***COTR 19G***

General Cooperative Work ExperienceCOOPERATIVE WORK EXPERIENCE PROGRAM

REEDLEY COLLEGE

COURSE SYLLABUS

COTR 19G

**TERM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

INSTRUCTOR : Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section# \_\_\_\_\_\_\_\_\_\_ Contact Ph: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You are not eligible for this course if you have completed 6.0 units in General Work Experience (COTR 19G) or have completed COTR 19G three times.

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 daily basis.** Your employer will sign your timesheet at the end of each month. Suggestions: Save your payroll stubs and post the information directly from the pay stubs onto your timesheets.
3. **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 timely submission of your Learning Objectives Worksheet and Time Sheets, as well as your student report, program evaluation and your supervisor/employer’s evaluation on the contract agreement. For a detailed explanation of the grading policies, please read the Grades section of your handbook (page 10).
4. This work experience class may be the only class students are enrolled in during the entire semester.
5. Hours and Unit Value: 75 hours per unit if you are a paid employee

60 hours per unit if you are a volunteer.