

Syllabus for Cooperative Education 41 (CE 41)		
Semester & Year	Spring 2019	
Course ID and Section #	CE-41 (section # variable)	
Coordinator/Faculty Name	Montel Vander Horck III	
Day/Time	January 19 th – May 17 th	
Location	Student Worksite	
Number of Credits/Units	Variable 0.5-3.0 units	
Contact Information	<i>Office location</i>	Career/Tech Ed(CTE), CWEE Program, HU 216 7351 Tompkins Hill Rd., Eureka, CA 95501
	<i>Office hours</i>	Tues/Thurs 10:00-12:00 or by appointment
	<i>Phone number</i>	Phone: (707) 476-4305
	<i>Email address</i>	Montel-VanderHorck@redwoods.edu
Textbook Information	<i>Title & Edition</i>	n/a
	<i>Author</i>	n/a
	<i>ISBN</i>	n/a
Course Description		
<p>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.</p>		
Student Learning Outcomes		
<ol style="list-style-type: none"> 1. Find, secure, and maintain a work experience learning opportunity 2. Evaluate learning objectives from their work experience 		
Special Accommodations		
<p>College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability related services and may need accommodations, please see me or contact Disabled Students Programs and Services. Students may make requests for alternative media by contacting DSPS at 707-476-4280.</p>		
Academic Support		

Syllabus for Cooperative Education 41 (CE 41)

Academic support is available at [Counseling and Advising](#) and includes academic advising and educational planning, [Academic Support Center](#) for tutoring and proctored tests, and [Extended Opportunity Programs & Services](#), for eligible students, with advising, assistance, tutoring, and more.

Academic Honesty

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 at:

www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.pdf 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 Classroom 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, he or she 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 at:

www.redwoods.edu/district/board/new/chapter5/documents/AP5500StudentConductCodeandDisciplinaryProceduresrev1.pdf

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.

Emergency Procedures for the Eureka campus:

Please review the campus evacuation sites, including the closest site to this classroom (posted by the exit of each room). The Eureka **campus emergency map** is available at: (http://www.redwoods.edu/Eureka/campus-maps/EurekaMap_emergency.pdf). For more information on Public Safety, go to <http://redwoods.edu/safety/> In an emergency that requires an evacuation of the building:

- Be aware of all marked exits from your area and building.
- Once outside, move to the nearest evacuation point outside your building:

Syllabus for Cooperative Education 41 (CE 41)

- Keep streets and walkways clear for emergency vehicles and personnel.
- Do not leave campus, unless it has been deemed safe by the Incident Commander or campus authorities. (CR's lower parking lot and Tompkins Hill Rd are within the Tsunami Zone.)

RAVE – College of the Redwoods has implemented an emergency alert system. In the event of an emergency on campus you can receive an alert through your personal email and/or phones at your home, office, and cell. Registration is necessary in order to receive emergency alerts. Please go to <https://www.GetRave.com/login/Redwoods> and use the “Register” button on the top right portion of the registration page to create an account. During the registration process you can elect to add additional information, such as office phone, home phone, cell phone, and personal email. Please use your CR email address as your primary Registration Email. Your CR email address ends with “redwoods.edu.” Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions.

College of the Redwoods
CE 41 Syllabus
General Work Experience
Spring Semester, 2019

CWEE Coordinator: Montel Vander Horck III

Email: montel-vanderhorck@redwoods.edu **Phone:** (707) 476-4305

Office: Humanities Building, Room 216 (HU 216)

Units: 0.5 – 3.0 units per semester based upon 37.5 – 225 “work” (30 – 180 “volunteer”) total lab hours per semester * Transferrable to CSU schools as a general elective credit

Office hours: Tues/Thurs 10:00-12:00 or by appointment

Cooperative Work Experience Program

CE 41 is a course in the Cooperative Work Experience (CWEE) Program. Cooperative Work Experience (CWEE) 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 CWEE 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 CWEE 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 receives in one semester is dependent on the number of hours the student works during the semester and the number of learning objectives to be achieved. A maximum of 9 CWEE units can be applied toward a degree at College of the Redwoods and in no case can a student earn more than 16 CWEE units.

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 printed out and the CWEE 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 CWEE. As needed, the CWEE 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 an orientation, in which students will review the syllabus, course requirements, timelines and associated forms with the CWEE Coordinator.

The application and contract are completed with signatures obtained from the supervising work supervisor and CR faculty member on the contract.

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.

Students submit the application, contract and Learning Objectives forms with signatures from faculty member and work supervisor to the CWEE Coordinator. The CWEE 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 CWEE timecard with supervising work supervisor signature.

