*Cooperative Work Experience*

*Education (CWEE)*

**Faculty Handbook**

**2020 - 2021**

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City College of San Francisco

COOPERATIVE WORK EXPERIENCE/INTERNSHIP FACULTY HANDBOOK

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**Cooperative Work Experience Education (CWEE) Overview**

Cooperative Work Experience Education (CWEE) is an instructional program in which CCSF students earn college credit for what they learn while working at paid jobs, internships or volunteer positions. The goal is to help students apply their classroom-based learning in an actual work environment. The CWEE program courses provide experiential learning activities to strengthen student learning and reinforce the student’s effective work habits, attitudes and career awareness, thereby enhancing the student’s marketable skills.

There are two types of CWEE: **General Work Experience** and **Occupational Work Experience**.

**General Work Experience** provides on-the-job opportunities for students to learn the skills required for successful employment. Students may also earn college credit for current work experience. The work experience need not be related to the students' educational goals.

**Occupational Work Experience** provides students the opportunity to earn course and certificate credit for working in the field, in a supervised setting in an industry related to the students’ major or Career and Technical Education program or associated with the students’ educational or occupational goals. Occupational Work Experience offers students the opportunity to apply their skills while still in college, gain on-the-job experience, and "try out" a career before

graduation. Occupational Work Experience courses (which are sometimes called Internship courses) can be found in the course listings of the various CCSF Career and Technical Education programs.

The CWEE Program faculty and staff cultivate working relationships with students, college personnel, and employers to support student access, retention, and success. The CWEE Program adheres to the regulations for Cooperative Work Experience Education outlined in Title 5 of the California Code of Regulations and in the San Francisco Community College District Cooperative Work Experience Education Plan.

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**Cooperative Work Experience Education FAQs**

**What is Cooperative Work Experience Education?**

Cooperative Work Experience Education offers CCSF students the opportunity to apply knowledge and skills learned in the classroom to the work environment (job site) as well as to gain experience related to a specific career. The goal is to assist students in making the transition from school to work by providing hands-on, “real world” learning experiences and practical application of classroom theory.

**Can a student repeat a work experience courses? How many units of Work Experience can a student take?**

For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours, subject to the following limitations:

1. General Work Experience Education: A maximum of six semester credit hours may be earned during one enrollment period in general work experience education
2. Occupational Work Experience Education: A maximum of eight credit hours may be earned during one enrollment period in occupational work experience education.

The college encourages a minimum of 2 units within any given semester. Please consult with the Dean, Workforce Development in deciding the best way to offer your Work Experience course.

**Must I physically visit the jobsite of each Work Experience student?**

Yes. It is a Title V regulation that each semester the instructor of record will visit the jobsite personally a minimum of one time each semester.

Under limited circumstances, the District has the option to implement an alternative to the Work Experience instructor’s in-person visit to a student work site. These alternative options will be considered on a case-by-case basis. In such cases, District personnel will exercise reasonable judgment in determining the legitimacy of the workplace as part of the normal operating procedure of the Work Experience program. Circumstances justifying an alternative to in-person visits may include the following:

1. The instructor and supervisor regularly meet or communicate on a professional basis.
2. The student and supervisor are repeating work experience.
3. Extraordinary workplace security concerns exist which prohibit the possibility of an in- person consultation.
4. Work hours of student or supervisor do not match the instructor’s and cannot be easily

accommodated.

1. Student and supervisor are working in virtual offices.
2. Workplace is too distant and travel would be prohibitive. Acceptable options to use in lieu of an in-person visit include, but are not limited to: phone; teleconference; e-mail; partner with instructors from other colleges; video/web conference; postal mail.

**Are the units transferable?**

It depends. The California State University system does accept cooperative work experience/internship credit as elective units. Currently the UC system does not accept the transfer of cooperative work experience/internship units. Private universities and colleges may be contacted individually for their own policy.

