

SYLLABUS
Winter '10
January 4 – March 26, 10

Student enrolling in CWE must be currently employed in a paid or volunteer job.
Student who does not contact instructor by 4th week of quarter will automatically be dropped.
Student is responsible for adhering to all deadlines; tardiness will result in loss of points.

Winter '10 Due Dates	STUDENT ASSIGNMENTS								
First - Fourth Week Jan 4 - 29,10	Registration <ul style="list-style-type: none"> ▪ Complete application and submit to the CWE office, 4128 ▪ Download <u>CWE PROGRAM GUIDE</u> www.foothill.edu/coop ▪ Read the <u>CWE PROGRAM GUIDE</u> www.foothill.edu/coop ▪ Conduct NEW STUDENT Orientation and submit ▪ Discuss 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 Jan 4 – Feb 5, 10	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 ▪ Submit the completed Job Description form ▪ Discuss CWE program and 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 style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Time Periods:</td> <td style="width: 50%;">Due Dates:</td> </tr> <tr> <td>Jan 4-31</td> <td>Feb 3, 10</td> </tr> <tr> <td>Feb 1-28</td> <td>Mar 3, 10</td> </tr> <tr> <td>Mar 1-19</td> <td>Mar 24,10</td> </tr> </table>	Time Periods:	Due Dates:	Jan 4-31	Feb 3, 10	Feb 1-28	Mar 3, 10	Mar 1-19	Mar 24,10
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Jan 4-31	Feb 3, 10								
Feb 1-28	Mar 3, 10								
Mar 1-19	Mar 24,10								
Mid-term Progress Report – Feb 16, 10	<ul style="list-style-type: none"> ▪ An email must be submitted to instructor with a progress report on Learning Objectives activities. (mandatory) 								
Eighth--Eleventh Weeks Feb 22 – Mar 19, 10	<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, 10	<ul style="list-style-type: none"> ▪ Submit Self-Evaluation essay, (mandatory) ▪ Submit and or complete Required Project 								

CWE Office Location: Faculty Office, Room 4128

CWE Instructors:

Beckie Urrutia-Lopez, urrutialopezbeckie@fhda.edu

Tom Collette, twc397@aol.com

Karel Jordan, kareljordan@comcast.net

650-949-7205

650-573-9887

650-948-1000

**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

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
- 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 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

FOOTHILL COLLEGE –COOPERATIVE WORK EXPERIENCE (CWE)
SYLLABUS CHECKLIST
Winter 2010

January 4 – 29, 2010

- Download the CWE application and submit to the CWE office, Room 4128.
- Download CWE Program Guide: www.foothill.edu/coop
- Conduct New Student Orientation on the CWE web site, www.foothill.edu/coop/orientation.php
- Discuss the CWE Program and Employer Letter, www.foothill.edu/coop/employerletter.php
- Complete Learning Objective worksheet include employer signature, [www.foothill.edu/learning objective worksheet](http://www.foothill.edu/learning%20objective%20worksheet)
- Discuss CWE program and worksite visit with supervisor
- International students employment letters and referral from employer Int'l Student Office must be submitted with CWE application.
- Meet w/CWE instructor no later than 4th week of quarter, submit completed the following items:
 1. Learning Objective Worksheet, www.foothill.edu/coop/objective.pdf w/ employer signature.
 2. Job Description form, www.foothill.edu/jobdescription.pdf
 3. Performance Agreement w/supervisor signature, www.foothill.edu/coop/agreement.pdf

Timecards Due dates

- Submit timecards with total hours worked in the month signed by your supervisor, www.foothill.edu/timecard.pdf Time periods and due dates:
 1. Jan 2-31 due Feb 3
 2. Feb 1-28 due Mar 3
 3. Mar 1-19 due March 24

Feb 16, 2010

- Mid-term Progress Report, MANDATORY assignment due, www.foothill.edu/midtermreport.pdf

Feb 22-Mar 19, 2010

- Employer visit will be conducted, remind supervisor of visit and status of your learning objectives.

March 23, 2010

Self-Evaluation Essay, (MANDATORY), www.foothill.edu/coop/selfevaluation.pdf ,assignment and Required Project. www.foothill.edu/coop/projectguide.php

www.foothill.edu/coop

1/4/2010