

DVC

Work Experience Education

Student Handbook & Course Syllabus

www.dvc.edu/WRKX
WRKX@dvc.edu



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Work Experience Education Course Syllabus

Course Definitions

Work Experience courses are listed under “**Work Experience**” in the catalog and class schedule. In order to enroll in WRKX, students must be employed.

WRKX 160 (General Work Experience Education) (2-3 units)

WRKX 160 or General Work Experience Education is supervised employment for students whose jobs do not relate to their college major or area of career interest. Under the supervision of a college instructor, students will acquire employability skills, desirable work habits, and career awareness through on-the-job and other learning experiences.

WRKX 170 (Occupational Work Experience Education (2-4 units)

WRKX 170 or Occupational Work Experience Education (or 295 discipline specific) is supervised employment that extends classroom learning to the job site and relates to the student’s chosen field of study or area of career interest. Under the supervision of a college instructor, students will engage in on-the-job and other learning experiences that contribute to their employability skills and occupational or educational goals.

WRKX 180 (Internship in Occupational Work Experience Education) (2-4 units)

WRKX 180 or Internship in Occupational Work Experience Education (or 296 discipline specific) is a supervised internship in a skilled or professional level assignment in the student’s major field of study or area of career interest. Under the supervision of a college instructor, students will engage in on-the-job and other learning experiences that contribute to their employability skills and occupational or educational goals. Internships may be paid, non-paid, or some partial compensation provided.

Student Learning Outcomes (SLOs): Students completing Work Experience will be able to:

- Improve capabilities on the job
- Improve employability skills
- Conduct research
- Develop professional behaviors

How to Enroll in Work Experience?

- Complete online Employment Form at www.dvc.edu/WRKX
- Enroll in appropriate WRKX course, based on academic/career goal and average number of hours worked per week
- Attend a mandatory student orientation

All Cooperative Work Experience forms are available online at www.dvc.edu/WRKX

Work Hours Required to Earn Work Experience Units

Summer - 8 Week Program

PAID			
	WRKX 160	WRKX 170 & 180	
Units	Avg. hours per week	Avg. hours per week	Total Semester hours
2	19	19	150
3	29	29	225
4	n/a	37.5	300

UNPAID	
WRKX 180	
Avg. hours per week	Total semester hours
15	120
23	180
30	240

Fall/Spring - 16 week

PAID			
	WRKX 160	WRKX 170 or 180 or 295	
Units	Avg. hours per week	Avg. hours per week	Total semester hours
2	10	10	150
3	15	15	225
4	n/a	19	300

UNPAID	
WRKX 180 or 296	
Avg. hours per week	Total semester hours
8	120
12	180
15	240

Fall/Spring Late Start 13 Week Program

PAID			
	WRKX160	WRKX 170 & 180	
Units	Avg. hours per week	Avg. hours per week	Total Semester hours
2	12	12	150
3	18	18	225
4	n/a	24	300

UNPAID	
WRKX 180	
Avg. hours per week	Total semester hours
8	120
12	180
16	240

Course Requirements

1. **Orientation:** Students must attend a mandatory orientation to learn about class expectations and Work Experience instructor contact information.
2. **Learning Objectives:** With input from worksite supervisors and instructors, students set learning objectives that outline their goals for the semester. These objectives must be reviewed by the Work Experience instructor, and then signed by the student and worksite supervisor. The original signed and completed objectives form must be returned to the Work Experience instructor.
3. **Pre/Post Assessment** – Students complete a Student Learning Outcomes (SLO) pre and post assessment based upon their learning objectives and submit to their instructor at their first and last meeting.
4. **Instructor Meetings:** Students are required to coordinate and meet with their assigned Work Experience instructor during the semester to review learning objectives and discuss progress on their objectives a minimum of two times. The first meeting should take place in-person within the first 2 weeks of enrollment.
5. **Progress Reports:** Two progress reports are required during the Fall and Spring Semesters and one during the summer term. Due dates are determined individually with the Work Experience instructor.
6. **Employer Visitations:** Work Experience instructors visit student's site of employment and meet with their supervisor to obtain an evaluation of student performance of learning objectives.
7. **Field Work Report:** This written report discusses and explores the student's experience in developing, implementing, and completing their learning objectives.

Student Assignment Chart

Assignment due dates vary based on the instructor and the student.

