What SESSION do you want to enroll in?	FULL TERM CLASS: 16 Weeks Session	FIRST START CLASS: 1 st 8 Weeks Session Starts	LATE START CLASS: 2 nd 8 Weeks Session
	<input type="checkbox"/> 1 unit <input type="checkbox"/> 2 units <input type="checkbox"/> 3 units <input type="checkbox"/> 4 units	<input type="checkbox"/> 1 unit <input type="checkbox"/> 2 units <input type="checkbox"/> 3 units <input type="checkbox"/> 4 units	<input type="checkbox"/> 1 unit <input type="checkbox"/> 2 units
Type of CWE Internship?	<input type="checkbox"/> Paid CWE Internship <input type="checkbox"/> Unpaid CWE Internship	Expected number of hours to be worked weekly:	

Part III: CWE INTERNSHIP SITE DETAILS

Company Name:			
Street Address:	City:	State:	Zip Code:
Supervisor's Name:			
Supervisor's Phone Number:	Supervisor's Email Address:		
Additional Info:			

Department Chair / CWE Instructor ONLY

Assigned CWE Instructor	CWE Ticket #
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CWE unit information CHART
(units are based on a total hours worked/volunteered during the semester)

Paid employment		Unpaid/volunteer employment	
75 hours	= 1 CWE unit	60 hours	= 1 CWE unit
150 hours	= 2 CWE units	120 hours	= 2 CWE units
225 hours	= 3 CWE units	180 hours	= 3 CWE units
300 hours	= 4 CWE units	240 hours	= 4 CWE units

Cooperative Work Experience (CWE) Job Oriented Learning Objectives FORM

Date: _____

CWE ticket #: _____

Number of CWE units enrolling: _____

Part I: Student Information

Student Name:			Student ID:	
Phone Number:		Email Address:		

Part II: Employer Information

Company Name:				
Company Address:				
Supervisor's Name:				
Supervisor's Phone Number:		Supervisor's Email Address:		

Part III: Instructor Information

Instructor's Name:				
Phone Number:		Email Address:		

Part IV: Learning Objectives

The Work Education & Experience program is designed to improve the student/employee performance on the job. The student must demonstrate the acquisition of new or expanded knowledge or responsibilities that should be specific, measurable and within the student's ability to accomplish during the given semester. Please use the space below to write three (3) measurable learning objectives.

Objective #1: Write your Learning Objective in final format indicating how it will be accomplished.	Evaluation of Objectives (Grade: A, B, C, D)	
	Supervisor	Student
Student's Signature:		Date:
Employer's Signature:		Date:
Instructor's Signature:		Date:



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Objective #2: Write your Learning Objective in final format indicating how it will be accomplished.			Evaluation of Objectives (Grade: A, B, C, D)	
			Supervisor	Student
Student's Signature:		Date:		
Employer's Signature:		Date:		
Instructor's Signature:		Date:		

Objective #3: Write your Learning Objective in final format indicating how it will be measured and when will it be completed.			Evaluation of Objectives (Grade: A, B, C, D)	
			Supervisor	Student
Student's Signature:		Date:		
Employer's Signature:		Date:		
Instructor's Signature:		Date:		

FOR INSTRUCTOR USE ONLY				
Part I. List TWO (2) Job-site visit dates:			Part II. List TWO (2) Student Conference dates:	
1 st site visit date:	<input type="checkbox"/> In-person <input type="checkbox"/> Teleconference	1 st student meeting date:	<input type="checkbox"/> In-person <input type="checkbox"/> Teleconference	
2 nd site visit date:	<input type="checkbox"/> In-person <input type="checkbox"/> Teleconference	2 nd student meeting date:	<input type="checkbox"/> In-person <input type="checkbox"/> Teleconference	
Comments:				



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CWE unit information CHART

(units are based on a total hours worked/volunteered during the semester)

Paid employment		Unpaid/volunteer employment	
75 hours	= 1 CWE unit	60 hours	= 1 CWE unit
150 hours	= 2 CWE units	120 hours	= 2 CWE units
225 hours	= 3 CWE units	180 hours	= 3 CWE units
300 hours	= 4 CWE units	240 hours	= 4 CWE units

Cooperative Work Experience (CWE)

Student Time Report

Date: _____

CWE ticket #: _____

Number of CWE units enrolling: _____

Student's Name:		Student ID:	
Employer's Name:		Supervisor's Phone:	
Instructor's Name:			

Record your hours worked throughout the semester on this worksheet.