**What is the policy on enrolling in other courses at CCSF while doing an outside internship?**

It is not a statewide requirement that students be concurrently enrolled in additional units while enrolled in an internship class. Instructors can decide if they want prereqs or coreqs to go with an internship class, and most do. Some programs can be set up where students take all their classes one semester and then do a full-time internship the next semester, without taking other classes concurrently.

**If a student signs up for 2 units for the internship experience but works more or less - can they adjust the units "later" or do they need to commit to a certain number of units NOW?**

Work Experience students must commit to a specific number of units for a semester by the same date that the Pass/No Pass grading option must be chosen. CCSF receives state funding based on a formula that tracks both the number of Work Experience students and their units; therefore, students must lock in their unit requests by a specified date.

**ENROLLMENT REQUIREMENTS**

Students must meet requirements that include the following eligibility criteria and enrollment procedures:

[Title 5§55254] Student Qualifications. In order to participate in Cooperative Work Experience Education students shall meet the following criteria: (1) Pursue a planned program of CWEE which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment. (2) Have on-the-job learning experiences that contribute to their occupational or education goals. (3) Have the approval of the certificated personnel.

* Students must attend an orientation session set by the identified instructor.
* Students must turn in a fully completed Application for Work Experience found on the CCSF Work Experience website.
* Students complete the Learning Objectives Agreement with the employer's and instructor’s input and approval.
* Students must maintain a record or journal of their cooperative work experience/internship experience and documentation of hours.
* Complete a self-evaluation of learning objectives at end of semester.
* Complete an evaluation of cooperative work experience/internship that can be used for program improvement.

**THE BENEFITS OF**

**COOPERATIVE WORK EXPERIENCE EDUCATION** (CWEE)

**For Students**

* + Work-based learning students find jobs faster and earn more money than their classmates
	+ Earn elective college credit toward graduation and transfer for either paid or non-paid work experience
	+ Develop ideas about careers you have never considered and find out what a particular career is really like
	+ Receive help in finding internship opportunities
	+ All learning takes place on-the-job and through the completion of independent assignments, there are no classes
	+ All learning is based on career related assignments and projects; there are no books
	+ Performance is evaluated based on achievement of student learning outcomes and completion of assignments; there are no tests
	+ Relates education to real world work experience through the achievement of workplace objectives and related classes
	+ Develops a “track record” in the workplace (allows students to demonstrate he/she can succeed in a work environment)
	+ Provides opportunities for job improvement
	+ Increases potential to advance by improving work-based skills
	+ Improves job opportunities after graduation by giving students valuable work experience and contact with potential future employers
	+ Enhances classroom learning by integrating academic curriculum and real-world work experience
	+ Documents skills and abilities with letters of recommendation and references

**For Employers**

* + Improves employer/employee communication through objective evaluation
	+ Increases employee motivation
	+ Results in improved employee job skills and productivity
	+ Provides increased opportunities for employee evaluation
	+ Assists with the development of employer/employee goals through learning objectives
	+ Enhances employee motivation, thus reducing training costs
	+ Promotes job stability by improving employee job skills

**For the College and Community**

* + Helps meet training needs of the community
	+ Promotes cooperation between the college and community members
	+ Increases faculty awareness of business/industry requirements
	+ Encourages development of relevant programs
	+ Provides faculty with fresh insights for classroom education needs through direct contact with business/industry community

**UNITS**

Cooperative Work Experience Education units are based on the number of hours worked during the semester. One unit is earned for every 75 hours of paid work or 60 hours of unpaid work. **Reminder: the work experience hours can begin accumulating only after the Enrollment Procedures have been completed.**

**Paid** CWEE/Internship Units \***Unpaid** CWEE/Internship Units

|  |  |  |  |
| --- | --- | --- | --- |
| *Hours Worked* | *Units* | *Hours Worked* | *Units* |
| 75 – 149 | 1 | 60 – 119 | 1 |
| 150 – 224 | 2 | 120 – 179 | 2 |
| 225 – 299 | 3 | 180 – 239 | 3 |
| 300 – 374 | 4 | 240 – 299 | 4 |
| 375 – 449 | 5 | 300 – 359 | 5 |
| 450 – 524 | 6 | 360 – 419 | 6 |
| 525 – 599 | 7 | 420 – 479 | 7 |
| 600+ | 8 | 480+ | 8 |

Guidance on number of units for Work Experience courses.

