

## SYLLABUS

**Summer '2010**  
**June 28 – August 5, 2010**

*Student enrolling in CWE must be currently employed in a paid or volunteer job.*  
**Student who does not contact instructor by 2<sup>nd</sup> week of quarter will automatically be dropped.**  
**Student is responsible for adhering to all deadlines; tardiness will result in loss of points.**

Summer 10 Due Dates	STUDENT ASSIGNMENTS						
First - Second Week  <b>June 28<sup>th</sup> to July 9th</b>	Registration <ul style="list-style-type: none"> <li>○ Complete application and submit to the CWE office, 4128</li> <li>○ Download and read CWE <u>PROGAM GUIDE</u> <a href="http://www.foothill.edu/coop">www.foothill.edu/coop</a></li> <li>○ Conduct on-line NEW STUDENT Orientation</li> <li>○ Discuss Employer letter with supervisor</li> <li>○ Complete Learning Objective worksheet w/employer signature</li> <li>○ INTERNATIONAL STUDENTS employment letters and referral from Int'l Student Office must be submitted with your application</li> </ul>						
<b>June 28<sup>th</sup> to July 9th</b>	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"> <li>○ Submit completed Learning Objective Worksheet w/ employer signature to instructor</li> <li>○ Submit the completed Job Description form</li> <li>○ Discuss CWE program and worksite visit with supervisor</li> <li>○ Ensure Performance Agreement is completed and signed by supervisor</li> </ul>						
<b>Monthly due dates</b>  <b>June 28 - August 5th</b>	Timecards <ul style="list-style-type: none"> <li>○ Submit time cards with total hours worked in the month signed by your supervisor.</li> </ul> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><b>Time Periods:</b></td> <td style="width: 40%;"><b>Due Dates:</b></td> </tr> <tr> <td>June 28 –July 16</td> <td>July 20,10</td> </tr> <tr> <td>July 17 – Aug 2</td> <td>Aug 5, 10</td> </tr> </table>	<b>Time Periods:</b>	<b>Due Dates:</b>	June 28 –July 16	July 20,10	July 17 – Aug 2	Aug 5, 10
<b>Time Periods:</b>	<b>Due Dates:</b>						
June 28 –July 16	July 20,10						
July 17 – Aug 2	Aug 5, 10						
<b>Seventh week</b> <b>July 22,10</b>	<ul style="list-style-type: none"> <li>○ An email <b>must</b> be submitted to instructor with a progress report on Learning Objectives activities. <b>(mandatory)</b></li> </ul>						
<b>Seventh week</b> <b>July 26 – August 3,10</b>	<ul style="list-style-type: none"> <li>○ Instructor will meet with employer at worksite to discuss objectives and rate performance on the job. Remind supervisor of visit.</li> </ul>						
<b>Seventh Week</b> <b>July 26, 10</b>	<ul style="list-style-type: none"> <li>○ Submit Self-Evaluation essay, <b>(mandatory)</b></li> <li>○ Submit and or complete Required project</li> </ul>						

**CWE Office Location: Faculty Office, Room 4128**

[www.foothill.edu/coop](http://www.foothill.edu/coop)

CWE Instructor:

Beckie Urrutia-Lopez, [urrutialopezbeckie@fhda.edu](mailto:urrutialopezbeckie@fhda.edu)

650-949-7205

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

A **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](http://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 application form located at web site [www.foothill.edu/coop](http://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](http://www.foothill.edu/coop)
- Schedule appointment with Instructor, complete Learning Objectives Worksheet and Job Description form, 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](http://www.foothill.edu/coop)