Syllabus for CE-41 NoHum General Work Experience

Course Information

Semester & Year: Spring 2021
Course ID & Section #: CE-41 (section # variable)
Coordinator/Faculty name: Montel Vander Horck III / TBD
Day/Time of required meetings: January 16th – May 14th
Location: Student Worksite
Course units: Variable 1.0-3.0 units

CWEE Coordinator Contact Information

Office location or *Online: Career/Tech Ed(CTE), AT 100 7351 Tompkins Hill Rd., Eureka, CA 95501
https://www.redwoods.edu/district/cwee

Office hours: Monday-Friday 9:00am-5:00pm by appointment (online only until further notice)
Phone number: 707 845 8701 Cell
Email address: montel-vanderhorck@redwoods.edu

Catalog Description

Career Exploration 41 is a course designed to assist students in planning and accomplishing meaningful learning objectives at their place of for-profit, nonprofit, or governmental employment or training. The course will emphasize application of desirable work habits, safety on the job, developing healthy work attitudes, and acquisition of transferable job skills. To participate in this program the student's job does NOT need to be related to educational/career goals or college course work. Work-study students are encouraged to participate. Variable 0.5 to 3.0 units based upon 30-225 total "work" lab hours per semester.

Course Student Learning Outcomes *(from course outline of record)*

1. Find, secure, and maintain a work experience learning opportunity
2. Evaluate learning objectives from their work experience

Prerequisites/co-requisites/ recommended preparation

Students MUST contact CWEE Coordinator before they can be registered in any CWEE section.

Accessibility

Students will have access to online course materials that comply with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Students who discover access issues with this class should contact the instructor.

College of the Redwoods is also committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or Disability Services and Programs for Students (DSPS). Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

During COVID19, approved accommodations for distance education classes will be emailed to the instructor by DSPS. In the case of face to face instruction, please present your written accommodation request to your instructor at least one week before the first test so that necessary arrangements can be made. Last-minute arrangements or post-test adjustments cannot usually be accommodated.

Support for online learners during COVID-19

In response to COVID-19, College of the Redwoods moved the majority of its courses online to protect health and safety. As the faculty and students adjust to this change, clear communication about student needs will help everyone be successful. Please let me know about any specific challenges or technology limitations that might affect your participation in class. I want every student to thrive.

Evaluation & Grading Policy

Grades are awarded at the end of the semester as pass/no pass by the supervising faculty member based on the successful completion of required hours, satisfactory completion of the learning objectives and work performance and end of semester self-evaluation. Students must complete required hours to receive credit, as shown on CWE timecard with supervising work supervisor signature.

Admissions deadlines & enrollment policies

Spring 2021 Dates

- *Classes begin: 1/16/21*
- *MLK Jr. Birthday (all campuses closed): 1/18/21*
- *Last day to add a class: 1/22/21*
- *Last day to drop without a W and receive a refund: 1/29/21*
- *Census date: 2/01/21 or 20% into class duration*
- *Last day to petition to file P/NP option: 2/12/21*
- *Lincoln's Birthday (all campuses closed): 2/12/21*
- *President's Day (all campuses closed): 2/15/21*
- *Last day to petition to graduate or apply for certificate: 3/04/21*
- *Spring Break (no classes): 3/15/21 – 3/20/21*
- *Last day for student-initiated W (no refund): 4/02/21*
- *Last day for faculty-initiated W (no refund): 4/02/21*
- *Final examinations: 5/08/21 – 5/14/21*
- *Semester ends: 5/14/21*
- *Grades available for transcript release: approximately 5/31/21*

Students who have experienced extenuating circumstances can complete & submit the ***Excused Withdrawal Petition*** to request an Excused Withdrawal (EW) grade instead of the current Withdrawal

(W) or non-passing (D, F & NP) grades. The EW Petition is available from the Admissions and Records Forms Webpage. Supporting documentation is required.

Academic dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the College Catalog and on the College of the Redwoods website.

Disruptive behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the College Catalog and on the College of the Redwoods website.

Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact Admissions & Records to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the Student Information Update form.

Canvas Information

If using Canvas, include navigation instructions, tech support information, what Canvas is used for, and your expectation for how regularly students should check Canvas for your class.
Log into Canvas at https://redwoods.instructure.com
Password is your 8 digit birth date
For tech help, email its@redwoods.edu or call 707-476-4160
Canvas Help for students: https://www.redwoods.edu/online/Help-Student
Canvas online orientation workshop: https://www.redwoods.edu/online/Home/Student-Resources/Canvas-Resources

Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty and staff are available on the California Community Colleges Health & Wellness website.

Wellness Central is a free online health and wellness resource that is available 24/7 in your space at your pace.

