

COMMUNITY COLLEGE

COOP

44 STUDENT
WISLEY COLLEGE
800 N. REED AVE.
WISLEY, CA. 95095

drop date
grading scale

Dear Cooperative Work Experience Student:

Welcome to the Co-op work experience program for the _____ semester. My name is Mr. Studebaker and I will be your assigned coordinator this semester. Enclosed you will find a application form (only if not completed & turned in), learning objective work sheet, contract sheet and a time sheet. If not completed yet fill out the application and return to me as soon as possible.

Discuss with your supervisor the type of skills your job requires. Take the learning objectives work sheet and write down four objectives or expanded objectives or a combination of both.

Example: Objective: Learn how to use a NCR cash register.
 Expanded Objective: Become more proficient at using a NCR cash register.

Please note that you must come up with four objectives or expanded objectives for the semester (A,B,C,D). After you are satisfied with your objectives, transfer them to the contract sheet and both you and your supervisor sign in the appropriate places. Your contract needs to be returned to me no later than _____. At the end of the semester between _____, I will visit your work site and ask your supervisor to do an evaluation on your objectives you have listed on your contract sheet you returned to me.

The last sheet enclosed is you time sheet. Keep track of your weekly hours worked and a brief description of work done. At the end of the semester you must turn this sheet in to me to receive unit credits.

If you have any questions regarding the writing of your four objectives or filling out any other sheets, please contact me at _____ College Industrial Tech. Dept. (638-3641, ext. 253), Monday through Thursday from 1:00 to 2:00 p.m. Once again your contract is due back to me by _____. If I have not received it by this date, I will assume you are not interested in continuing with work experience and I will drop you from the program. Have a great semester! Looking forward to visiting you at your job site!

Sincerely,

S. J. Studebaker
Supervisor,
Cooperative Work Experience

SJS/lh
9/96
Enclosure

WHAT IS WORK EXPERIENCE?

The Kings River Community College Cooperative Work Experience Program is designed to give credit to the working student and to document the work experience attained on the job.

- ### WORK EXPERIENCE IS:
- * Increasing occupational skills and experience
 - * Relating education to real work environment
 - * Developing job improvement thru selecting work objectives
 - * Documenting the experiences you develop
 - * Receiving College Credit for "on the job" education
 - * Improving your grade point average
 - * Improving Employer-Employee relations thru objectives
 - * Financing your college education by working

HOW DO I QUALIFY?

Work Experience Program Requirements are:

- * Be currently working (paid or volunteer)
- * Have total enrollment of 7 units including work experience

HOW DO I ENROLL?

- * Add the COTR19V for your major
- * Complete the Work Experience APPLICATION

CONTACT

YOUR
WORK
EXPERIENCE
COORDINATOR

WHEN CAN I START?

Units are calculated on 75 work hours per unit.

- * Work hours count only during the current semester
- * Enrollment deadlines are the end of the third week of the current semester
- * Enroll with regular registration

INFORMATION ???

For further information
Contact any Major Advisor

or

Cooperative Work Experience
Room 57 (upstairs)
Admissions Building
Dir. Coop. Work Exper. Educ.
Kings River Community College
995 N. Reed
Reedley, CA 93654

COOPERATIVE WORK EXPERIENCE INFORMATION SHEET

Eligibility for work experience (Vocational and General):

- Must be enrolled in a minimum of 7 units (including cooperative work experience).
- Must be employed (volunteer or paid).

Vocational Work Experience Students:

- Must be employed in a job directly related to specific educational goals.
- Must be majoring in a field directly related to vocational work experience course.
- or, be taking simultaneous course work in a field directly related to vocational work experience course.

The amount of college credit earned by the student for cooperative work experience education is dependent upon the number of hours worked during the semester as follows:

PAID EMPLOYEE

- A. 75 hrs/semester = one unit
- B. 150 hrs/semester = two units
- C. 225 hrs/semester = three units
- D. 300 hrs/semester = four units (not applicable to General Work Experience)

VOLUNTEER EMPLOYEE

- A. 60 hrs/semester = one unit
- B. 120 hrs/semester = two units
- C. 180 hrs/semester = three units
- D. 240 hrs/semester = four units (not applicable to General Work Experience)

NOTE: General Work Experience units are determined as noted in A-C above.
Maximum units allowed for vocational work experience = 16.0
Maximum units allowed for general work experience = 6.0

Some work experience units are transferrable to California State Universities.