Discuss due dates with your faculty instructor and record them on the chart

Assignment	Point Value		Due Date
	Spring/Fall	Summer	
First Conference (in person): Make an appointment with your assigned Work Experience instructor to turn in completed Practice Objective form. 3 objectives are required during spring and fall semesters. 2 objectives are required during summer semester.	15	15	
Return signed and completed Agreement Form: Signed by student, worksite supervisor, and Work Experience instructor.	10	10	
Progress Report(s): 2 progress reports are required during spring and fall semesters. 1 progress report is required during summer semester.	15 ea.	30	
Objectives: Instructor contacts site supervisor who provides input and rates student on performance of objectives.	75	75	
Final Field Report: Complete written Field Report (guidelines on page 8).	70	70	Report
Total Possible Points	200	200	

Grading

Course Grading Rubric

A = 180-200
 B = 160-179
 C = 140-159
 D = 120-139
 F = 119 or less

Ratings on objectives:

Spring/Fall (3 Objectives)
 A = 25
 B = 20
 C = 15
 D = 0

Summer (2 Objectives)
 A = 37.5
 B = 30
 C = 22.5
 D = 0

Your Work Experience instructor will keep an accurate record of assignments and points accrued. Remember to keep in contact with your Work Experience instructor throughout the semester in order to stay on track and receive the maximum amount of points. You may receive point deductions if you:

- Arrive late or miss scheduled appointments
- Turn work in late and / or miss assignments
- Do not complete work projects or work insufficient hours

Tips for Writing Learning Objectives

What is an Objective?

Work Experience objectives establish goals for the course, tailored to the needs of each student and employer. These objectives count for up to 75 total points of a student's final grade.

Steps to Writing SMART Objectives:

- **Specific** – Describe a precise or specific outcome.
- **Measurable** – Describe the system you'll put in place to measure your progress toward the achievement of your objective; include a number, percentage, or frequency when possible.
- **Action-Oriented** – Describe the specific actions you will take to accomplish the objective.
- **Relevant** – Can you make an impact on the situation? Is it important to your education? To your supervisor?
- **Time-Based** – Clearly define your completion date.

Objectives must address:

- What is the task to be accomplished?
- How will it be accomplished?
- How will it be evaluated (measured) and by whom?
- When will it be accomplished?

Consider an objective that shows level of:

Creativity: Doing things a new way or finding new things to do on the job.
Example: Designing a new system for tracking customer inquiries.

Problem Solving: Identifying a problem and finding a reasonable solution.
Example: Customers complain about long lines at your store. You determine a method to speed up check-out.

Skill development: Seek opportunity to improve your effectiveness on the job
Example: You work in the stockroom but want to move into sales. You seek training from your supervisor to learn effective sales associate skills

Questions to ask yourself:

- Is there anything I could do to help improve the day-to-day aspects of my job? How? How will it be measured (observation, a report, etc.)?
- Are there specific problems in my work area? How might I solve them?
- Is there anything I would like to learn in my current job? Is there anything my manager does that I would like to learn how to do?
- Do I need to improve my basic skills in any area of my job?

Sample Practice Objectives Sheet

Student's Name: A. Model Student Date August 30, 2013

Student ID# 1234567 Company Name (Various)

Students must identify new and expanded learning objectives each semester, which must be measurable and within his/her range of accomplishment. The objectives must be developed and written by the student, as well as reviewed and approved by the employment supervisor and the instructor at the beginning of each semester. These objectives must reflect new and expanded responsibilities for the student. The employment supervisor and the student will discuss progress made in attaining the student's objectives.

Sample
One

1. What is the task to be completed? Develop and rebuild a better, more up-to-date procedures folder for volunteers.
2. How will it be accomplished? By observing volunteer experience, analyzing contents of existing folder, and adding and organizing information.
3. How will it be measured/evaluated/rated, and by whom? To be submitted to supervisor for evaluation of contents.
4. When will it be completed? At the end of October 2013.

Sample
Two

1. What is the task to be completed? Increase typing speed from 35 wpm to 50 wpm with less than five errors.
2. How will it be accomplished? Through practice and weekly, timed five-minute typing tests.
3. How will it be measured/evaluated/rated, and by whom? Tests will be submitted to supervisor for evaluation.
4. When will it be completed? By November 30, 2013

Sample
Three

1. What is the task to be completed? Create a test fixture to run live tests on hot-gas valve fixture to test for electro-mechanical reliability.
2. How will it be accomplished? By examining the present procedure and the steps involved.
3. How will it be measured/evaluated/rated, and by whom? Demonstrate the effectiveness of the test fixture in comparison with present methods. Supervisor to evaluate through observation and testing.
4. When will it be completed? By September 29, 2013.