Students seeking to request a counseling appointment for academic advising or general counseling can email counseling@redwoods.edu.

Emergency procedures / Everbridge

College of the Redwoods has implemented an emergency alert system called Everbridge. In the event of an emergency on campus you will receive an alert through your personal email and/or phones. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into WebAdvisor https://webadvisor.redwoods.edu and selecting 'Students' then 'Academic Profile' then 'Current Information Update.'

Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the Redwoods Public Safety Page.

In an emergency that requires an evacuation of the building anywhere in the District:

- Be aware of all marked exits from your area and building
- Once outside, move to the nearest evacuation point outside your building
- Keep streets and walkways clear for emergency vehicles and personnel

Do not leave campus, unless it has been deemed safe by the campus authorities.

Del Norte Campus Emergency Procedures

Please review the Crescent City campus emergency map for campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information see the Redwoods Public Safety Page.

Eureka Campus Emergency Procedures

Please review the campus emergency map for evacuation sites, including the closest site to this classroom (posted by the exit of each room). For more information on Public Safety go to the Redwoods Public Safety Page It is the responsibility of College of the Redwoods to protect life and property from the effects of emergency situations within its own jurisdiction.

In the event of an emergency:

1. Evaluate the impact the emergency has on your activity/operation and take appropriate action.
2. Dial 911, to notify local agency support such as law enforcement or fire services.
3. Notify Public Safety 707-476-4111 and inform them of the situation, with as much relevant information as possible.
4. Public Safety shall relay threat information, warnings, and alerts through the Everbridge emergency alert system, Public address system, and when possible, updates on the college website, to ensure the school community is notified.

5. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet, (evacuation to a safe zone, shelter in place, lockdown, assist others if possible, cooperate with First Responders, etc.).
6. If safe to do so, notify key administrators, departments, and personnel.
7. Do not leave campus, unless it is necessary to preserve life and/or has been deemed safe by the person in command.

Klamath Trinity Campus Emergency Procedures

Please review the responsibilities of, and procedures used by, the College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to communicate to faculty, staff, students and the general public during an emergency. It is the responsibility of College of the Redwoods, Klamath-Trinity Instructional Site (KTIS) to protect life and property from the effects of emergency situations within its own jurisdiction.

1. In the event of an emergency, communication shall be the responsibility of the district employees on scene.
   a. Dial 911, to notify local agency support such as law enforcement or fire services.
   b. If safe to do so, notify key administrators, departments, and personnel.
   c. If safe to do so, personnel shall relay threat information, warnings, to ensure the school community is notified.
   d. Contact Jolene Gates 530-625-4821 to notify of situation.
   e. Contact Hoopa Tribal Education Administration office 530-625-4413
   f. Notify Public Safety 707-476-4111.
2. In the event of an emergency, the responsible district employee on scene will:
   a. Follow established procedures for the specific emergency as outlined in the College of the Redwoods Emergency Procedure Booklet.
   b. Lock all doors and turn off lights if in lockdown due to an active shooter or similar emergency.
   c. Close all window curtains.
   d. Get all inside to safe location Kitchen area is best internal location.
   e. If a police officer or higher official arrives, they will assume command.
   f. Wait until notice of all is clear before unlocking doors.
   g. If safe to do so, move to the nearest evacuation point outside building (Pooky's Park), directly behind the Hoopa Tribal Education Building.
   h. Do not leave site, unless it has been deemed safe by the person in command. Student Support Services (required for online classes)

Student Support Services

The following online resources are available to support your success as a student:

- CR-Online (Comprehensive information for online students)
- Library Articles & Databases
- Canvas help and tutorials
- Online Student Handbook

Counseling offers assistance to students in need of professional counseling services such as crisis counseling.

Learning Resource Center includes the following resources for students

- Academic Support Center for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- Library Services to promote information literacy and provide organized information resources.
- Multicultural & Diversity Center

Special programs are also available for eligible students include

- Extended Opportunity Programs & Services (EOPS) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in Eureka or in Del Norte
- The Veteran's Resource Center supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821

College of the Redwoods
CE 41 Syllabus
General Work Experience
Spring Semester, 2021

CWE Coordinator: Montel Vander Horck III
Email: montel-vanderhorck@redwoods.edu **Phone:** (707) 476-4503
Office: Career Center, LRC (Online only until further notice)
Units: 0.5 – 8.0 units per semester based upon 37.5 – 600 "work" (30 – 480 "volunteer") total lab hours per semester * Transferrable to CSU schools as a general elective credit
Office hours: Office hours Monday-Friday 9:00am-5:00pm and by appointment (Online only until further notice)

Cooperative Work Experience Program
CE 41 is a course in the Cooperative Work Experience (CWE) Program. Cooperative Work Experience (CWE) is an academic program that strengthens student learning by engaging students in supervised on-the-job educational experience, paid or volunteer while students are accomplishing specific on-the-job learning objectives. Learning takes place in the public or private sector through student employment, internships and/or volunteer work. There are no class meetings required, other than an initial orientation meeting.