The following formula is used to determine the number of units to be awarded:

* 1. Each 75 hours of paid work equals one semester credit.
	2. Each 60 hours of non-paid work equals one semester credit.
	3. Units may be awarded in 0.5 unit increments.

The CWEE Office recommends that Work Experience courses offer a minimum of two units whenever possible.

For variable unit work experience courses, we encourage the default at registration be set at two units. For fixed-unit work experience courses, we recommend that the minimum number of units be set at two. We recognize there may be exceptions for offering one unit of Work Experience; for example, in high-unit programs or in programs that require fewer hours for professional certification requirements.

**STUDENT RESPONSIBILITIES**

* Complete the enrollment forms and procedures (outlined in the Enrollment Requirements section).
* Write the learning objectives, obtain signatures and return completed Learning Objectives Agreement to the instructor of record. Students should retain a copy for their own records.
* Work the appropriate number of hours per unit enrolled. Please be aware that their hours do not begin accruing until enrollment procedures have been completed.
* Immediately notify the instructor of record of any changes in job, supervision, working hours, or address/phone number.
* Turn time sheets, signed by employer, to the instructor of record.
* Complete written assignments including the program evaluation and the student evaluation and return to the instructor of record prior to the end of the semester.

### INSTRUCTOR RESPONSIBILITIES

* First time CWEE instructors should meet with the Dean, Workforce Development for an orientation and consult with an experienced CWEE instructor.
* Review and approve the student's application and learning objectives.
* Send a draft MOA to the employer to review and sign. After the employer signs and returns the MOA, the instructor will forward the MOA to the Dean of Workforce Development for signature.
* Monitor the student’s cooperative work experience/internship.
* Contact the site supervisor for each student during the semester.
* Approve the site facilities, equipment, and materials necessary to achieve the on-the-job learning objectives.
* Retain copy of completed Applications and Learning Objectives Agreement after instructor approval.
* Administer the student evaluation and assign the final grade.
* Meet with each student for a minimum of three hours during the semester. At least one meeting must be at the student's employment site.
* Maintain all required documentation and submit to the CWEE Facilitator prior to the end of the semester.
* Collect timesheets from student/employer.
* Track hours worked throughout semester and verify that hours worked correspond to number of units enrolled in.
* Attend Quarterly Work Experience Task Force Meetings.
* Maintain student files and verify that all necessary paperwork is completed per Title V requirements.

###### DEAN OF WORKFORCE DEVELOPMENT

**RESPONSIBILITIES**

* Understand federal, state, and College regulations governing Cooperative Work Experience Education.
* Provide direction and liaison to faculty members instructing work experience students to ensure compliance with work experience regulations and standards.
* Co-facilitate a learning community among work experience faculty for sharing best practices, professional development, and continuous quality improvement. Conduct orientations for first time instructors.
* Develop and maintain relationships with business, industry, and agency employers to expand the availability of work experience work sites.
* Work with CTE advisory committees to promote work experience.
* Coordinate with Career Center staff and departments on guidance services for CWEE students.
* Develop, update, and otherwise modify CWEE program policies, procedures, and forms as necessary.
* Maintain and update the CWEE website.
* Gather and analyze CWEE program evaluation data in coordination with the Office of Research and Planning.
* Audit a random sample of work experience student files for quality assurance purposes.
* Coordinate with School Deans on student and instructor appeals as they relate to work experience.
* Engage in CWEE marketing and outreach activities by promoting work experience opportunities college-wide and marketing work experience and service learning to current and prospective students.
* Supervise the CWEE Research Assistant and Employment Specialists. The CWEE Research Assistant will support the Associate Dean with CWEE record keeping, marketing and outreach materials, web updates, reporting, and communication with work experience faculty and students.

