

Syllabus

Winter 2012

Jan 9, 2012 – Mar 30, 2012

- Student enrolling in CWE course must be currently employed in a paid or volunteer position.
- 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.
- Develop a learning objective that demonstrates 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.

Winter '12 Due Dates	STUDENT ASSIGNMENTS															
First - Fourth Week Jan 9 – Feb 3, 2012	Registration: Enrollment <ul style="list-style-type: none"> ▪ Complete electronic CWE application & submit to the CWE Program ▪ Download and read CWE <u>PROGAM GUIDE</u> www.foothill.edu/coop ▪ Conduct NEW STUDENT Orientation & submit electronic questionnaire ▪ Discuss CWE course, site visit & Employer letter with supervisor ▪ CWE staff will set-up first meeting (mandatory) w/instructor, 1st-3rd week of quarter. ▪ Times/Dates <table style="margin-left: 20px; border: none;"> <tr> <td>Jan 9-13th</td> <td>10, 11am and 3 pm</td> <td>time slots</td> </tr> <tr> <td>Jan 16-20th</td> <td>10, 11am and 3pm</td> <td>time slots</td> </tr> <tr> <td>Jan 24-26th</td> <td>10, 11am and 3, 4pm</td> <td>time slots</td> </tr> <tr> <td>Jan 30-31st</td> <td>10, 11am and 4 pm</td> <td>time slots</td> </tr> <tr> <td>Feb 1-3rd</td> <td>3, 4 pm</td> <td>time slots</td> </tr> </table> <p>Call Phuong Tran to set-up appt @ 949-7208 or tranphuong@foothill.edu</p> <ul style="list-style-type: none"> ▪ Upon completion of first meeting the following assignments are due: <ol style="list-style-type: none"> 1. Completion of Learning Objective Wksht w/supervisor signature 2. Completion of Performance Agreement w/supervisor signature 	Jan 9-13 th	10, 11am and 3 pm	time slots	Jan 16-20 th	10, 11am and 3pm	time slots	Jan 24-26 th	10, 11am and 3, 4pm	time slots	Jan 30-31 st	10, 11am and 4 pm	time slots	Feb 1-3 rd	3, 4 pm	time slots
Jan 9-13 th	10, 11am and 3 pm	time slots														
Jan 16-20 th	10, 11am and 3pm	time slots														
Jan 24-26 th	10, 11am and 3, 4pm	time slots														
Jan 30-31 st	10, 11am and 4 pm	time slots														
Feb 1-3 rd	3, 4 pm	time slots														
	Timecards <ul style="list-style-type: none"> ▪ Submit time cards with total hours worked in the month signed by your supervisor. <table style="width: 100%; border: none;"> <tr> <td>Time Periods:</td> <td>Due Dates:</td> </tr> <tr> <td>Jan 9 - 31</td> <td>Feb 3</td> </tr> <tr> <td>Feb 1 - 29</td> <td>Mar 5</td> </tr> <tr> <td>Mar 1 - 30</td> <td>Mar 16</td> </tr> </table>	Time Periods:	Due Dates:	Jan 9 - 31	Feb 3	Feb 1 - 29	Mar 5	Mar 1 - 30	Mar 16							
Time Periods:	Due Dates:															
Jan 9 - 31	Feb 3															
Feb 1 - 29	Mar 5															
Mar 1 - 30	Mar 16															
Mid-term Progress Report Feb 16, 2012	<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 Feb 27 – Mar 23, 2012	<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 Mar 23, 2012	<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 (entry 1944 in Administration Bldg) 650-949 7208

Beckie Urrutia-Lopez

urrutialopezbeckie@fhda.edu

Office hours: Thursdays 10-12:00

650-949-7205

**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 on-line orientation questionnaire and submit.
- Access and download the CWE Program Guide at www.foothill.edu/coop
- Attend first meeting appointment (mandatory) with Instructor, complete Learning Objectives Worksheet, Performance Agreement, and decide on the Required Project.
- Deliver Employer Letter to supervisor to discuss course, site visit and Learning Objectives and Performance Agreement.
- 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 w/verification of hours worked
- Mid-term Progress Report (**mandatory**)
- A Self-Evaluation Essay (**mandatory**) must be submitted to receive credit
- Completion of Required Project
- Employer rating on Learning Objectives

www.foothill.edu/coop