College of the Redwoods has two standard types of CWE courses: General (CE 41) and Occupational (CE 42) though students may also qualify for available Career Technical Education (CTE) discipline-specific courses. Registration occurs with CWE Coordinator approval. Units are earned for successful completion of work hours, achieving set learning objectives, meeting with supervising work supervisor and faculty member and submitting end-of-semester evaluations and timecard.

Unit Clarification
The number of units a student attempts in a semester determines the number of hours the student must work during the semester and the number of learning objectives to be achieved. Students may not earn more than sixteen (16) units of CWEE credit. A maximum of nine (9) CWEE units can be applied toward a degree at College of the Redwoods.

Getting Started
To begin, interested students need to follow the checklist on the "Student Responsibilities" page in this syllabus. The syllabus must be read and the CWE Coordinator must be contacted immediately.

Before Enrolling
Students must take primary responsibility in finding a work experience opportunity and are strongly advised to find such an opportunity before enrolling in CWE. As needed, the CWE Coordinator will assist students in identifying the appropriate supervising faculty member, work site, and work supervisor who will be responsible for student supervision.

Students who currently have a job, are participating in volunteer work or have arranged to participate in a paid or voluntary job are eligible for CWEE. Students must arrange their own transportation to service learning/field work experience sites. Some employers or programs (ex: Admin. of Justice, Early Childhood Educ.) may require fingerprinting and/or background checks.

How CWEE Works

The student reads and prints the entire syllabus and contacts the CWEE Coordinator to arrange orientation. The application and contract are completed and signatures are obtained from the supervising work supervisor and CR faculty member/CWEE Coordinator on the contract. Have the application, contract, and learning objective form with you during the mandatory orientation with CWE Coordinator after the learning objectives have been agreed upon.

The CR faculty member and student decide on 2-4 learning objectives for the student to work towards during the semester. The work supervisor and faculty member give their consent via a signature on the "Learning Objective" form in the syllabus.

All students must review the syllabus, course requirements, timelines and associated forms with the CWE Coordinator during an initial orientation. Students submit the application, contract and Learning Objectives form with signatures from faculty member and work supervisor. The CWE Coordinator approves and registers student in CE 41, CE 42 (or discipline specific equivalent) and verifies number of units. Student may begin counting hours towards the course at this time.

Grading Criteria

Grades are awarded at the end of the semester as pass/no pass by the supervising faculty member based on the successful completion of all required hours, satisfactory completion of the learning objectives and work performance and completing the end of semester self-evaluation. Students must complete all required hours to receive credit, as shown on CWE timecard with supervising work supervisor signature.

Learning Objectives

A CWE learning objective (LO) is a specific and measurable goal that clearly and precisely describes what it is that the student intends to accomplish during the semester at the job site. The student and faculty member develop LOs based on needs and interests of the work site, and the student brings LOs to work supervisor for approval. The student, work supervisor and faculty member evaluate the LOs and student job performance at the end of the semester.

End of Semester Evaluation

At the end of the semester, students, faculty members and work supervisors are required to complete evaluations.

Students: Students are required to complete a self-evaluation of how well they did in completing their learning objectives. Students also evaluate their work supervisor/workplace, faculty member and CWE Program/CWE Coordinator. Students meet with work supervisor and faculty member at end-of-semester to discuss evaluations.

Work Supervisors: Work supervisors complete a 1-page evaluation of student and CWE program/CWE coordinator and also sign student's CWE timecard. The evaluations and signing of timecard are done in an end-of-semester meeting between work supervisor and student.

Faculty Members: The faculty member completes the 1-page evaluation of the CWE program/CWE coordinator and discusses all student evaluations in end-of-semester meeting with student.

Student is responsible for submitting the signed student, work supervisor and faculty evaluations along with their signed timesheet to the CWE Coordinator.

Faculty Member is responsible for submitting student 'P/NP' grade to WebAdvisor by Registrar Office deadline.

Work Hours

Units are earned by working the required number of hours and completing all course requirements. Once enrolled in CWE, the minimum work hours below must be completed to receive a grade. Hours worked prior to enrolling in CWE course cannot be counted toward credit. Students keep track of work hours and submit a CWE Timesheet at the end of the semester with a work supervisor signature.

Paid Work

Units	Total Hours	Approximate Hrs/Week
1	75	5
2	150	10
3	225	15

Volunteer Work

Units	Total Hours	Approximate Hrs/Week
1	60	4
2	120	8
3	180	12

Student Changes in Employment/Contact Information

Contact the CWE Coordinator immediately with any changes in your employment or contact information.

Submitting Documents

1. **Email (via photo/scan of documents)**: (RECOMMENDED!)
   montel-vanderhorck@redwoods.edu
2. **Mail**: (Not advised. If necessary, please communicate w/ CWEE Coordinator)
   College of the Redwoods
   Career & Tech Ed/CWEE Program
   Attn: CWE Coordinator, Montel Vander Horck III
   7351 Tompkins Hill Rd. Eureka, CA 95501
3. **In-Person drop off**: (Not advised. If necessary, please communicate w/ CWEE Coordinator)
   College of the Redwoods, Eureka Campus
   Career & Tech Ed/CWEE Program
   Applied Technology Building, Room 100(AT 100)
   Attn: Montel Vander Horck III
4. **Fax**: (Not advised. If necessary, please communicate w/ CWEE Coordinator)
   (707) 476-4479
   Attn: CWE Coordinator, Montel Vander Horck III

Contact CWE

CWE Coordinator: Montel Vander Horck III **Email:** montel-vanderhorck@redwoods.edu
Phone: (707) 845 8701
Office hours: Office hours T/TH/F 9:00am-5:00pm and by appointment (Online only until further notice)
Office: CR Eureka Campus, Applied Technology Building, Room 100 (AT 100)

College of the Redwoods
Cooperative Work Experience
Student Responsibilities

Before CWE Begins

1. ☐ Read and print CWE syllabus & secure/try to find internship for semester
2. ☐ Contact CWE Coordinator & express interest/gain support
3. ☐ Complete application and contract - get signatures from work supervisor (WS) & faculty member (FM)
4. ☐ Meet with FM to develop 3-4 learning objectives (LOs), discuss coursework, grading, & deadlines/schedules, & get signature on LO form
5. ☐ Get WS approval for LOs, get signature on LO form
6. ☐ Attend orientation with CWE Coordinator. Turn in application, contract and LOs
7. ☐ Enroll with CWE Coordinator approval

During Semester

1. Complete total required hours
2. Submit weekly or bi-weekly time sheets
3. Meet all identified LOs
4. Contact WS or FM or CWE Coordinator for support

End of Semester

1. ☐ Complete your self-evaluation, including LO's analysis
2. ☐ Meet with WS, discuss both evaluations, get WS signature of Evaluation documents
3. ☐ Submit signed evaluations to CWE Coordinator/Faculty member

Submitting Documents

1. **Email (via photo/scan of documents)**: (RECOMMENDED!)
   montel-vanderhorck@redwoods.edu
2. **Mail**: (Not advised. If necessary, please communicate w/ CWEE Coordinator)
   College of the Redwoods
   Career & Tech Ed/CWEE Program
   Attn: CWE Coordinator, Montel Vander Horck III
   7351 Tompkins Hill Rd. Eureka, CA 95501
3. **In-Person drop off**: (Not advised. If necessary, please communicate w/ CWEE Coordinator)
   College of the Redwoods, Eureka Campus
   Career & Tech Ed/CWEE Program
   Applied Technology Building, Room 100(AT 100)
   Attn: Montel Vander Horck III
4. **Fax**: (Not advised. If necessary, please communicate w/ CWEE Coordinator)
   (707) 476-4479
   Attn: CWE Coordinator, Montel Vander Horck III

College of the Redwoods
Cooperative Work Experience
Work Supervisor Responsibilities

Before CWE Begins

1. Read CWE syllabus and sign student's copy of contract
2. Review student's learning objectives (LOs), sign student's copy
3. CWE Coordinator will contact you
4. Student begins counting CWE work hours

During Semester

1. Discuss with CR faculty member (FM) student's progress on LOs and overall work performance
2. Confirm student is at satisfactory progress, contact FM or CWE Coordinator with questions
3. Confirm student work hours

End of Semester

1. Complete 1-page end-of-semester evaluation of LOs and CWE program/CWE coordinator, submit original to CWE Coordinator & give copy to student
2. Meet with student, discuss evaluations and sign & sign CWE timecard

* If a student is unpaid, College of the Redwoods covers Worker's Compensation.
** If a student is paid, they must be covered under work site's Worker's Compensation.

Submitting Documents

1. **Email (via photo/scan of documents)**: (RECOMMENDED!)
   montel-vanderhorck@redwoods.edu
2. **Mail**: (Not advised. If necessary, please communicate w/ CWEE Coordinator)
   College of the Redwoods
   Career & Tech Ed/CWEE Program
   Attn: CWE Coordinator, Montel Vander Horck III
   7351 Tompkins Hill Rd. Eureka, CA 95501
3. **In-Person drop off**: (Not advised. If necessary, please communicate w/ CWEE Coordinator)
   College of the Redwoods, Eureka Campus
   Career & Tech Ed/CWEE Program
   Applied Technology Building, Room 100(AT 100)
   Attn: Montel Vander Horck III
4. **Fax**: (Not advised. If necessary, please communicate w/ CWEE Coordinator)
   (707) 476-4479
   Attn: CWE Coordinator, Montel Vander Horck III

Contact CWE

CWE Coordinator: Montel Vander Horck III **Email:** montel-vanderhorck@redwoods.edu
Phone: (707) 845 8701

College of the Redwoods
Cooperative Work Experience
CR Faculty Member Responsibilities

Before CWE Begins

1. Read CWE syllabus and sign student's copy of contract
2. Meet with student to develop 3-4 learning objectives (LOs) that are specific, measureable, action-orientated and realistic, sign student's copy
3. CWE Coordinator will contact you
4. Student begins counting CWE work hours

During Semester

1. Meet at least once with work supervisor (WS) (if schedule or distance prevent an actual meeting, a phone conversation will suffice.) at job site to discuss LOs and overall student work performance
2. Be available to student and WS for support

End of Semester

1. Complete a 1-page evaluation of CWE Program/CWE Coordinator and submit to CWE Coordinator
2. Meet with student at end of semester to discuss evaluations & confirm hours met
3. Submit student's final grade.
4. Receive $50 + $54 per unit with last paycheck of the semester.

*Student must provide all paperwork at final meeting in order for faculty member to submit pass/no pass grade.

Submitting Documents

1. **Email (via photo/scan of documents)**: (RECOMMENDED!)
   montel-vanderhorck@redwoods.edu
2. **Mail**: (Not advised. If necessary, please communicate w/ CWEE Coordinator)
   College of the Redwoods
   Career & Tech Ed/CWEE Program
   Attn: CWE Coordinator, Montel Vander Horck III
   7351 Tompkins Hill Rd. Eureka, CA 95501
3. **In-Person drop off**: (Not advised. If necessary, please communicate w/ CWEE Coordinator)
   College of the Redwoods, Eureka Campus
   Career & Tech Ed/CWEE Program
   Applied Technology Building, Room 100(AT 100)
   Attn: Montel Vander Horck III
4. **Fax**: (Not advised. If necessary, please communicate w/ CWEE Coordinator)
   (707) 476-4479
   Attn: CWE Coordinator, Montel Vander Horck III

Contact CWE

CWE Coordinator: Montel Vander Horck III **Email:** montel-vanderhorck@redwoods.edu
Phone: (707) 845 8701

College of the Redwoods
CWE Student Application

Student: Submit application to CWE Coordinator before or at Orientation.

Semester: Spring _X_ Fall ____ Summer ____ Year: 2021

Paid or Volunteer? ☐ Paid ☐ Volunteer **Course enrolled in:** CE-41 **# of units**: ____

Student Information

_____ _____ _____
Student last name First name Student ID number

_____ _____ _____ _____ _____
Student address City Zip code Phone

_____ _____
Student's email address Academic area of interest

Experience related to academic interest? ☐ Yes X No First time in CWE? ☐ Yes ☐ No

CWE Work Site Information

_____ _____ _____
Company's Name Supervisor's Name Supervisor's Phone

_____ _____
Type of Business Student's Position

_____ _____ _____ _____
Company's Street Address City Zip Code Phone

_____
Work Supervisor Email

Best days/time and way to contact your supervisor? _____

CR Faculty Member/Instructor Information

Montel Vander Horck III 707 476 4305 montel-vanderhorck@redwoods.edu
Supervising Faculty Member **Phone Number** **Email**

Best days/time and way to contact? In class or Tuesday/Thursday 10am-1pm

CWE Coordinator Signature: _____ Date: _____

College of the Redwoods
CWE Contract

Student: Submit to CWE Coordinator before or at Orientation.

Semester: Spring __X__ Fall ____ Summer ____ Year: 2021

For Student:

- I have secured a paid or voluntary position.
- I have contacted the CWE Coordinator and will attend orientation.
- I have read and printed the CWE syllabus, completed the application and got contract signatures.
- I understand my job description, work hours, work attire and CWE requirements.
- I will create learning objectives with a CR faculty member (FM) with approval by my work supervisor.
- At the end of the semester, I will submit an evaluation and a CWE Timecard to CWE Coordinator.
- At the end of the semester, I will meet with my work supervisor (WS) to discuss and sign evaluations and CWE timecard
- At the end of the semester, I will meet with my supervising FM to discuss evaluations, and confirm hours met

_____	_____	_____
Print student name	**Student signature**	**Date**

For Work Supervisor:

- I understand that this is a training opportunity for this student.
- I will supervise and support this student's success by approving and monitoring learning objectives.
- I have read the CWE syllabus and signed the CWE contract.
- During the semester, I will meet with the student's supervising CR Faculty Member at least once on the job site to discuss LOs and the student's work performance.
- I will monitor student work hours and sign student's CWE timecard.
- I agree to provide the participant with work direction, work requirements and a safe location for work in accordance with Local, State and Federal laws and regulations.
- At the end of the semester, I will complete a one-page evaluation of the student and give it to student to discuss with faculty member.
- At the end of the semester, I will submit an evaluation of the CWE Program and submit it to CWE Coordinator.

_____	_____	_____
Print work supervisor name	**Work supervisor signature**	**Date**

For CR Faculty Member:

- I have read the CWE syllabus and signed the CWE contract.
- I will support this student's success by assisting in developing and monitoring learning objectives (LOs).
- During the semester, I will meet once with the work supervisor at the job site to discuss student LOs and job performance.
- At the end of the semester, I will complete a one-page evaluation of the CWE program and workplace/work supervisor and submit it to the CWE Coordinator.
- At the end of the semester, I will meet with the student to review evaluations and confirm hours met.
- At the end of the semester, I will submit a grade for this student.

_____	_____	_____
CR faculty member name	**Faculty member signature**	**Date**

College of the Redwoods
CWE Learning Objectives

Student: Complete this form with FM help, get WS signature. Submit to CWE Coordinator to begin CWE.
Faculty Member: Assist student in creating LO, sign student copy
Work Supervisor: Give approval for LO, sign student copy

Student name: _____ Work Site: _____

Semester: Spring __X__ Fall ____ Summer ____ Year: 2021

Write out 2-4 objectives that include: action word, description and measurement.
All LO must be completed by the end of the semester.

Learning Objective #1

LO #1.
To

_____ _____ _____
Action Word Description Measurement

Learning Objective #2

LO #2.
To

_____ _____ _____
Action Word Description Measurement

Learning Objective #3

LO #3.
To

_____ _____ _____
Action Word Description Measurement

Learning Objective #4

LO #4.
To

_____ _____ _____
Action Word Description Measurement

We agree with the validity of the learning objectives listed above.

_____	_____	_____	_____
Student signature	Date	Faculty member signature	Date
_____	_____	_____	_____
Work Supervisor Signature	Date	CWE Coordinator Signature	Date

College of the Redwoods
Cooperative Work Experience
Student Timesheet

Student: Complete and submit timesheet with Work Supervisor signature. Submit to CWE Coordinator
Work Supervisor: Verify Student work hours and sign student copy

Semester: Spring __X__ Fall ___ Summer ____ Year: 2021

Student's name: _____ Company name: _____

Work supervisor name: _____ Job title: _____

Month		**Hours**
January	_____	Total hours worked: _____
February	_____	Total hours worked: _____
March	_____	Total hours worked: _____
April	_____	Total hours worked: _____
May	_____	Total hours worked: _____
		Total CWE hours: _____

I certify that I have worked the hours indicated above.

Student Signature: _____ Date: _____

Work Supervisor's Signature: _____ Date: _____

College of the Redwoods
CWE Work Supervisor Evaluation

Work Supervisor: Complete evaluation and sign.
Give copy of evaluation to student at end of semester meeting. 2. Fax, mail or scan in email to CWE Coordinator.
Fax: (707) 476-4479 Mail: College of the Redwoods CTE Dept., Attn: CWE Coordinator, Montel Vander Horck III, 7351 Tompkins Hill Rd. Eureka, CA 95501 Email: montel-vanderhorck@redwoods.edu

Semester: Spring __X__ Fall ____ Summer ____ Year: 2021

Student's Name: _____Work Supervisor Name :_____

PART 1: STUDENT EVALUATION

Directions: Using a scale of **5 = Excellent, 4 = Good, 3 = Average, 2 = Marginal, 1 = Poor**, rate each area below.

5	4	3	2	1	
☐	☐	☐	☐	☐	Student's job performance: following job description, being on time & responsible, appropriate work attire
☐	☐	☐	☐	☐	Student's communication with work supervisor and co-workers
☐	☐	☐	☐	☐	Learning objectives were achieved
☐	☐	☐	☐	☐	Learning objectives were based on the needs and interests of our workplace and helpful
☐	☐	☐	☐	☐	Work hours completed
☐	☐	☐	☐	☐	Satisfaction w/student's work performance in general

Comments regarding student's work performance:

_____

_____

_____

PART 2: CWE PROGRAM/CWE COORDINATOR EVALUATION

Directions: Using a scale of **5 = Excellent, 4 = Good, 3 = Average, 2 = Marginal, 1 = Poor**, rate each area below.