Indicate Total Hours Worked Each Day:

(gray box = date; white box = # of hours worked that calendar day)

Month: _____

Sun	Mon	Tue	Wed	Th	Fri	Sat
date	date	date	date	date	date	date
# of hours	# of hours	# of hours	# of hours	# of hours	# of hours	# of hours
date	date	date	date	date	date	date
# of hours	# of hours	# of hours	# of hours	# of hours	# of hours	# of hours
date	date	date	date	date	date	date
# of hours	# of hours	# of hours	# of hours	# of hours	# of hours	# of hours
date	date	date	date	date	date	date
# of hours	# of hours	# of hours	# of hours	# of hours	# of hours	# of hours
date	date	date	date	date	date	date
# of hours	# of hours	# of hours	# of hours	# of hours	# of hours	# of hours

Month: _____

Sun	Mon	Tue	Wed	Th	Fri	Sat
date	date	date	date	date	date	date
# of hours	# of hours	# of hours	# of hours	# of hours	# of hours	# of hours
date	date	date	date	date	date	date
# of hours	# of hours	# of hours	# of hours	# of hours	# of hours	# of hours
date	date	date	date	date	date	date
# of hours	# of hours	# of hours	# of hours	# of hours	# of hours	# of hours
date	date	date	date	date	date	date
# of hours	# of hours	# of hours	# of hours	# of hours	# of hours	# of hours
date	date	date	date	date	date	date
# of hours	# of hours	# of hours	# of hours	# of hours	# of hours	# of hours

Total number of hours worked this month: _____

Total number of hours worked this month: _____

I hereby certify that this time sheet is a true statement of the hours worked by myself and the work assigned has been performed in a satisfactory manner:

Signatures			
Student's Signature:		Date:	
Employer's Signature:		Date:	
Instructor's Signature:		Date:	



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Cooperative Work Experience (CWE)

Employer's Evaluation of the Student

Student's Name:		Student ID:	
Employer's Name:		Contact Phone:	
CWE Instructor's Name and Email:			

Students: Submit this form to your Supervisor for completion at the end of your internship.
Supervisor: Please return this form to the Instructor at the end of the semester.

Were Job Oriented Learning Objectives achieved?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:
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Skills	Evaluation	Comments
Basic Skills Demonstrates competency in reading, writing, mathematics, speaking, and listening	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
Organization Skills Allocates time, money, materials, space and staff	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
Interpersonal Skills Participates on teams, teaches others, serves customers, leads, negotiates, and works well with people	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
Information Acquires and evaluates data; organizes and maintains files; interprets and communicates information; uses computers to process information	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
Technology Selects equipment and tools; applies technology to specific tasks; maintains and troubleshoots equipment	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
Critical Thinking Employs critical and creative thinking; makes decisions and solves problems	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
Personal Qualities Demonstrates responsibility, confidence, self-management, sociability, and integrity	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	

Signatures			
Student's Signature:		Date:	
Employer's Signature:		Date:	
Instructor's Signature:		Date:	



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Cooperative Work Experience (CWE) Student Program Evaluation Survey

Student's Name:		Student ID:	
CWE Instructor's Name:		CWE Ticket # enrolled in:	

It is the intent of this questionnaire to gather some specific data regarding the effectiveness of the Cooperative Work Experience Education Program (CWE). We hope to make the program even more meaningful for our students. Your feedback is vital in improving and maintaining the quality of this program.

Please complete this form and return it to your CWE Instructor at the end of the semester:

1. Was the CWE website informative and user friendly?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Were there any difficulties in enrolling/exiting the CWE program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. At the first initial meeting did the Instructor adequately explain the program functions and what is expected of you to maintain your enrollment status?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Was the Instructor available to you throughout the semester either in his/her office or by telephone?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Did your Cooperative Work Experience Education objectives aid you in your learning on the job?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Would you encourage other students to enroll in Cooperative Work Experience Education, taking into consideration that the program really contributed to your job/academic enrichment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. How would you rate your Instructors effectiveness in helping you understand and develop your educational objectives?	<input type="checkbox"/> Below Average <input type="checkbox"/> Average <input type="checkbox"/> Above Average <input type="checkbox"/> Excellent

8. Please state briefly any suggestions you may have to help us improve the CWE program:

Signatures	
Student's Signature:	Date: