

WORK EXPERIENCE

STUDENT HANDBOOK

WWW.DVC.EDU/WRKX

WRKX@DVC.EDU



DVC

DIABLO VALLEY COLLEGE

WORK EXPERIENCE - OVERVIEW

Register for Course	1. Prior to the term register for your work experience course through InSite. 2. If the course has started, you may obtain permission to add from your instructor.
Complete Application	Complete and submit the Student Employment Application online. The link will be emailed to your InSite account after you register for the course.
Orientation	Students must attend a mandatory orientation to learn about course expectations. Orientation dates can be found at www.dvc.edu/wrkx .
Create Learning Objectives	Meet with your work supervisor and discuss your learning objectives. Fill out the Objective Form, sign it and have your supervisor sign it. Your Objective Form will not be accepted if it is not signed by you and your supervisor.
1-on-1 Meeting with Instructor	Students are required to meet with their assigned Work Experience instructor at least once during the term to review Learning Objectives. This meeting should occur in the first two weeks of the course.
Complete Work Hours	Complete your specified work hours each week in your job, internship or volunteer position.
Worksite Visit	During the term your instructor will visit your worksite and meet with your supervisor to evaluate your Learning Objectives and progress. The site visit will be brief (10-15 minutes). If the instructor has difficulty contacting your supervisor, you will be asked to assist in facilitating this meeting.
Final Paper	A final paper on your Learning Objectives will be due on a date set by your instructor. Reports must be in essay format, and a minimum of two (2) pages.

PROGRAM GUIDELINES (FREQUENTLY ASKED QUESTIONS)

WHAT IS WORK EXPERIENCE EDUCATION? (WRKX)

The Work Experience Education Program is designed to assist you with related work experiences whether as a paid employee or a community volunteer. The program involves students, faculty, and employers working together to enhance learning in your job.

Work Experience courses are listed in the catalogue and class schedule as WRKX -160, 170 or 180. Discipline specific courses are 295 or 296. Prior to enrollment in WRKX, you must already be employed, have a paid/unpaid internship, or engaged in volunteer work.

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

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

HOW CAN WRKX UNITS BE USED?

- To meet financial aid, EOPS, athletic and other academic unit requirements
- The California State University system will accept Work Experience units as electives
- The University of California system typically will not accept Work Experience units
- Private universities or colleges - Inquire about the policies regarding units as each institution may be different

CAN I REPEAT WRKX CLASSES?

Yes! **WRKX 160** has a limit of 12 units. **WRKX 170 and 180, 295 and 296** classes have a limit of 16 units and typically students take 3 to 4 units per term. If you have not exceeded the limit, you may continue in the program until you reach the total limit. Each term, you must identify new learning objectives.

WORK EXPERIENCE - EARNING YOUR GRADE

Assignment	Points	Employer Signature Required
Complete Online Student Profile (Link sent after registering for course)	5	No
Meet & Greet Discussion	5	No
Learning Objectives (Initial Submission to Instructor)	20	Yes
1-on-1 with Instructor	10	No
Hourly Log - Mid-term	10	No
Learning Objectives Report (Student Evaluation)	65	No
Learning Objectives (Employer Evaluation – completed by instructor)	75	Yes
Hourly Log - Final	10	No
TOTAL	200	

A = 180 – 200 points

B = 160 – 179 points

C = 140 – 159 points

D = 120 – 139 points

F = \geq 119 points

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

- Arrive late or miss appointments
- Turn in work late and/or miss assignments
- Do not complete the required hours of work

REQUIRED WORK HOURS PER TERM

Fall/Spring – Full Term

16 weeks

PAID			
	General Work Experience	Occupational Work Experience	
Units	Avg. hours per week	Avg. hours per week	Total hours
2	10	10	150
3	15	15	225
4	n/a	19	300

UNPAID	
Occupational Work Experience	
Avg. hours per week	Total hours
8	120
12	180
15	240

Fall/Spring - Late Start

13 Weeks

PAID			
	General Work Experience	Occupational Work Experience	
Units	Avg. hours per week	Avg. hours per week	Total hours
2	12	12	150
3	18	18	225
4	n/a	23	300

UNPAID	
Occupational Work Experience	
Avg. hours per week	Total hours
10	120
14	180
19	240

Summer Term

8 Weeks

PAID			
	General Work Experience	Occupational Work Experience	
Units	Avg. hours per week	Avg. hours per week	Total hours
2	19	19	150
3	29	29	225
4	n/a	38	300

UNPAID	
Occupational Work Experience	
Avg. hours per week	Total hours
15	120
23	180
30	240

TIPS FOR WRITING A LEARNING OBJECTIVE

What is an Objective?

Objectives establish goals for the course, tailored to the needs of each student and employer.

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?



Specific

S

Steps to Writing SMART Objectives:

Specific – Describe a precise or specific outcome.



Measurable

M

Measurable – Describe the system you'll put in place to measure your progress.



Attainable

A

Action-Oriented – Describe the specific actions you will take to accomplish the objective.



Relevant

R

Relevant – Can you make an impact on the situation? Is it important to your education?



Time Based

T

Time-Based – Clearly define your completion date.

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?

STUDENT LEARNING OBJECTIVES – EXAMPLES

EXAMPLE OBJECTIVE #1

What is the task to be completed? Improve and rebuild a better procedures handbook for volunteers.

How will it be accomplished? Observing volunteers, removing old documents and creating new procedures.

How will it be measured? To be submitted to supervisor for evaluation.

When will be completed? *By the end of October.*

EXAMPLE OBJECTIVE #2

What is the task to be completed? Learn how to upload patient chart information to the computer.

How will it be accomplished? My supervisor will train me how to input patient information in the computer.

How will it be measured? I will be able to upload patient charts without any help.

When will it be completed? By the end of the spring term.

EXAMPLE OBJECTIVE #3:

What is the task to be completed? Learn how to process supplies and shipping invoices of company bills.

How will it be accomplished? Through instruction and on-the-job training in invoice control.

How will it be measured? Supervisor will evaluate my performance at the end of the term.

When will it be completed? Two weeks after final training.

OBJECTIVES PRACTICE

OBJECTIVE #1

What is the task to be completed?

How will it be accomplished?

How will it be measured?

When will it be completed?

OBJECTIVE #2

What is the task to be completed?

How will it be accomplished?

How will it be measured?

When will it be completed?

LEARNING OBJECTIVE REPORT GUIDELINES

Learning Objective Reports are due at or before the final conference with your instructor. Specific due dates are determined by your Work Experience instructor.

Learning Objective Reports must be in essay format, typed, double-spaced, 12-point font, and a minimum of two-three (2-3) pages in length (approximately 1 page per objective).

In addition to the minimum 2-3 page report, please include a cover sheet with:

- Your name
- Name of Company/Organization, Job Title
- WRKX Education course and section number
- Term for which you are enrolled
- Name of your assigned WRKX Education instructor

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