Practice Objectives Sheet

Available online: www.dvc.edu/wrkx

Complete and bring to first instructor meeting. Use tips on writing objectives found in the Handbook.

Student's Name _____ Date _____

Student ID# _____ Company Name _____

Students must identify new and expanded learning objectives each semester (3 fall/spring, 2 summer), which must be measurable and within their range of accomplishment. Objectives must be developed and written by the student, as well as reviewed and approved by the employment supervisor and the CO-OP faculty instructor at the beginning of each semester. Objectives must reflect new and expanded responsibilities for the student. The employment supervisor and the student will discuss progress made in attaining the student's objectives.

Sample One

1. What is the task to be completed? _____

2. How will it be accomplished? _____

3. How will it be measured/evaluated/rated, and by whom? _____

4. When will it be completed? _____

Sample Two

1. What is the task to be completed? _____

2. How will it be accomplished? _____

3. How will it be measured/evaluated/rated, and by whom? _____

4. When will it be completed? _____

Sample Three

1. What is the task to be completed? _____

2. How will it be accomplished? _____

3. How will it be measured/evaluated/rated, and by whom? _____

4. When will it be completed? _____

Field Work Report Guidelines

Field work reports are due at or before the final conference with your Work Experience instructor. Specific due dates are determined by your Work Experience instructor.

Field Work Reports must be in essay format, typed, double-spaced, 12-point font, and a minimum of three (3) pages in length. (During the summer semester, only two (2) pages are required.)

Please include a cover sheet with:

- Your name
- Work Experience course and section number
- Semester for which you are enrolled
- Name of your assigned Work Experience instructor

The theme of your paper is a discussion of the learning objectives you developed at the beginning of the semester and how they were achieved. This is an integral part of the learning process and should be undertaken with care. Your paper should show reflection, insights, new learning, and thoroughly address the following topics.

Introduction:

Your introduction should include:

- Listing of each objective (may be summarized).
- Brief explanation of why you selected those particular objectives.
- The course of action you took to accomplish them.

Results:

Report on how effectively you completed your learning objectives. Topics to discuss are listed below. You may also include other information that you feel is relevant to your Work Experience learning experience.

- What aspects of the plan worked well?
- What challenges did you encounter?
- What changes did you make from your original plan?
- What would you do differently next time, if you had the opportunity?
- Discuss observations and experiences.
- Provide concrete examples to support your observations.

Conclusion:

- What did you learn about yourself, your employer, and/or your career/field?
- Summarize how this new knowledge will benefit you in your employment.

Field Work Grading Rubric

Circle the rating that best describes how closely the student paper meets the criteria below.

CRITERIA	Does not meet	Marginally Meets	Somewhat Meets	Completely Meets
Content	Content reflects no understanding of topic	Content reflects a minimal understanding of topic	Content reflects a partial understanding of topic	Content reflects full understanding of the topic
Meaningful Development of Ideas	Ideas are unclear and/or not well-developed	Ideas are irrelevant or not fully explained or supported; repetitive or irrelevant details	Inconsistent depth of thought supported by partially relevant, supportive evidence/details	Depth and complexity of thought supported by rich, pertinent details; supporting evidence leads to clear vision of the idea
Understanding of job function(s) relative to students' objectives	Doesn't explain or show any understanding of job function relative to student objectives	Student has shown some growth in understanding of the job function relative to student objectives	Student demonstrates understanding of job function within the department	Student demonstrates understanding of job function within the organization
Analysis of goal/ learning objectives	Student has minimal insight in terms of reaching his/her goals	Student has shown some understanding of achievement in reaching goals	Student cites some examples that demonstrate the achievement of goals	Student cites specific examples, (including data or measurements) to support the achievement of goals
Organization of paper/ Mechanics	Weak organization of ideas; Paper has persistent errors with improper word choice, word usage, spelling, sentence structure, punctuation and capitalization	Unfocused and/or unclear "drift and waffle" structure is inconsistent and needs major revision; Paper has a variety of errors with word choice, word usage, spelling, sentence structure, punctuation or capitalization.	Logical organization of ideas, but needs slight revision; structure is fairly easy to follow; relevant opening paragraph and conclusion; Paper may have some errors with word choice, word usage, sentence structure, punctuation and/or capitalization.	Careful and relevant organization of ideas creates a strong argument; one consistent theme throughout; introduction (with hook and thesis) and conclusion follow logically from paper; No major errors with word choice, word usage, sentence structure, spelling, punctuation and capitalization
OVERALL SCORE				