5	4	3	2	1	
☐	☐	☐	☐	☐	Ease of working with CWE/CR
☐	☐	☐	☐	☐	Communication with CWE Coordinator
☐	☐	☐	☐	☐	Understanding CWE requirements
☐	☐	☐	☐	☐	Clear expectations with syllabus, learning objectives and evaluations
☐	☐	☐	☐	☐	Likelihood of supervising another CWE student
☐	☐	☐	☐	☐	Satisfaction w/CWE in general

Comments regarding CWE or CWE Coordinator:

_____

_____

_____

My signature below indicates that I have acknowledged the above information.

Workplace Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

CWE Coordinator Signature: _____ Date: _____

College of the Redwoods
CWE Faculty Member Evaluation

Faculty Member: Complete evaluation and sign. 1. Give to student to turn in to CWE Coordinator or 2. Fax, mail or scan in email to CWE Coordinator. Fax: (707) 476-4479 Mail: College of the Redwoods CTE Dept., Attn: CWE Coordinator, Montel Vander Horck III, 7351 Tompkins Hill Rd. Eureka, CA 95501 Email: montel-vanderhorck@redwoods.edu

Semester: Spring __X__ Fall ____ Summer ____ Year: 2021

Student's Name: _____

Faculty Member Name: _____

CWE PROGRAM/CWE COORDINATOR EVALUATION

Directions: Using a scale of **5 = Excellent, 4 = Good, 3 = Average, 2 = Marginal, 1 = Poor**, rate each area below.

5	4	3	2	1	
☐	☐	☐	☐	☐	Ease of working with CWE/CWE Coordinator
☐	☐	☐	☐	☐	Communication with CWE Coordinator
☐	☐	☐	☐	☐	Understanding CWE requirements
☐	☐	☐	☐	☐	Clear expectations with syllabus, learning objectives and evaluations
☐	☐	☐	☐	☐	Likelihood of supervising another CWE student
☐	☐	☐	☐	☐	Satisfaction w/CWE in general

Comments regarding CWE or CWE Coordinator:

_____

_____

_____

Comments regarding Work Site Supervisor or Workplace:

_____

_____

_____

My signature below indicates that I have acknowledged the faculty member evaluation above.

Faculty Member's Signature: _____ Date: _____

CWE Coordinator Signature: _____ Date: _____

College of the Redwoods
CWE Student Self-Evaluation

Student: Complete CWE evaluation & bring to end of semester meeting with FM. Fax or mail eval & timecard to CWE Coordinator. Fax, mail or scan in email to CWE Coordinator. Fax: (707) 476-4479 Mail: College of the Redwoods CTE Dept., Attn: CWE Coordinator, Montel Vander Horck III, 7351 Tompkins Hill Rd. Eureka, CA 95501 Email: montel-vanderhorck@redwoods.edu

Semester: Spring __X__ Fall ___ Summer ____ Year: 2021

Student's Name: _____

Work Supervisor Name: _____

Faculty Member Name: _____

PART 1: STUDENT SELF-EVALUATION

Directions: Using a scale of **5 = Excellent, 4 = Good, 3 = Average, 2 = Marginal, 1 = Poor**, rate each area below.

5	4	3	2	1	
☐	☐	☐	☐	☐	My job performance: following job description, being on time & responsible, appropriate work attire
☐	☐	☐	☐	☐	Completion of work hours
☐	☐	☐	☐	☐	Setting & accomplishing my learning objectives
☐	☐	☐	☐	☐	My communication with work supervisor, faculty member and CWE Coordinator
☐	☐	☐	☐	☐	Satisfaction w/my work performance in general

Comments regarding your work performance:

_____

_____

_____

PART 2: WORK SUPERVISOR/WORKSITE EVALUATION

Directions: Using a scale of **5 = Excellent, 4 = Good, 3 = Average, 2 = Marginal, 1 = Poor**, rate each area below.

5	4	3	2	1	
☐	☐	☐	☐	☐	Work supervisor interpersonal skills
☐	☐	☐	☐	☐	Adequacy of directions from work supervisor
☐	☐	☐	☐	☐	Variety of learning at worksite
☐	☐	☐	☐	☐	Adequacy of supervision from work supervisor
☐	☐	☐	☐	☐	Satisfaction w/worksite in general
☐	☐	☐	☐	☐	Worksite appropriate for my career interests/academic area

Comments regarding your supervising work supervisor and/or work site:

_____

_____

_____

PART 3: FACULTY MEMBER EVALUATION

Directions: Using a scale of **5 = Excellent, 4 = Good, 3 = Average, 2 = Marginal, 1 = Poor**, rate each area below.

