

CD 19V

CHILD DEVELOPMENT COOPERATIVE WORK EXPERIENCE

Instructor, Marilyn Frisch

Phone: 638-3641, ext. 3605

Office: S.S. 37

Office Hours:

Mon. (1:50-2:20)

Tues. (3:00-4:00)

Wed. (2:00-3:00)

Fri. (1:50-2:20)

COURSE SYLLABUS

This course will offer the student supervised teaching experience in a childcare or educational facility. Students will have the opportunity to gain work experience that leads to their career goal, identify student learning objectives, execute and evaluate those objectives, and demonstrate the value of a positive work ethic.

COURSE OUTLINE

1. Evaluation of work experience and direction of college major
2. Development of measurable learning objectives as they relate to the area of employment and college major
3. Development of employer-employee communication
4. Evaluation of measurable learning objectives

GRADING: The final grade will be determined on the basis of accumulated points from the following assignments:

	<u>POINTS</u>
1. Attend orientation-meeting	10
2. Learning objectives worksheet (yellow)	10
3. Contract (white)	10
4. Time sheet completed (blue)	10
5. Written paper	20
6. Instructor evaluation of student teaching	50

Orientation Meeting

1. see attached information letter

drop date

Learning Objectives worksheet

1. see attached handout

Contract

1. see attached handout

Time sheet

1. see attached handout
2. **DUE: FRIDAY, DECEMBER 3, 1999**
3. Failure to turn in the time sheet may result in an incomplete grade or a drop in the letter grade by 1 letter, assigned to 1 unit of credit.

Written paper:

1. write a 1-3 page typed paper on the following:
 - a) specifically how did you meet your objectives (what did you do)?
 - 1) Were there any you didn't meet? If so, what were the obstacles?
 - b) give an overall evaluation of what you gained from this experience
 - c) **DUE: FRIDAY, DECEMBER 3, 1999**
 - 1) mail in (must be received by December 3, 1999)
Attn. Ms. Frisch
Reedley College
995 North Reed Ave.
Reedley, Calif. 93654
 - 2) drop off at Reedley College
 - a) at the switchboard – to the Attn. of Ms. Frisch
 - b) to the office of Ms. Frisch

Instructor evaluation of student teaching:

1. the Reedley College instructor will visit your school site for observation purposes and to meet with the site supervisor
2. the contract will be completed and signed by the site supervisor at this time
3. **DUE: FRIDAY, DECEMBER 3, 1999 -- OR -- AT THE TIME OF THE SITE VISIT, IF THE FINAL VISIT TAKES PLACE AFTER DECEMBER 3, 1999**

Last day to drop without "W" – Friday, September 3, 1999

Nine-week drop date – Friday, October 16, 1999

FINAL GRADE:

90 – 100 % total points	= A
80 - 89 %	= B
70 - 79 %	= C
60 - 69 %	= D
59 % and below	= F



State Center Community College District

To: CD 19V - Coop Student,

You are currently enrolled in section 81331 of CD 19V – Coop. Successful completion of this course requires that you meet the following criteria:

1. You must be enrolled in a total of seven units
2. **You must attend a mandatory orientation meeting** scheduled for Monday, Sept. 13, 1999 (3:00 pm) (approximately 1 hour)
3. **Prior to the orientation meeting complete the following:**
 - a. select a school to work at
 - b. complete the attached learning objectives worksheet (yellow)
 - c. complete the attached contract (white)
 - d. be sure to obtain a signature on the yellow and white form from your school site supervisor (this may be the teacher, director, or principal)
 - e. make copies of the yellow and white form and distribute as follows:
 - 1) original to Reedley College CD 19 V instructor – Ms. Frisch
 - 2) copy to your school site supervisor
 - 3) copy for your records
4. **Bring the following to the orientation meeting:**
 - a. a map to your school site with directions from Reedley College
 - b. the yellow learning objectives worksheet
 - c. the white contract sheet
5. Leave the time sheet (blue) at your school site. It is not to leave the school site for any reason.

If you do not attend the orientation or fail to bring the required completed paperwork on the day of the orientation, it is assumed you are not able to participate in the class at this time, and will be dropped.

I look forward to meeting with you on Monday, Sept. 13, 1999 at 3:00 pm, in room 55.31 at Reedley College. If you have any questions, please contact me at 638-3641, ext. 3605

Sincerely,

Marilyn Frisch, Instructor
Child Development

LEARNING OBJECTIVES WORKSHEET

Student Name _____

ID Number _____

Schedule Number _____

Instructor _____

It is very important to complete your Learning Objectives accurately. To complete the Learning Objectives section of your Work Experience Contract, please use the following guidelines:

1. Discuss with your supervisor the tasks, or types of skills your job requires.
2. If this job is related to your major, what skills or learning objectives would be helpful to broaden your education?
3. List items discussed from (#1 and #2) in the space provided below and then discuss and review them with your coordinator.

Please note that the objectives include both WHAT the Learning Objectives are and HOW you will achieve those objectives.

Fill out the spaces:

A. (what the learning objective is)

 by (how you will accomplish the task)

Learning Objectives:

A. _____
 by _____

B. _____
 by _____

C. _____
 by _____

D. _____
 by _____

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 _____

Please remember to make an appointment with your instructor to review and complete your contract.

Reedley College
(209) 638-3641

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

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 Supervisor's Signature

 Supervisor's Printed Name

 Instructor's Signature

 Student'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	

WORK RECORD

FALL 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
August 16 - 21		
August 22- 28		
August 29 - September 4		
September 5 - 11		
September 12 - 18		
September 19 - 25		
September 26 - October 2		
October 3 - 9		
October 10 - 16		
October 17 - 23		
October 24 - 30		
October 31 - November 6		
November 7 - 13		
November 14 - 20		
November 21 - 27		
November 28 - December 4		
December 5 - 11		
(Finals week December 13 - 17)		
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 _____