Faculty Contact Information

If you are unable to contact your Work Experience faculty instructor, please send an email to the Work Experience email address: WRKX@dvc.edu

PH = Pleasant Hill Campus; SRC = San Ramon Campus

Instructor	Note(s)	Office/Hours	Preferred Phone Number	DVC Phone Extension
Lindsay Bell lbell@dvc.edu	Special Education (SPEDU)	PH – By Appointment		
Bob Berggren bberggren@dvc.edu		PH - FO 261 By appointment	925-250-5698	n/a
Michelle Branner (BUS) mbranner@dvc.edu	Business (BUS)	PH – By Appointment		
Erin Brooks ebrooks@4cd.edu	FTVE, MUSX, CNT	PH – By Appointment		
Ericka Burns (HSCI) eburns@dvc.edu	Health Science	PH – By Appointment	916-230-9603	
Marisa Greenberg mgreenberg@dvc.edu		PH – AB 121 or other location by appointment	925-969-2026	x22026
Robin Heinemann rheinemann@dvc.edu		PH – AB 217 or other location by appointment	925-260-9922	n/a
Nicole Hess-Diestler ndiestler@dvc.edu	Drama	PAC 119 By appointment	925-969-2714	x22714
Lance Hurtado lhurtado@dvc.edu	Horticulture	PH – By appointment	925-383-3609	n/a
Louise Lodato llodato@dvc.edu	Library Technology, Construction	PH – By appointment	925-487-7393 Text OK	n/a
Mark Mithaiwala mmithaiwala@dvc.edu	San Ramon Campus	SRC - By appointment	925-997-3367	n/a
Dietra Prater-Slack dprater-slack@dvc.edu	San Ramon Campus	SRC – Office 119 PH – Library 2 nd Floor By appointment	510-417-6783 Text OK	n/a
Rhonda Rochon Smith rhsmith@dvc.edu	Culinary	PH – By appointment	707-753-0772	n/a

Welcome to Cooperative Work Experience Education

To: Employer/Supervisor
From: Cooperative Work Experience Education Department
Re: Employer/Supervisor Agreement

The student delivering this letter to you has demonstrated an interest in improving job skills by enrolling in the Cooperative Work Experience Education program at Diablo Valley College. The purpose of our program is to encourage the student to seek new or expanded learning opportunities on-the-job that will make him/her a more efficient valuable employee. Through Work Experience, the student has the opportunity to utilize many of the skills he/she has learned in the classroom. The program gives you, the employer, the opportunity to make a contribution to the student's college education in a way that will directly benefit you and your industry.

In order for this contribution to be documented for college credit, workplace-learning objectives must be written at the beginning of the term. Workplace learning objectives are project-based learning opportunities that take place on-the-job during the normal work schedule. The project objectives should involve new or expanded responsibilities for the student. Project objectives must be briefly documented on a form entitled "Cooperative Work Experience Education Objectives/Agreement" which the student will provide. We are asking you to participate with your student employee/volunteer in selecting meaningful objectives. This is an opportunity to encourage the student to develop new skills that may be valuable to your organization now and in the future.

Your partnership in this program is critical. It contributes up to **45%** of the student's grade. Your time is as valuable as your involvement, and we have streamlined your participation to minimize your paperwork. The following milestones summarize your important inputs to this program:

- At the beginning of the term collaborate with the student to develop work objectives/projects, sign and date the "Cooperative Work Experience Education Objectives/Agreement" form(s).
- During the term meet with the instructor, at your facility, to briefly discuss the student's progress. The meeting will take 15 – 30 minutes. Also, sign time sheets provided by the student
- By the end of the term or upon completion of projects, rate the project accomplishments, date and sign the "Cooperative Work Experience Education Objectives/Agreement" form(s).
- Also at the end of the term provide your assessment of the student's 21st Century Workplace Skills by completing the "Employer Evaluation of Student Workplace Competencies".

The following confirms existence of insurance coverage and is in accordance with Ed Code 78249.

District's Certificate of Consent to Self-Insure # 5508-005 Issued by State of California

Limits of Coverage: Statutory Per Occurrence for California Workers' Compensation and \$1,000,000 Employers' Liability

Please email us at wrkx@dvc.edu if you have any questions about the program. Your suggestions are welcome. For more information, visit our website at www.dvc.edu/wrkx.

Employer/Supervisor Signature _____

Date _____