### EMPLOYER RESPONSIBILITIES

* Understand and work toward the educational objectives of the cooperative work experience/internship as detailed on the Objectives Agreement & Student Evaluation.
* Provide input in developing and approving the student's learning objectives.
* Evaluate the student's achievement of the identified objectives.
* Certify the student's time sheets.
* Provide continuous work assignments for students during the cooperative work experience/internship period.
* Provide adequate supervision of the student's work while ensuring the student receives the maximum educational benefit. This includes assisting the student in achieving their learning objectives and teaching certain skills that can be more effectively learned on the job.
* Comply with all appropriate Federal and State employment regulations, including Workers Compensation coverage. The San Francisco Community College District will insure students who do not receive compensation. If cooperative work experience/internship is unpaid, contact the Work Experience office for necessary paperwork.

**CWEE Plan and Related Procedures**

Information on the District’s Cooperative Work Experience Education plan that pertain to Title 5 compliance on documentation. Below are some excerpts from the CWEE plan and related procedures on forms, files, and employer agreements:

**The full plan can be found here:** <http://www.ccsf.edu/dam/Organizational_Assets/Department/Research_Planning_Grants/College_Plans/CW> EE\_June2017.pdf

**The CWEE Faculty Resources page and related CWEE forms and templates can be found here:**

<http://www.ccsf.edu/en/educational-programs/cte/Earnandlearn/CWEEfacultyresources.html>

**Records.** (a) The district shall maintain records which shall include at least the following: (1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis for determining whether the student is qualified for Occupational or General Work Experience. (2) A record of the work permit issued, if applicable, signed by the designated issuing agent. (3) The employer’s or designated

representative’s statement of student hours worked and evaluation of performance on the agreed-upon learning

objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period. (4) New or expanded on-the-job measurable learning objectives which serve as part

of the basis for determining the student’s grade, signed by academic personnel, the employer or designated

representative, and the student.

All CWEE forms and student files shall be standardized District-wide to follow the Title 5 criteria and requirements. All CWEE-specific forms and modifications thereof must be approved by the Dean of Workforce

Development before their use. The CWEE Office will develop interactive forms to be maintained online through CCSF’s CWEE website. Student and employer records will be maintained for four years, after which they will be destroyed.

*Procedure: The forms posted on the CWEE website have been approved for use this school year. If Work Experience instructors*

*want to make any modifications to the forms this year, please submit them to the Dean of Workforce Development for approval.*

**Audit of Files.** The Dean of Workforce Development will audit a random sample of work experience student files for quality assurance purposes.

*Procedure: The Dean of Workforce Development will schedule a time with each Work Experience instructor to conduct a desk review of student files every year.*

**Employer Memorandum of Agreement.** All employers are expected to sign a Memorandum of Agreement (MOA) or an approved contract with the District in which the roles and responsibilities of both the Employer and District, in keeping with the Title 5 requirements. The Dean of Workforce Development will sign the MOA on behalf of the District.

A sample MOA template is provided on the next page. It has been approved by the District’s General Counsel for use.

*Procedure: The Work Experience Instructor will draft the MOA using the template provided, filling in the name of the Employer in the two spaces indicated on the top of the first page of the agreement, and send the MOA to the employer to review and sign. After the employer signs and returns the MOA, the instructor will forward the MOA to the Dean of Workforce Development for signature. The Dean of Workforce Development will sign the MOA, have the Dean of Administrative Services sign the MOA, and give a copy of the countersigned MOA to the Work Experience Instructor to give to the Employer.*

**MEMORANDUM OF AGREEMENT**

Between

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT**

COOPERATIVE WORK EXPERIENCE EDUCATION PROGRAM

And

[INSERT EMPLOYER NAME]

1. **AFFILIATING AGENCIES:**

San Francisco Community College District (hereinafter called “College”) and [INSERT EMPLOYER NAME] (hereinafter called “Employer”).

**ll. AFFILIATING AGREEMENT:**

This is a mutual agreement between the College and the Employer regarding College students

(either employee(s) of or volunteer(s) recruited by Employer) enrolled in a supervised work experience.

**lll. THE EMPLOYER AGREES TO:**

* 1. As required by law, comply with all appropriate federal and state employment regulations.
	2. Provide a job description for the student that describes at a minimum: overview of duties, duration of the work experience, minimum qualifications, and application procedures.
	3. Provide orientation and training regarding Employer’s work performance expectations.
	4. Provide direction to students in establishing specific, measurable and attainable work-based learning objectives.
	5. Inform student of the probability of working sufficient hours per week for the number of work experience units attempted (1 unit = 75 hours paid, 60 hours unpaid) during the current period of enrollment.
	6. Establish a work schedule for the student that is flexible considering the student’s school commitments.
	7. Provide a safe and supportive atmosphere to enable students to apply academic learning to the work environment.
	8. Provide adequate facilities, equipment and materials at the work-site to achieve approved on-the-job learning objectives.
	9. Provide adequate supervision, which includes, but is not limited to, recommending and approving learning objectives, signing monthly time sheets, meeting briefly with the Work Experience instructor, and completing end-of-semester evaluations on students’ progress.
	10. Notify the assigned Work Experience instructor, immediately should problems arise concerning a student’s involvement in the work experience.
1. **THE COLLEGE AGREES TO:**
	1. Recruit and orient students to the work experience program.
	2. Provide guidance to students in establishing specific, measurable and attainable work-based learning objectives.
	3. Acknowledge the Employer’s right to hire employees or accept volunteers based on the Employer’s hiring criteria and availability of open positions.
	4. Provide a Work Experience instructor/liaison, who will make at least one visit to the work site, when feasible.
	5. Communicate with the work-site supervisor for the purpose of evaluating the student’s success in achieving work-based learning objectives.
	6. Meet with students on an as-needed basis to ensure they understand the requirements for succeeding in the work experience program.
	7. Provide liability insurance and Worker’s Compensation Insurance when necessary (for unpaid students).
	8. Provide consultation to the Employer.
2. **REQUEST FOR WITHDRAWAL**

The College may drop from the work experience program any student whose participation does not justify his/her continuance with the program, in accordance with pertinent regulations. The Employer, in consultation with the College, has the right to discontinue any given student’s involvement in the work experience if the student is not participating satisfactorily in the program.

1. **EFFECTIVE DATE AND TERMS OF THE AGREEMENT:**
	1. This agreement shall be effective when executed by both parties and shall continue for a term of one year from the date the agreement is signed.
2. If either party to this Agreement wishes to withdraw from the Agreement, it is understood that at least two months’ notice shall be given by either party.
3. Students assigned to this Employer and who are otherwise meeting the Employer’s expectations for continued employment shall be given an opportunity to complete the semester with this Employer.

**EMPLOYER**

**Business Name:**

**Address:**

**Phone Number:**

**Employer’s Representative:**

**Signature: Date:**

**Title:**

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT**

**Work Experience Course(s):**

**School Term(s):**

**Signature: Date:**

**John Halpin, Dean of Workforce Development**

**Signature: Date:**

**Garth Kwiecien, Dean of Administrative Services**

**ATTENDANCE & TIME SHEET**

It is the student's responsibility to record their Cooperative Work Experience/Internship hours worked. At the end of each month, be sure to get your supervisor's signature. Time sheets must be turned in to the CWEE instructor. Time sheets are included in this packet. If you need extras, please run additional copies.

**Employer Visitation(s)**

**STUDENT PROGRESS**

The instructor of record will contact the work site supervisor during the semester, at least one of which must be in person. The instructor will meet the site supervisor, confirm the appropriateness of the work

site and working conditions, informally evaluate student progress, and stay apprised of the student's

development on the job.

**Employer’s Evaluation**

The site supervisor will evaluate the student's achievement of the agreed upon objectives using the original

*Learning Objectives Agreement* as a reference and filling in the *Student Evaluation by Employer* form. These forms will be sent to the employer near the end of the term for the evaluation and returned to the instructor of

record for inclusion in the final evaluation.

**General Policies**

**GRADES**

* The cooperative work experience/internship course is a graded course.
* Points are earned for all requirements of the program.
* The instructor of record assigns the final grade.

Grade requirements will be set by each instructor of record 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, and submission of time sheets are included. It is the responsibility of any student who is not able to complete the class to "drop" before the last day in which it is allowed.

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CCSF Work Experience Process Flow

# Student

Instructor

Employer

CWEE Office

#### Enrolls and Completes Application

Approves Enrollments & Collects Applications

Provides worksite and supervision

Supports Programs Marketing & Outreach

Attends Orientation

Conducts Orientation

Signs MOA

Signs & Files MOA

Develops Learning Objectives

Approves Learning Objectives

Approves Learning Objectives

Oversees Title 5 Compliance

Completes Work Experience

Conducts Site Visits

Meets Faculty Onsite

Convenes CWEE Task Force

Submits Evaluation and Time Sheets

Compiles & Maintains Student Records

Signs Time Sheets and Submits Evaluation

Audits Student Records

CCSF Work Experience Documents

Application for

Work Experience

Learning Objectives Agreement

Memorandum of

Agreement Time Sheet

Student

Evaluation

Employer

Evaluation

Site Visit

Evaluation

### City College of San Francisco

COOPERATIVE WORK EXPERIENCE/INTERNSHIP COURSE TERM AT A GLANCE

**ORIENTATION TO CWEE CLASS**

**APPLICATION**

DATE:

**AGREEMENT WITH**

**EMPLOYER**

DATE:

**AGREEMENT ON OBJECTIVES**

DATE:

**ATTEND SCHEDULED COURSE MEETINGS &**

**COMPLETE ASSIGNED COURSE WORK**

DATES:

**SUMMARY TIME CARD**

DATE:

**EVALUATIONS**

DATE:

**LEARNING OBJECTIVES COMPLETED**

DATE:

**JOB-SITE VISIT**

DATE:

**TERM ENDS**

DATE:

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**Student Evaluation**

(To be completed by student)

To what extent do you feel you have achieved the objectives set forth for this evaluation period?

**OBJECTIVE 1**:

(5) □ Achieved: (5) □ Excellent; (4) □ Good; (3) □ Fair

(3) □ Still in process:

(1) □ Not achieved Comments:

**OBJECTIVE 2**:

(5) □ Achieved: (5) □ Excellent; (4) □ Good; (3) □ Fair

(3) □ Still in process:

(1) □ Not achieved

Comments:

**OBJECTIVE 3**:

(5) □ Achieved: (5) □ Excellent; (4) □ Good; (3) □ Fair

(3) □ Still in process:

(1) □ Not achieved

Comments:

**Employer Evaluation**

(To be completed by work site supervisor)

Supervisor:

Date:\_

Company Name:

Supervisor’s Signature

Student:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| This is an evaluation of the student as a worker in the company and as a student in the Cooperative Work Experience Program. Your evaluation will help the college instructor assess the students overall class performance. **MARK AN “X” IN THE SELECTED CATEGORY** | **EXCELLENT****5** | **ABOVE AVERAGE****4** | **SATISFACTORY****3** | **NEEDS IMPROVEMENT****2** |
| **PERSONAL APPEARANCE**Standard: Dresses appropriately. Grooming is above approach |  |  |  |  |
| **HUMAN RELATIONS**Standard: Is cooperative, courteous, and friendly to customers, associates, and supervisors. Accepts suggestions and controls his/her emotions. |  |  |  |  |
| **ATTITUDE**Standard: Is eager to improve.Progresses on own initiative; dependable, enthusiastic, sincere, has appropriate work habits. Uses good judgment. |  |  |  |  |
| **WORKMANSHIP AND SKILL**Standard: Strives for improvement; shows thoroughness, accuracy, and precision in detail. Has satisfactoryperformance and speed. |  |  |  |  |
| **PUNCTUALITY AND****DEPENDABILITY**Standard: Meets deadlines and is prompt. |  |  |  |  |
| **ATTENDANCE**Standard: Attends as scheduled |  |  |  |  |
| **OVERALL WORK****PERFORMANCE** |  |  |  |  |

