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SPRING 2000
Landscape, Agriculture, Natural Resources Department
COOPERATIVE WORK EXPERIENCE EDUCATION
COTR 19V
(Occupational)

Students, while enrolled in school, may gain realistic employment experience through the work experience program. The program is a partnership between the student, the employer, and the college. It provides an opportunity to review career growth and development, and discuss problems common to the work environment. Employers will facilitate workplace learning, share background information on their respective businesses, and monitor the progress of students as employees.

Course Description

- Prerequisites: Basic Skills Advisory - None
- Units: Variable units, 1 - 4 per semester
- Catalog Description: Supervised employment directly related to the student's major in Landscape, Agriculture, and Natural Resources. Maximum of 4 units per semester, 16 total units. Requires concurrent class enrollment of seven units for the semester.
NOTE: Each unit for paid employment requires 75 hours, and volunteer 60 hours.

Course Materials of Instruction

- Textbooks: None required.
- Materials: Binder or folder (to keep contract form, timesheet, and other documents organized).

Attendance Requirements

- Initial Orientation: Attendance at one of the orientation meetings is required. At this time, each student will receive a contract which must be signed by his/her employer. The student will arrange appropriate dates and times for the instructor to visit with the employer. A minimum number of on-site visitations are required during the semester. Units cannot be granted if the visitations are not completed.

Attendance Requirements (continued)

- Midterm Workshops: A workshop covering various job related topics will be conducted during the midterm week. Date and time to be announced at the orientation meeting.

Method for Measuring Student Advancement and Determining Grades

- Once the student completes 300 work hours or the number of hours which satisfies the units of registration, the instructor will complete the contract with the employer and assign the final grade. Students should not wait until the end of the semester as this will be a very busy time with final examinations which may interfere with the work site visitation. Grades are determined by the points awarded by the employer for each of the learning objectives and general work habits (rating scale 1 - 4 respectively).

Student Responsibility

- The student is responsible for maintaining a detailed record of work hours on a weekly basis. The employer will verify the hours worked by signing the timesheet at the end of the semester. Units cannot be awarded unless the timesheet is signed. It is recommended that students save payroll stubs and post the data directly to the timesheet.

Deadline

- The last day to drop the class without penalty is Friday, March 10, 2000. No withdrawals are permitted after this date and a student must receive a letter grade.