

Cooperative Work Experience Program
Reedley Community College

drop dead

Instructor: Mr. Jack J. Sheldon

Variable units

Office:

Office Hours:

Office Phone: (209) 638-3641 (3941)

*Home # 897-1229
Bus # 896-4053*

The work experience program is a partnership between the students, the employers and the college. In order to better serve the student in his/her employment development, the college can provide an opportunity outside of the workplace to review career growth and discuss common workplace problems. Likewise the employers of the various students will share with the student background information on the business and most importantly monitor the skills of the student as an employee.

NO TEXTS ARE REQUIRED FOR THE COOPERATIVE WORK EXPERIENCE PROGRAM.

REQUIREMENTS:

1. **Initial Orientation Meetings:** Attendance at one of two evening meetings is required. At this time, you will receive a contract which must be signed by your employer. You will arrange appropriate dates and times for your coordinator to visit with your employer. A minimum of two on-site visitations are required during the semester. Units cannot be granted if the visitations are not completed.

2. **You are responsible for maintaining a detailed record of your work hours on a weekly basis.** Suggestion: Save your payroll stubs and post the information directly from the pay stubs onto your time sheets.

3. **Mid-Term Workshop:** A Mid-term workshop will be scheduled. Attendance is an absolute requirement in order to receive an acceptable grade in the Work Experience Program.

4. **Grades:** Once you complete 225 work hours or the number of work hours which satisfies the units of registration, your coordinator will complete the contract and assign a grade. **Do Not** wait until the end of the semester as this will be a very busy time and the final site visit may interfere with your finals.