

Irvine Valley College
*Cooperative Work Experience/
Internship Education*
Student Handbook

IRVINE VALLEY COLLEGE



Connecting Your Education with a Career

**COOPERATIVE WORK EXPERIENCE/INTERNSHIP
STUDENT HANDBOOK**

Table of Contents

Cooperative Work Experience/Internship Overview & FAQ	4
Enrollment Requirements -----	5
Benefits of the Cooperative Work Experience/Internship Course	6
Units -----	7
Student Responsibilities-----	7
Instructor Responsibilities-----	7
Employer Responsibilities-----	8
Learning Objectives -----	9
Guidelines for Writing Your Objectives-----	9
Action Word List-----	12
Sample Objectives-----	14
Attendance & Time Sheet-----	15
Student Progress -----	15
Grades -----	15

STUDENT LEARNING OBJECTIVES

Student(s) will be able to identify organizational objectives and contribute to the achievement of objectives through the utilization of a business model similar to Management by Objectives. This requires a written agreement between a supervisor and employee, to accomplish measurable on-the-job learning objectives by completing work -based projects involving problem solving and the application of academic theory, skills and knowledge while undertaking new or expanded workplace responsibilities.

Assessment of the Student Learning Outcome may be measured through:

- Employer/supervisor evaluation of documented workplace objectives/projects using a rating scale to measure how well the workplace objectives/projects were accomplished
- Employer/supervisor scaled survey evaluating student workplace productivity, the application of theory, skills and knowledge, communication effectiveness, teamwork and student motivation required to achieve the workplace objectives/projects
- Student written essays describing, discussing, and analyzing the workplace objectives and assessing the results
- A faculty worksite visit with the employer/supervisor to discuss the students' progress and level of contribution toward the achievement of organizational objectives.

SKILLS REQUIRED TO SUCCEED

1. Planning
2. Organizing
3. Scheduling
4. Time-management
5. Critical thinking
6. Problem solving
7. Oral, written, and electronic communication
8. Ability to follow written and verbal instructions

OVERVIEW & FREQUENTLY ASKED QUESTIONS

What is Cooperative Work Experience/Internship?

A cooperative work experience/internship at the College offers students the opportunity to apply knowledge and skills learned in the classroom to the work environment as well as to gain experience related to a specific career. The goal is to assist students in making the transition from school to work by providing hands-on, “real world” learning experiences and practical application of classroom theory.

Can a student repeat Cooperative Work Experience/Internship?

Yes, check with the department you wish to do your cooperative work experience/internship with and the college requirements.

Are the units transferable?

It depends. The California State University system does accept cooperative work experience/internship credit as elective units. Currently the UC system does **not** accept the transfer of cooperative work experience/internship units. Private universities and colleges should be contacted individually for their own policy.

[Title 5§55253 College Credit. College Credit and Repetition. (a) For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours or 24 quarter credit hours, subject to the following limitations: (1) General Work Experience Education. A maximum of six semester credit hours or nine quarter credit hours may be earned during one enrollment period in general work experience education.(2) Occupational Work Experience Education. A maximum of eight credit hours may be earned during one enrollment period in occupational work experience education. (b) If a college offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course, the district policy on course repetition adopted pursuant to section 55040 may permit a student to repeat that course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education set forth in subdivision (a).Consistent with section 58161, attendance of a student repeating a cooperative work experience course pursuant to this subdivision may be claimed for state apportionment.

ENROLLMENT REQUIREMENTS

Students must meet requirements that include the following eligibility criteria and enrollment procedures

§ 55254. Student Qualifications. In order to participate in Cooperative Work Experience Education students shall meet the following criteria: a) Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment. (b) Have on-the-job learning experiences that contribute to their occupational or education goals. (c) Have the approval of the academic personnel. (d) Meet the following condition if self- employed: Identify a person who is approved by academic personnel to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities (1) Assist the student in identifying new or expanded on-the-job learning objectives. (2) Assist in the evaluation of the student's identified on-the-job learning objectives. (3) Validate hours worked

- Students must attend an orientation session set by the instructor of record. Check with your *division/college* for dates and times.
- Students must turn in a fully completed *Sustainability and Resource Management Student-Intern Profile and Sustainability and Resource Management (RRM) Cooperative Work Experience Application* handed out at the orientation or picked up from the instructor of record (including a resume, course schedule and work availability).
- Students must also turn in both a signed *Sustainability and Resource Management Disclosure Statement* and *Sustainability and Resource Management Voluntary Activity Waiver and Indemnity Agreement*.
- Students complete the *Sustainability and Resource Management Learning Objectives Form* with both the employer's and instructor's input and approval.
- Students may be required to maintain a record or journal of cooperative work experience/internship experience.
- Students must maintain a weekly and monthly documentation of hours. *Sustainability and Resource Management Time Sheet (Cooperative Work Experience/ Internship Time Sheet)*.
- Complete a self-evaluation of learning objectives at end of semester.
- Complete an evaluation of cooperative work experience/internship that can be used for program improvement.