Learning Objectives

A CWEE 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 CWEE Program/CWEE 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 CWEE program/CWEE coordinator and also sign student's CWEE 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 CWEE program/CWEE 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 CWEE 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 CWEE, the minimum work hours below must be completed to receive a grade. Hours worked prior to enrolling in CWEE course cannot be counted toward credit. Students keep track of work hours and submit a CWEE 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 CWEE Coordinator immediately with any changes in your employment or contact information.

Submitting Documents

- Mail:**
College of the Redwoods
Career & Tech Ed/CWEEE Program
Attn: CWEE Coordinator, Montel Vander Horck III
7351 Tompkins Hill Rd. Eureka, CA 95501
- In-Person drop off:**
College of the Redwoods, Eureka Campus
Career & Tech Ed/CWEEE Program
Humanities Building, Room 216 (HU 216)
Attn: Montel Vander Horck III
- Fax:**
(707) 476-4479
Attn: CWEE Coordinator, Montel Vander Horck III
- Email (via scan of documents):**
montel-vanderhorck@redwoods.edu

Contact CWEE

CWEE Coordinator: Montel Vander Horck III **Email:** montel-vanderhorck@redwoods.edu
Phone: (707) 476-4305 **Office hours:** Tues/Thurs 10:00-12:00, or by appointment
Office: CR Eureka Campus, Humanities Building, Room 216 (HU 216)

**College of the Redwoods
Cooperative Work Experience
Student Responsibilities**

Before CWEE Begins

1. Read and print CWEE syllabus & secure/try to find internship for semester
2. Contact CWEE Coordinator & express interest/gain support/conduct orientation
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. Turn in application to CWEE Coordinator, contract and LOs
7. Enroll with CWEE Coordinator approval

During Semester

1. Complete total required hours
2. Expect at least one visit from FM to verify satisfactory progress towards LO's
3. Meet all identified LOs
4. Contact WS or FM or CWEE Coordinator for support

End of Semester

1. Complete your self-evaluation, including LO's analysis
2. Meet with WS, discuss both evaluations, sign & have WS sign your CWEE timecard
3. Meet with FM, discuss your evaluations, sign & review hours met
4. Submit timesheet and all three signed evaluations to CWEE Coordinator

Submitting Documents

1. **Mail:**
College of the Redwoods
Career & Tech Ed/CWEEE Program
Attn: CWEE Coordinator, Montel Vander Horck III
7351 Tompkins Hill Rd. Eureka, CA 95501
2. **In-Person drop off:**
College of the Redwoods, Eureka Campus
Career & Tech Ed/CWEEE Program
3. Humanities Building, Room 216 (HU 216)
4. **Fax:**(707) 476-4479
Attn: CWEE Coordinator, Montel Vander Horck III
5. **Email (via scan of documents):**
montel-vanderhorck@redwoods.edu

**College of the Redwoods
Cooperative Work Experience
Work Supervisor Responsibilities**

Before CWEE Begins

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

During Semester

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

End of Semester

1. Complete 1-page end-of-semester evaluation of LOs and CWEE program/CWEE coordinator, submit original to CWEE Coordinator & give copy to student
2. Meet with student, discuss evaluations and sign & sign CWEE 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. **Mail:**
College of the Redwoods
Career & Tech Ed/CWEEE Program
Attn: CWEE Coordinator, Montel Vander Horck III
7351 Tompkins Hill Rd. Eureka, CA 95501
2. **In-Person drop off:**
College of the Redwoods, Eureka Campus
Career & Tech Ed/CWEEE Program
Humanities Building, Room 216 (HU 216)
Attn: Montel Vander Horck III
3. **Fax:**
(707) 476-4479
Attn: CWEE Coordinator, Montel Vander Horck III
4. **Email (via scan of documents):**
montel-vanderhorck@redwoods.edu

Contact CWEE

CWEE Coordinator: Montel Vander Horck III **Email:** montel-vanderhorck@redwoods.edu
Phone: (707) 476-4305

**College of the Redwoods
Cooperative Work Experience
CR Faculty Member Responsibilities**

Before CWEE Begins

1. Read CWEE syllabus and sign student's copy of contract
2. Meet with student to develop 3-4 learning objectives (LOs) that are specific, measurable, action-orientated and realistic, sign student's copy
3. CWEE Coordinator will contact you
4. Student begins counting CWEE 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 CWEE Program/CWEE Coordinator and submit to CWEE 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. **Mail:**
College of the Redwoods
Career & Tech Ed/CWEEE Program
Attn: CWEE Coordinator, Montel Vander Horck III
7351 Tompkins Hill Rd. Eureka, CA 95501
2. **In-Person drop off:**
College of the Redwoods, Eureka Campus
Career & Tech Ed/CWEEE Program
Humanities Building, Room 216 (HU 216)
Attn: Montel Vander Horck III
3. **Fax:**
(707) 476-4479
Attn: CWEE Coordinator, Montel Vander Horck III
4. **Email (via scan of documents):**
montel-vanderhorck@redwoods.edu

Contact CWEE

CWEE Coordinator: Montel Vander Horck III **Email:** montel-vanderhorck@redwoods.edu
Phone: (707) 476-4305

**College of the Redwoods
CWEE Student Application**

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

Semester: ___ Spring ___ Fall ___ Summer Year: _____

Paid or Volunteer? Paid Volunteer Course enrolled in: _____ # 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 No First time in CWEE? Yes No

CWEE 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

Supervising Faculty Member Phone Number Email

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

CWEE Coordinator Signature: _____ Date: _____

**College of the Redwoods
CWEE Contract**

Student: Submit to CWEE Coordinator before or at Orientation.

Semester: X Spring ___ Fall ___ Summer Year: 2019

For Student:

- I have secured a paid or voluntary position.
- I have contacted the CWEE Coordinator and will attend orientation.
- I have read and printed the CWEE syllabus, completed the application and got contract signatures.
- I understand my job description, work hours, work attire and CWEE 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 CWEE Timecard to CWEE Coordinator.
- At the end of the semester, I will meet with my work supervisor (WS) to discuss and sign evaluations and CWEE 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 CWEE syllabus and signed the CWEE 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 CWEE 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 CWEE Program and submit it to CWEE Coordinator.

Print work supervisor name

Work supervisor signature

Date

For CR Faculty Member:

- I have read the CWEE syllabus and signed the CWEE 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 CWEE program and workplace/work supervisor and submit it to the CWEE 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 CWEE Learning Objectives

Student: Create 3-4 LO with Faculty Member, get FM and WS signature. Submit to CWEE Coordinator for CWEE to begin.

A CWEE learning objective is a specific and measurable goal. It clearly and precisely describes what it is that the student intends to accomplish this semester at the job site. The student is required to develop 3-4 LOs that will be evaluated at the end of the semester by the student, work supervisor and faculty member.

LOs are established by the student and in collaboration with the CR faculty member and work supervisor. The student and faculty member decide LOs based on needs and interests of the work site and bring to work supervisor for approval. The student will submit LO Form with signatures from faculty member and work supervisor in order for CWEE to begin.

Getting Started

For each objective, you should be able to ask the following three questions:

1. What do you want to learn? What is the task to be accomplished?
2. How will you learn it? How will it be accomplished?
3. How will the results be measured? How will it be evaluated and by whom?

You must be able to complete each LO by the end of the semester.

1. What do you want to learn? What is the task to be accomplished?

Apply ideas or concepts you're learning in the classroom. Demonstrate skills you're learning in the classroom. Think critically to examine the work you are doing. Work independently in completing complex assignments.

Examples:

Adjust	Administer	Analyze	Arrange	Build	Calculate
Collect	Combine	Create	Converse	Decrease	Define
Design	Establish	Evaluate	Examine	Explain	Facilitate
Formulate	Gather	Illustrate	Increase	Initiate	Introduce
Improve	List	Maintain	Monitor	Organize	Plan
Rewrite	Schedule	Set-up	Test	Train	Update

2. How will you learn it? How will it be accomplished?

Learn a new skill. Develop a new habit. Gain new information.

Examples:

- To action word my verbal skills communication skills
- To action word the ability to work effectively as a team member
- To action word technology skills
- To action word all equipment needed to perform my job
- To action word my time management skills
- To action word manage stress related to my job effectively
- To action word a "customer service" attitude
- To action word file documents using office filing system

3. How will the results be measured? How will it be evaluated and by whom?

There should be some observable outcomes that result from your having accomplished this objective. There will be an end-product or a behavioral change that Work Supervisor can observe and evaluate.

Examples:

To action word description by positive feedback from supervisors and coworkers regarding my interaction with customers

To action word description by using the equipment in a way that gets desired results with minimal waste and malfunctions, as noted by my supervisor and coworkers

To action word description by observations of supervisor and coworkers that I can express myself in a concise and clearly understandable manner, with minimal misunderstandings

To action word description by compliance with safety rules, as observed by my supervisor

To action word description by completion or performance of (task) with fewer errors

To action word description by evaluating the number of students able to pass and move on

To action word description by based on television rating system

To action word description by amount of cash raised

To action word description through examination of document by supervisor

To action word description by supervisor evaluating the quality and usability of the PPT presentation

Final Form

Once you have answered the questions, write the learning objective in its final form.