To what extent do you feel the student met the objectives agreed upon between you, the supervisor, the student and the instructor. **Answer Yes/No on achievement and rate the performance of the student.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Objective #1 Achieved  | Excellent  | Good  | Fair  | Poor  |
| Objective #2 Achieved  | Excellent  | Good  | Fair  | Poor  |
| Objective #3 Achieved  | Excellent  | Good  | Fair  | Poor  |

**City College of San Francisco**

**COOPERATIVE WORK EXPERIENCE/INTERNSHIP COURSE**

**Site Visit Evaluation**

(To be completed by instructor)

Student:

Instructor:

Company Name:

Date of Visit:

As the instructor of the student, please evaluate the student as a worker and appropriateness of place of employment. Your recommendations, comments, and helpful hints will be utilized by the College for guidance of the student and consideration for future placements.

|  |  |  |  |
| --- | --- | --- | --- |
| EXCELLENT | ABOVE AVERAGE | AVERAGE | NEEDS IMPROVEMENT |
| A | B | C | D |
| 10 | 8 | 7 | 6 |

**PERSONAL APPEARANCE:** Dresses appropriately. The student meets standards for the job.

**HUMAN RELATIONS:** Is cooperative, courteous and friendly to customers, associates, supervisor(s), and works well with others.

**ATTITUDE**: Uses mature judgment. Progresses on own initiative; is sincere, has appropriate work habits, and follows directions. Accepts suggestions, responsibility

and shows satisfactory ability to learn.

**PLACE OF EMPLOYMENT**: Appropriateness of work site and working conditions.

**MEASURABLE OBJECTIVES**:

Achievement of Objective No. 1 Achievement of Objective No. 2

Achievement of Objective No. 3

**OVER-ALL POINTS** (total of the above points):

**MISCELLANEOUS**: What does the student need most to achieve his/her potential?

Instructor’s Signature \_ Date

Student’s Signature

Date

City College of San Francisco

Cooperative Work Experience/Internship Course

**Monthly Time Sheet**

(To be submitted on a monthly basis) Month Year

Student’s Name Instructor’s Name

Supervisor’s Name

|  |  |
| --- | --- |
| **Day of the Month** | **Hours Worked** |
| **17** |  |
| **18** |  |
| **19** |  |
| **20** |  |
| **21** |  |
| **22** |  |
| **23** |  |
| **24** |  |
| **25** |  |
| **26** |  |
| **27** |  |
| **28** |  |
| **29** |  |
| **30** |  |
| **31** |  |

|  |  |
| --- | --- |
| **Day of the Month** | **Hours Worked** |
| **1** |  |
| **2** |  |
| **3** |  |
| **4** |  |
| **5** |  |
| **6** |  |
| **7** |  |
| **8** |  |
| **9** |  |
| **10** |  |
| **11** |  |
| **12** |  |
| **13** |  |
| **14** |  |
| **15** |  |
| **16** |  |

I certify that I have worked the hours indicated above:

**Monthly Total**

Student's Signature

Supervisor's Signature

Dear Employer:

The CCSF student presenting this letter to you is interested in participating in the Cooperative Work Experience Program.

Cooperative Work Experience is a joint venture between employers, City College of San Francisco and students. The goal of the program is to provide relevant, quality, discipline specific education which results in benefits to all parties involved. The student receives special career guidance, college credit and completes three measurable objectives that will improve skills and attitude on the job. College Work Experience can help the students relate their college program to their employment. The program also helps the college keep abreast with current developments and expanded relationships with industry and the community.