5	4	3	2	1	
☐	☐	☐	☐	☐	Explaining the course requirements
☐	☐	☐	☐	☐	Helping with learning objectives
☐	☐	☐	☐	☐	Being available during the semester
☐	☐	☐	☐	☐	Visit at work site to evaluate learning objectives and job performance
☐	☐	☐	☐	☐	Satisfaction w/faculty member in general

Indicate the number of contacts you had with your supervising faculty member:

By telephone _____ E-mail_____ On campus _____ At your work site _____

Comments regarding your supervising faculty member:

_____

_____

_____

PART 4: CWE PROGRAM/CWE COORDINATOR EVALUATION

Directions: Using a scale of **5 = Excellent, 4 = Good, 3 = Average, 2 = Marginal, 1 = Poor**, rate each area below.

5	4	3	2	1	
☐	☐	☐	☐	☐	Ease of enrolling in CWE/obtaining information about CWE
☐	☐	☐	☐	☐	Effective CWE Coordinator communication
☐	☐	☐	☐	☐	Understanding CWE requirements
☐	☐	☐	☐	☐	Satisfaction w/CWE in general
☐	☐	☐	☐	☐	Clear expectations with syllabus, learning objectives and evaluations
☐	☐	☐	☐	☐	My coursework academically prepared me for this work experience

Comments regarding CWE or CWE Coordinator:

_____

_____

_____

My signature below indicates that I have acknowledged the above evaluations of student, work supervisor/workplace, faculty member and CWE program. My signature also indicates that I have reviewed the learning objectives analysis that follows in the following pages.

Student Signature: _____ Date: _____

Faculty Member's Signature: _____ Date: _____

CWE Coordinator Signature: _____ Date: _____

PART 5: LEARNING OBJECTIVES ANALYSIS

Objective #1: _____

_____

_____

A. What did you actually accomplish? If what you accomplished differed from your intended LO, explain how and why. ("I completed…" "I improved…")

_____

_____

_____

_____

_____

B. What specific steps did you take to complete this learning objective? Include all learning activities. If the learning process differed from your intended learning process, explain how and why.("I practiced…" "I interviewed…" "I observed…")

_____

_____

_____

_____

_____

C. What was the most significant improvement in your skills and knowledge that resulted from completing this LO? What did you actually learn?

_____

_____

_____

_____

_____

D. What difference did the completion of this LO make? Examples include, how you do your job, your relationship with your supervisor/coworkers, how you feel about yourself, your potential for promotion or new job opportunities.

_____

_____

_____

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_____

Objective # _____:

_____

_____

_____

A. What did you actually accomplish? If what you accomplished differed from your intended LO, explain how and why. ("I completed…" "I improved…")

_____

_____

_____

_____

_____

B. What specific steps did you take to complete this learning objective? Include all learning activities. If the learning process differed from your intended learning process, explain how and why.("I practiced…" "I interviewed…" "I observed…")

_____

_____

_____

_____

_____

C. What was the most significant improvement in your skills and knowledge that resulted from completing this LO? What did you actually learn?

_____

_____

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_____

_____

D. What difference did the completion of this LO make? Examples include, how you do your job, your relationship with your supervisor/coworkers, how you feel about yourself, your potential for promotion or new job opportunities.

_____

_____

_____

_____

Objective # _____:

_____

_____

_____

A. What did you actually accomplish? If what you accomplished differed from your intended LO, explain how and why. ("I completed…" "I improved…")

_____

_____

_____

_____

_____

B. What specific steps did you take to complete this learning objective? Include all learning activities. If the learning process differed from your intended learning process, explain how and why.("I practiced…" "I interviewed…" "I observed…")

_____

_____

_____

_____

_____

C. What was the most significant improvement in your skills and knowledge that resulted from completing this LO? What did you actually learn?

_____

_____

_____

_____

_____

D. What difference did the completion of this LO make? Examples include, how you do your job, your relationship with your supervisor/coworkers, how you feel about yourself, your potential for promotion or new job opportunities.

_____

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Objective # _____:

_____

_____

_____

A. What did you actually accomplish? If what you accomplished differed from your intended LO, explain how and why. ("I completed…" "I improved…")

_____

_____

_____

_____

_____

B. What specific steps did you take to complete this learning objective? Include all learning activities. If the learning process differed from your intended learning process, explain how and why.("I practiced…" "I interviewed…" "I observed…")

_____

_____

_____

_____

_____

C. What was the most significant improvement in your skills and knowledge that resulted from completing this LO? What did you actually learn?

_____

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_____

D. What difference did the completion of this LO make? Examples include, how you do your job, your relationship with your supervisor/coworkers, how you feel about yourself, your potential for promotion or new job opportunities.

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