To + (action word) + (description) + (measurement)

Final Form Examples

1. To demonstrate effective customer service skills by demonstration of initiative by engaging with customers without prompting or solicitation
2. To increase my ability to (specific task) by demonstrating my ability to complete or perform (specific task) accurately, effectively and efficiently, according to my supervisor's feedback
3. Organize 2 successful stories for TV station by scheduling interviews, coordinating camera crews and writing interview questions as evaluated by supervisor
4. To prepare and perform monthly bank statement reconciliations to supervisor approval
5. To demonstrate proficiency in the operation of the photocopier according to the user's manual
6. To plan and organize the classroom library in the 3rd grade class according to my supervisor's approval
7. To increase personal sales by 10% over last year's total by developing a written plan to include sales suggestions, producing a better sales presentation, and learning more about the products sold as measured and compared against last year's figures

College of the Redwoods CWEE Learning Objectives

Student: Complete this form with FM help, get WS signature. Submit to CWEE Coordinator to begin CWEE.

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 ___ Fall ___ Summer **Year:** ____

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

Objective #1

To

Action Word	Description	Measurement
-------------	-------------	-------------

Objective #2

To

Action Word	Description	Measurement
-------------	-------------	-------------

Objective #3

To

Action Word	Description	Measurement
-------------	-------------	-------------

Objective #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

CWEE Coordinator Signature

Date

**College of the Redwoods
Cooperative Work Experience
Student Timesheet**

Student: Complete CWEE Timesheet at end of semester. Work Supervisor signs. Submit to CWEE Coordinator.
Work Supervisor: Verify Student work hours and sign student copy at end of semester.

Semester: ___ Spring ___ Fall ___ Summer Year: _____

Date timesheet submitted: _____

Paid or Volunteer? Paid Volunteer

Student's name: _____

Company name: _____

Work supervisor name: _____

Job title: _____

Month of _____	Total hours worked this month: _____
Month of _____	Total hours worked this month: _____
Month of _____	Total hours worked this month: _____
Month of _____	Total hours worked this month: _____
Total CWEE hours: _____	

I certify that I have worked the hours indicated above.

Student Signature: _____ Date: _____

Work Supervisor's Signature: _____ Date: _____

College of the Redwoods CWEE 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 CWEE Coordinator.
 Fax: (707) 476-4479 Mail: College of the Redwoods CTE Dept., Attn: CWEE Coordinator, Montel Vander Horck III, 7351
 Tompkins Hill Rd. Eureka, CA 95501 Email: montel-vanderhorck@redwoods.edu

Semester: _____ Spring _____ Fall _____ Summer Year: 2019 Date Submitted: _____

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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student's job performance: following job description, being on time & responsible, appropriate work attire
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student's communication with work supervisor and co-workers
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Learning objectives were achieved
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Learning objectives were based on the needs and interests of our workplace and helpful
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work hours completed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Satisfaction w/student's work performance in general

Comments regarding student's work performance:

PART 2: CWEE PROGRAM/CWEE 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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ease of working with CWEE/CR
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communication with CWEE Coordinator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding CWEE requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear expectations with syllabus, learning objectives and evaluations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Likelihood of supervising another CWEE student
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Satisfaction w/CWEE in general

Comments regarding CWEE or CWEE Coordinator:

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

Workplace Supervisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

CWEE Coordinator Signature: _____ Date: _____

College of the Redwoods CWEE Faculty Member Evaluation

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

Semester: _____ Spring _____ Fall _____ Summer Year: 2019 Date Submitted: _____

Student's Name: _____

Faculty Member Name: _____

CWEE PROGRAM/CWEE 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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ease of working with CWEE/CWEE Coordinator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Communication with CWEE Coordinator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding CWEE requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear expectations with syllabus, learning objectives and evaluations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Likelihood of supervising another CWEE student
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Satisfaction w/CWEE in general

Comments regarding CWEE or CWEE 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: _____

Student Signature: _____ Date: _____

CWEE Coordinator Signature: _____ Date: _____

College of the Redwoods CWEE Student Self-Evaluation

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

Semester: _____ Spring _____ Fall _____ Summer Year: 2019 Date Submitted: _____

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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	My job performance: following job description, being on time & responsible, appropriate work attire
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Completion of work hours
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Setting & accomplishing my learning objectives
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	My communication with work supervisor, faculty member and CWEE Coordinator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work supervisor interpersonal skills
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequacy of directions from work supervisor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Variety of learning at worksite
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Adequacy of supervision from work supervisor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Satisfaction w/worksite in general
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explaining the course requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Helping with learning objectives
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Being available during the semester
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Visit at work site to evaluate learning objectives and job performance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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: CWEE PROGRAM/CWEE 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	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ease of enrolling in CWEE/obtaining information about CWEE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Effective CWEE Coordinator communication
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Understanding CWEE requirements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Satisfaction w/CWEE in general
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clear expectations with syllabus, learning objectives and evaluations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	My coursework academically prepared me for this work experience

Comments regarding CWEE or CWEE Coordinator:

My signature below indicates that I have acknowledged the above evaluations of student, work supervisor/workplace, faculty member and CWEE 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: _____

CWEE 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.

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.

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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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.