The attached Memorandum of Agreement describes the ways we are requesting you, the employer, be involved, including:

* A statement of Learning Objectives indicating that you are in agreement with the tasks developed by the student for the purpose of learning/

improving his/her job performance during the term.

* A site visit by the work experience instructor. At this time the employee’s objectives are discussed, a job performance evaluation of the student related

to the objectives is taken, and suggestions for upgrading the work

performance of the student are sought.

* A signed time card, which the employee must fill out verifying the employee’s work time on the job. Please indicate your willingness to participate with the college, and the student by signing the Memorandum of Agreement in the space provided, and return the document to me at your earliest convenience. If you have any questions about this, please let me know.

Thank you for your assistance.

Sincerely,

Instructor

Cooperative Work Experience Education

CC: Dean, Workforce Development

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT**

**APPLICATION FOR COOPERATIVE WORK EXPERIENCE EDUCATION CLASSES**

Semester: Fall ❑

|  |  |  |
| --- | --- | --- |
| **CRN** | **COURSE** | **UNITS** |
|  |  |  |
|  |  |  |

Spring ❑

Summer ❑

Year:

 **STUDENT INFORMATION**

Student I.D. #:

Day Evening

Phone #: Phone #:

Name: (last) (first) (middle)

Address:\_ (number) (street) (city) (zip)

Your Major:

Occupational Goal:

I am currently enrolled in an occupational program. yes ❑ no ❑

I am now taking units of college credit besides work experience.

I have completed units of Work Experience prior to this semester.

Work Experience Employer *(Company Name)*:

Address: (number) (street) (city) (zip)

Supervisor: (name) (title) (phone)

Your Position:

Hours per week:

paid ❑ unpaid ❑

How long have you had this position?

Description of Duties:

*Student Signature:*

*Date:*

 **FOR FACULTY USE ONLY**

1. Worksite Contact:

Date:

Comments:

1. Worksite Contact:

Date:

Comments:

Instructor Signature/Date

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**City College of San Francisco**

**Work Experience Office, 50 Frida Kahlo Way, ARTS 210**

**San Francisco, CA 94112 ▪ (415) 452-7045**

Fall ❑ Spring ❑ Summer ❑ Year:

(Print) Last Name First Initial

Student I.D. Number # Units

( ) ( ) Home Phone No. Worksite Phone No. Name of Supervisor Title

Name of Employer Address City Zip

(Print) Instructor’s Name Telephone No. Fax No. Email

**TRAINING AGREEMENT**

1. The student and employer shall comply with Cooperative Work Experience Education Program guidelines and regulations. The employer and the college will provide necessary supervision and counseling to ensure the student employee receives appropriate educational benefit from this work experience. The instructor will visit the student employee’s place of employment, consult with the employer regarding the student’s job performance, and grant academic credit for successful completion of the program.
2. The undersigned acknowledge receipt of the separate Agency Agreement for Cooperative Work Experience Education between the San Francisco Community College District and the employer.
3. The undersigned acknowledge the learning objectives below.

**WORK RECORD SUMMARY: - - to - -**

mo. day yr. mo. day yr.

**Work Based Learning Objectives:**

* 1. What?
	2. What?
	3. What?

Student Signature/Date Supervisor Signature/Date Instructor Signature/Date

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Please make sure you are using the current version of Chrome or Safari

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Reglstr tlon

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To Change Unit Values and Grading Options

Remember to use the current version of Chrome or Safari

* + 1. Log into your WEB4 account.
		2. Go to your Student Portal and click on Student Registration.
		3. Select current term and click on the Submit button.
		4. On the menu, select and click on Register for Classes.
		5. Click on the tab labeled Schedule and Options.
		6. In the section that shows your course listings, there are two columns labeled Units and Grade mode.
			1. If available, you can change the unit value by clicking on the number.
			2. If available, you can change the grading option by clicking on default grade mode.
		7. Once you have selected your changes, make sure you click on the Save button on the lower right hand corner to apply your selection(s).

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