

SYLLABUS**Fall 2011****Sep 26, 2011 – Dec 16, 2011**

- Student enrolling in CWE course must be currently employed in a paid or volunteer job.
- If student does not want to enroll in the CWE course it is student's responsibility to drop course according to A&R deadlines.
- Student is responsible for adhering to all assignment deadlines; tardiness will result in loss of points

Cooperative Work Experience program's Student Learning Outcomes:

- **Develop a learning objective that improves the student's performance using current tasks at the workplace.**
- **Assess personal business skills and demonstrate how these skills can enhance workplace competencies.**
- **Utilize appropriate information technology in their workplace.**
- **Assess and resolve any existing human relation challenges(s) or issue(s) at the workplace.**

Fall '11 Due Dates	STUDENT ASSIGNMENTS								
First - Fourth Week Sep 26-Oct 21, 2011	Registration <ul style="list-style-type: none"> ▪ Complete application and submit to the CWE office, 1945 ▪ Download and Read <u>CWE PROGRAM GUIDE</u> www.foothill.edu/coop ▪ Conduct NEW STUDENT Orientation and submit questionnaire and give employer letter ▪ Discuss CWE Course Employer letter with supervisor ▪ Complete Learning Objective worksheet w/employer signature ▪ INTERNATIONAL STUDENTS employment letters and referral from Int'l Student Office must be submitted with your application 								
First –Fifth Week Sep 26-Oct 28, 2011	Student will receive an email or call from the CWE Instructor to set-up an appointment for first meeting. <ul style="list-style-type: none"> ▪ Submit completed Learning Objective Worksheet w/ employer signature to instructor ▪ Discuss CWE worksite visit with supervisor ▪ Ensure Performance Agreement is completed and signed by supervisor 								
Monthly due dates	Timecards <ul style="list-style-type: none"> ▪ Submit time cards with total hours worked in the month signed by your supervisor. <table border="0" style="width: 100%;"> <tr> <td style="width: 60%;">Time Periods:</td> <td style="width: 40%;">Due Dates:</td> </tr> <tr> <td>Sep 26-30</td> <td>Oct 3</td> </tr> <tr> <td>Oct 1-31</td> <td>Nov 4</td> </tr> <tr> <td>Nov 1-Dec 9</td> <td>Dec 14</td> </tr> </table>	Time Periods:	Due Dates:	Sep 26-30	Oct 3	Oct 1-31	Nov 4	Nov 1-Dec 9	Dec 14
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Sep 26-30	Oct 3								
Oct 1-31	Nov 4								
Nov 1-Dec 9	Dec 14								
Mid-term Progress Report-Nov 4, 2011	<ul style="list-style-type: none"> ▪ An email must be submitted to instructor with a Mid-term progress Report on Learning Objectives activities. (Mandatory Word 2007 or PDF) 								
Eighth--Eleventh Weeks Nov 14-Dec 16	<ul style="list-style-type: none"> ▪ Instructor will meet with employer at worksite to discuss objectives and rate performance on the job. Remind supervisor of visit. 								
Eleventh Week Dec 15, 2011	<ul style="list-style-type: none"> ▪ Submit Self-Evaluation essay, (mandatory). Essay must be a hard copy only and dropped off in CWE Mail Drop, essays sent via email will not receive credit. (Word 2007 or PDF) ▪ Submit and or complete Required Project 								

CWE Office Location: Room 1945 Faculty Office (across from Smart Shop)

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**FOOTHILL COLLEGE
COOPERATIVE EDUCATION PROGRAM
(CWE)**

A **course Syllabus** will be given every quarter. Also, a CWE application must be completed every quarter before enrolling in the CWE course. All forms for this course are located on the CWE web site www.foothill.edu/coop

Course requirements are as follows:

- Work a minimum of 50 hours per quarter for one unit of credit in paid employment or 40 hours per quarter in a (pre-approved by CWE Instructor) non-paid non-profit organization.
- Fill out CWE on-line application form located at web site www.foothill.edu/coop
- Meet with CWE staff to enroll in CWE course, identify course number and call number.
- Register and pay for the CWE @ Admissions and Records Office 8100.
- New Students must complete the CWE orientation and complete the orientation questionnaire upon completion of the orientation section.
- Access and down load the CWE Program Guide at www.foothill.edu/coop
- Schedule appointment with Instructor, complete Learning Objectives Worksheet and decide on the Required Project.
- Deliver Employer Letter to supervisor.
- Meet with Instructor and Supervisor to discuss Learning Objectives and have the Performance Agreement and Learning Objectives Worksheet forms signed off by your employer.
- A **midterm progress** report is **required**. Your Instructor must be contacted via an email document. This report includes progress on all Learning Objectives and if any changes regarding work hours, work location, Learning Objectives and other concerns.
- Turn-in timecards for specified time frames to Instructor.
- Complete Required Project.
- Complete Self-Evaluation Essay (**mandatory**)

Grading Criteria

Credit or no credit is based on the following:

- Quality and completeness of assignments
- Quality of Learning Objectives
- Promptness in turning in timecards
- Mid-term Progress Report (**mandatory**)
- A Self-Evaluation Essay (**mandatory**) must be submitted to receive credit
- Employer rating on Learning Objectives

www.foothill.edu/coop