

Cooperative Work Experience Program
Reedley Community College

Course Syllabus
COTR 19G
Fall 1999

Instructors: Mr. Jack J. Sheldon #81570 Variable Units
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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 students will share background information on their business and most importantly monitor the skills of the students as employees.

NO TEXTS ARE REQUIRED FOR THE COOPERATIVE WORK EXPERIENCE PROGRAM.

REQUIREMENTS:

1. **Initial Orientation Meetings:** Attendance at one of the orientation 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 number of 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.** Your employer will sign your timesheet at the end of the semester. Suggestions: Save your payroll stubs and post the information directly from the pay stubs onto your timesheets.
3. **Mid-term Workshop:** A mid-term workshop will be scheduled. This workshop will present various job related issues, which will be of interest to you.
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 along with your supervisor 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 other class finals. Grades are determined by points awarded by the supervisor/employer on the contract agreement, which is based on a scale of 1 to 4 for each objective and general work item. Grades can be adjusted by the instructor as necessary due to special circumstances.
5. Students must be enrolled in a minimum of 7 units including work experience the entire semester to be eligible to receive credit for this work experience class.
6. Hours and Unit Value: 75 hours per unit if you are a paid employee
60 hours per unit if you are a volunteer
7. Last day to drop without penalty is **October 15, 1999.**