Student responsibilities:

Maintain timesheet
Complete Contract
Be enrolled in 7.0 units
to be eligible for credit.

Instructor responsibilities:

Assist students with completing contract
Site visitations
Verify number of hours worked
Issue student's grade

Instructor will contact work experience students early in the semester.
REGISTRATION DEADLINE: Friday, September 1, 1993

Reedley College
 995 N. Reed Avenue
 Reedley, California 93654
 (209) 638-3641

Cooperative Work Experience
 Visitation, Evaluation Report

CONTRACT

Student _____ SS# _____
 Job Title _____ Work Hours _____
 Supervisor _____ Phone _____
 Firm/Agency Name _____
 Firm/Agency Address _____
 City, State, Zip _____

I understand that I must be enrolled in 7.0 units the entire semester in order to receive credit for this Work Experience class.

Student's Signature _____ Date _____
 Instructor's Signature _____ Date _____

Learning Objectives	Performance Level	Evaluation
A. _____		4 3 2 1 0
B. _____		4 3 2 1 0
C. _____		4 3 2 1 0
D. _____		4 3 2 1 0

We the undersigned agree with the validity of the learning objectives listed above. The employer and the college agree to provide the necessary supervision and counseling to ensure that the maximum educational benefit may be derived from the employee/student's work experience. We are an equal opportunity public agency dedicated to a policy of non-discrimination in employment of our students on any basis including race, creed, color, sex, handicapped, age, religion or national origin. Employers participating in this program agree to uphold this policy in the selection of students for employment, educational processes and activities in the course of carrying out this contract.

Supervisor's Signature _____ Student's Signature _____

Supervisor's Printed Name _____

Instructor's Signature _____ Date _____

General Work Habits Evaluation

4 = Excellent	3 = Above Average	2 = Average	1 = Below Average	0 = Not Applicable
1. Job Competence	4 3 2 1 0	5. Attitude	4 3 2 1 0	
2. Job Progress	4 3 2 1 0	6. Promptness	4 3 2 1 0	
3. Working with others	4 3 2 1 0	7. Job Interest	4 3 2 1 0	
4. Dependability	4 3 2 1 0	8. Self Confidence	4 3 2 1 0	

Verification of Evaluation and Total Hours Worked:

I have evaluated _____ and certify that this
student worked _____ hours from _____ to _____
(Total Hours) (day/mo/yr) (day/mo/yr)

Paid Employment _____ Volunteer Employment _____

Strong points:

Points that need help:

Overall Rating: _____

Supervisor's Signature Date

Instructor's Signature Date Final Grade Units Earned

WORK RECORD

Spring 1999

SCH# _____

SS# _____

Student's Name _____

Address _____

City, St., Zip _____

Employer _____

Address _____

City, St., Zip _____

Student must be enrolled in 7.0 units the entire semester in order to receive credit for Work Experience

Work Week	Weekly Hours	Description or Summary of Duties
January 11 - 17		
January 18 - 24		
January 25 - 31		
February 1 - 7		
February 8 - 14		
February 15 - 21		
February 22 - 28		
March 1 - 7		
March 8 - 14		
March 15 - 21		
March 22 - 28		
March 29 - April 4		
April 5 - 11		
April 12 - 18		
April 19 - 25		
April 26 - May 2		
May 3 - 9		
May 10 - 16		
(Finals week May 17 - 21)		
Total Paid Hrs		+ 75 = _____ Units (4 max) 75 hrs/unit (3 max for COTR 19G)
Total Volunteer Hrs		+ 60 = _____ Units (4 max) 60 hrs/unit (3 max for COTR 19G)

Timesheet reviewed & approved:

Employer's Signature _____

Employer's Comments _____

Instructor's Signature _____ Date of Visit _____