

**WEST HILLS COLLEGE LEMOORE
COOPERATIVE WORK EXPERIENCE EDUCATION (CWEE)
FALL SEMESTER 2012
COURSE SYLLABUS**

Instructor: Gwendolyn Glee
Office Location: Library, Room 429
Office Hours: Mondays 10:00 a.m. - 1:00 p.m., Fridays 11:00 a.m. - 12:00 p.m., or by appointment
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REQUIRED TEXT

Job Savvy: How to Be a Success at Work, 5th Edition by LaVerne L. Ludden, Ed.D (available in the campus bookstore).

STUDENT LEARNING OUTCOMES

- Student will be able to demonstrate effective oral and written communication skills by effectively and collaboratively formulating and revising meaningful, measureable, attainable college-level learning objectives with the employer and the instructor.
- Student will be able to demonstrate a willingness and ability to utilize feedback from co-workers, supervisor, and/or instructor to adjust approaches in order to assure successful achievement of learning objectives.
- Student will be able to perform a self assessment of their individual workplace strengths/weaknesses and develop a plan for improvement.

COURSE DESCRIPTIONS

General Work Experience (WE 15XX): General Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness to support student success. The work experience need not be related to the students' educational goals. Students may earn up to 6 units per semester for a maximum of 16 units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit of credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. General Work Experience credits are counted as electives toward an Associate's degree at West Hills College and are transferable

to four year universities (for specific transfer eligibility, please contact a counselor or advisor). General work experience may not be a payable class under VA benefits.

Occupational Work Experience (AOJ 15X, BUS 15X, CD 15X, CIS 15X, HRCM 15X, HS 15X, NURS 15X, SW 15X): Occupational Work Experience is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness in the field of the student's major. Students may earn up to 8 units per semester for a maximum of 16 units. Credits are awarded for paid or voluntary work. For every 75 hours of paid work completed within the semester, 1 unit of credit is awarded. For every 60 hours of volunteer work completed within the semester, 1 unit of credit is awarded. Occupational Work Experience credits are counted as electives toward an Associate's degree at West Hills College and are transferable to four year universities (for specific transfer eligibility, please contact a counselor or advisor).

****Work Experience Units - Students may take up to a total of 16 work experience units combined. Students may complete all of their units in either occupational or general work experience, or they may take a combination of the two courses as long as they do not go over the 16 unit maximum.**

SPECIAL REQUIREMENTS FOR ENROLLMENT IN THIS COURSE

In order to enroll in a CWEE course, each student must meet the following criteria.

- The student must be enrolled in work experience, either General or Occupational.
- To be enrolled in the Occupational Work Experience class, you **must** have a declared major that corresponds to the work experience section you are enrolled in (Administration of Justice, Business, Child Development, Computer Information Systems, Health Science, Hotel/Restaurant/Casino Management/Culinary, Nursing, or Social Work) and have a job that is directly related to your declared major.
- The student must be employed (either paid or volunteer) and complete all required hours by the end of the semester.
- The CWEE instructor/coordinator must approve all employment/worksites.
- The student must have the cooperation of their employer/supervisor and be able to successfully acquire needed input, signatures, and evaluations.
- The student must complete and sign all required documents.
- The student must successfully complete the work hours required for units enrolled and have a signed verification of completed hours (time card) on file (due at the end of the semester).

- The student must have access to a computer with internet service (all students may use the computer lab located in the library).

ATTENDANCE/DROPS/WITHDRAWALS

Because there is very little class time involved, your attendance is very important. You must come to all assigned class sessions. Students are also required to meet one-on-one with the instructor for a consultation at least once during the semester.

A student may withdraw/drop a class prior to completing seventy-five (75) percent of the course and still receive a recorded "W" (withdrawal) grade. Dropping or withdrawing from this course is the student's responsibility. If a student fails to drop the class with the administration office (or district website) after the last day to withdraw, a letter grade of "F" will be recorded. If the student does not turn in all of the required documents (per Title 5/Education Code), a letter grade of "F" will be recorded. If the student does not complete the required number of work hours (determined by the number of course credits the student enrolled in), a letter grade of "F" will be recorded.

It is the student's responsibility to drop their class if they are not going to continue with the coursework or anticipate not being able to meet the course's minimum requirements. Please see WHCL's Academic Calendar for official drop deadlines.

ASSIGNMENTS

Course Documents

There are six required course documents that must be turned in by the listed due dates in order to receive full-credit (and units) for the class. They are:

1. Enrollment Classification.
2. On-Site Map to Workplace.
3. Student Application.
4. General and Vocational Training Agreement.
5. Employer's Evaluation of Student/Employee with time verification.
6. Student Consultation with Instructor/Coordinator.

Course Forms

There are several forms required for this program. These documents are State mandated (California Education Code, Title 5). All mandated documents must be turned in by the due date and completed and signed in the appropriate places in order for successful completion of this course. I will provide all of the necessary documents for you. **Do not lose these documents. It is your responsibility to**

keep these documents in a safe place until their respective due dates. If you decide to drop this class before turning in your documents, please return them to me.

Assignments, Announcements, and the CWEE Homepage

You must visit the webpage each week (announcements are posted at the beginning of each week) to learn about homework assignments and due dates. Reading and homework will be derived from your textbook. In addition, I will post other articles for reading assignments that will enhance our coursework. This is not a self-paced course. Pay attention to due dates, as I do not accept late work.

The direct link to the CWEE homepage is:

<http://cweemoore.westhillscollge.com>.

Since assignments and required documents will be due during the semester when the class does not meet, you can turn in the documents by:

1. Bringing them to my office (there is an in-box attached to the wall outside my office with my name on it).
2. Taking them to the Administrative Office and ask that the assignment be put in my mailbox. Please place paperwork in an envelope with my name on it.
3. Setting up a pre-arranged time for us to meet.

Please pay attention to assignment instructions, many of your assignments must be hard copies, and not emails.

If you would like to be notified that your paperwork has been received, please attach a note to the assignment stating when and how you should be notified. You may also send an e-mail message asking to be notified.

Student/Instructor Consultation

Each student is required to meet with me on a one-on-one basis during the semester. This is a State requirement. Student consultations give you a chance to tell me how things are going at work and to discuss any paperwork issues and/or concerns. It is your responsibility to contact me for an appointment during the student/instructor consultation weeks (see course schedule). I will make every effort to schedule a convenient time for us to meet.

Final Exam

The final will be a take-home exam and will be explained closer to the end of the semester. Instructions and the due date will be posted to the CWEE webpage.

GRADING

Enrollment Classification	25 points
On-Site Map to Workplace	25 points
Student Application	50 points
General and Vocational Training Agreement	50 points
Employer's Evaluation of Student/Employee (with hours verified)	50 points
Instructor's Contact with Employer/Supervisor	50 points
Student Consultation with Instructor/Coordinator	25 points
Homework assignments (5 @ 20 points each)	100 points
Current Events/Articles (3 @ 25 points each)	75 points
Final Examination	100 points
Total Points	550 points

ACADEMIC HONESTY

Students are expected to abide by ethical standards in preparing and presenting material which demonstrate their level of knowledge and which are used to determine grades. Such standards are founded on basic concepts of integrity and honesty. Plagiarism and cheating will not be tolerated.

The instructor reserves the right to amend this syllabus at any time. If a change has been made, the instructor will notify students of such change and provide the updated syllabi to each student enrolled.

If you have a verified need for an academic accommodation or materials in alternate media (i.e. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.