

COOPERATIVE WORK EXPERIENCE PROGRAM 19G
REEDLEY COLLEGE

COURSE SYLLABUS
COTR 19G-57688-F2023
TERM: Fall 2023

INSTRUCTORS : Name: **Jack Sheldon** Students A-L Section# 57688 A-L
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MEETING RM: To be arranged as necessary by Instructor. Zoom meetings on Canvas assignments.

OFFICE HOURS: Arranged by Instructor on a case by case basis.

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

DETERMINATION OF UNITS: Student units are granted as follows: 75 hours per unit if you are a paid employee 60 hours per unit if you are a volunteer. Note: a maximum of six (6) units can be granted in the 19G Section. There is a limit of three (3) semesters of enrollment in the 19G Section with the limit of six units total for the three semesters. Example: three units would require 225 hours of paid employment or 180 hours of volunteer work.

Fall 2023 Calendar

The following is the timeline for **activities** and **deadlines** for forms to be submitted to your **instructor**. These dates are applicable to students enrolled in CWE as of August 07, 2023

August 7	First day of Cooperative Work Experience (CWE)
August 10 & 17th	19G Orientations (Students <u>Must</u> Attend One) Workshops will be held in 203 of Building CC1 Times are 4:00 pm to 5:00pm and 5:00pm to 6:00pm on both days. Students enrolled in BA 19V should attend the orientation sessions identified above. Sections of 19V (outside the Business Department) Orientations are scheduled by the instructor of record. Students are advised to contact their 19V instructor for the orientation dates.
August 25th	Last day to drop to avoid a "W"
September 1	Completed Objectives Agreement Worksheet due back from student <u>with student & employer signatures</u>. *OR within 3 weeks of enrollment – which ever is first
September 4th	Labor Day Holiday (Campus Closed)
September 11	Instructor site-visits begin. Beginning as early as week 6 - instructors will be visiting worksites to meet with employer/supervisors for the purpose of final evaluations. These evaluation site visits are conducted as soon as the student has completed his/her required number of work hours. These site visits must be completed by December 16th.
September 18	If you work 40 hrs/week and you want to earn 3 units of credit - you should be contacting your instructor to schedule your site visit and evaluation
September 25–30	If you work 30 hrs/week you should be contacting your instructor to schedule your site visit and evaluation
October 5	August/September Time Sheet Due

October 6th	Last day to drop any course with a "W"
October 23-27	If you work 20 hrs/week you should be contacting your instructor to schedule your site visit and evaluation
November 5	October Time Sheet Due *only for hours in October
November 10th	Veterans Day
November 23-24	Thanksgiving Recess
December 4th-8th	Finals Week
December 5	November Time Sheet Due *only for hours in November
December 6th	Student Evaluation/Contract due back from <u>Employer</u>
December 8th	**Last Day for CWE Site Visits (please see the ** note below) Last Day to Turn in assignments by email (5:00PM) <ul style="list-style-type: none"> ▪ December Time Sheet ▪ Program Evaluation ▪ 2-4 page paper or Final Draft ▪ Last day for site visits (Must be completed before 5:00PM)
December 8th	LAST DAY OF THE SEMESTER
December 11th	Instructor Grades & Paperwork (Instructor's Summary & Evaluation of Student) are due to on or before this date. If paperwork is not turned in to office by this date, students will be given a failing grade.

**** The instructor's site visit is the last day for you to submit your final time sheet, program evaluation and student paper. Please be prepared to submit all required documents at that time. DO NOT ATTEMPT TO WAIT UNTIL THE LAST DAY OF THE SEMESTER.**

COURSE OUTCOMES (STUDENT LEARNING OBJECTIVES):

COTR-19G SLO1: compare and analyze work environments related to career goal decisions.

COTR-19G SLO2: describe how the work experience has influenced career decisions and goals.

COTR-19G SLO3: evaluate work experience, in regards to human relations and skill attainment needed for gainful employment.

COTR-19G SLO4: explain positive work ethics for the workplace experience

COTR-19G SLO5: identify how classroom knowledge integrates into the workplace

Summary of desired activities and objectives:

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 EXCEPT FOR THE ONLINE STUDENT HANDBOOK WHICH CAN BE DOWNLOADED OR MAINTAINED AS AN FILE DOCUMENT FOR REFERENCE.

PREREQUISITES: ENROLLMENT AT REEDLEY (This maybe the only class enrolled in by the student)

REQUIREMENTS AND COURSE OUTLINE REFER TO CALENDAR FOR ASSIGNMENTS

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).

GRADING SCALE: *Point Breakdown*

200 Points Possible	
Learning Objectives (quality of objectives and whether deadline was met)	15 points max
Accomplishment of Objectives (as graded by Employer)	100 points max
Student Report	50 points max
Time Sheets (hours must be completed, points awarded for meeting deadlines)	30 points max
Program Evaluation (completed & turned in)	5 points max
Grading scale: A=180-200 B=179-160 C=140-159 D=120-139 F=<120	200 total points

Grade requirements will be set by each department/Work Experience Advisor who will assign the final grade. Generally, items such as the completion of the Objectives Worksheet, the evaluation of the success in completing each objective, the written report, submission of time sheets, and return of the Program Evaluation are included. It is the responsibility of the student to "DROP" this class before if not able to complete. Grades will be posted as assignments are received and graded.

ATTENDANCE POLICY : All assignments are to be turned in as requested with a deduction in point value as indicated by the Instructor for late assignments or incomplete assignments.

CANCELED CLASS POLICY: ALL ASSIGNMENTS ARE ONLINE. STUDENTS ARE EXPECTED TO CONTACT THEIR INSTRUCTOR FOR EMERGENCY SITUATIONS.

PLAGIARISM AND CHEATING POLICY

Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences. This statement is valid for both COTR-19G and BA-19V (Reedley College Catalog page 45).

Accommodations for students with disabilities:

If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or section 504 of the Rehabilitation Act, please contact your instructor as soon as possible.