THE BENEFITS OF WORK-BASED LEARNING

For Students

- Work-based learning students find jobs faster and earn more money than their classmates Earn elective or program required college credit toward graduation and transfer for either paid or non-paid work experience
- Develop ideas about careers you have never considered and find out what a particular career is really like
- Receive help in finding internship opportunities
- All learning takes place on-the-job and through the completion of independent assignments, there are no classes
- All learning is based on career related assignments and projects.
- Performance is evaluated based on achievement of student learning outcomes and completion of assignments; there are no tests
- Relates education to real world work experience through the achievement of workplace objectives and related classes
- Develops an employment record in the workplace (allows students to demonstrate he/she can succeed in a work environment)
- Provides opportunities for job improvement
- Increases potential to advance by improving work-based skills
- Teaches valuable job-search skills such as career assessment, resume writing and interviewing techniques
- Improves job opportunities after graduation by giving students valuable work experience and contact with potential future employers
- Enhances classroom learning by integrating academic curriculum and real-world work

For Employers

- Improves employer/employee communication through objective evaluation
- Increases employee motivation
- Results in improved employee job skills and productivity
- Provides increased opportunities for employee evaluation
- Assists with the development of employer/employee goals through learning objectives
- Enhances employee motivation, thus reducing training costs
- Promotes job stability by improving employee job skills

For the College and Community

- Helps meet training needs of the community
- Promotes cooperation between the college and community members
- Increases faculty awareness of business/industry requirements
- Encourages development of relevant programs
- Provides faculty with fresh insights for classroom education needs through direct contact with business/industry community

UNITS

Cooperative Work Experience/Internship units are based on the number of hours worked during the semester. One unit is earned for every 75 hours of paid work or 60 hours of unpaid work. **Reminder: the cooperative work experience/internship hours can begin accumulating only after the Enrollment Procedures have been completed and must be completed by the end of the semester.**

<u>Paid CWEE/Internship Units</u>		<u>*Unpaid CWEE/Internship Units</u>	
<i>Hours Worked</i>	<i>Units</i>	<i>Hours Worked</i>	<i>Units</i>
75-149	1	60-119	1
150-224	2	120-179	2
225-299	3	180-239	3

STUDENT RESPONSIBILITIES

- *If your cooperative work experience/internship is unpaid, contact the Division/college in question for necessary Workers Compensation coverage paperwork.*
- Complete the enrollment forms and procedures (outlined in the Enrollment Requirements section). Write the learning objectives, obtain signatures and return completed forms to the instructor. Students should retain a copy for their own records.
- Work the appropriate number of hours per unit enrolled. Please be aware that your hours do not begin accruing until a signed contract is received by your instructor of record.
- Immediately notify the instructor of record of any changes in job, supervision, working hours, or address/phone number.
- Turn in time sheets signed by employer.
- Complete written assignments including the program evaluation and student report and return to the instructor of record.

INSTRUCTOR RESPONSIBILITIES

- Monitor the student's co-operative work/internship experience.
- Meet with each student at their employment site at least once during the semester.
- Review and approve the student's learning objectives.
- Contact the site supervisor for each student during the semester.
- Approve the site facilities, equipment, and materials necessary to achieve the on-the-job learning objectives.
- Administer the student evaluation and assign the final grade.
- Meet with each student for a minimum of three hours during the semester.

EMPLOYER RESPONSIBILITIES

- Understand and work toward the educational objectives of the cooperative work experience/internship as detailed on the *Sustainability and Resource Management Learning Objectives and Agreement Form* & Student Evaluation.
- Provide input in developing and approving the student's learning objectives.
- Evaluate the student's achievement of the identified objectives. Certify the student's monthly *Sustainability and Resource Management Time Sheet*.
- Provide continuous work assignments for students during the cooperative work experience/internship period.
- Provide adequate supervision of the student's work while ensuring the student receives the maximum educational benefit. This includes assisting the student in achieving their learning objectives and teaching certain skills that can be more effectively learned on the job.
- Comply with all appropriate Federal and State employment regulations, including Workers Compensation coverage. Irvine Valley College will provide workman's compensation for students who do not receive compensation for work.

LEARNING OBJECTIVES

Defining & Establishing Learning Objectives

Learning objectives are goals to be accomplished within the cooperative work experience/internship. Prior to beginning the cooperative work experience/internship, students must attend an orientation where they learn how to plan and design the objectives that will be established by the student, employer/supervisor, and instructor.

Objectives are very specific, measurable, have defined goals and a completion date. They include the following elements: the achievement or skill to be learned, how it will be measured, the manner in which it will be accomplished, and when it will be completed.

A large part of the grade depends on the achievement of the objectives. Student input is important and the following are guidelines to help in establishing objectives:

1. Ensure each objective is achievable within the time frame of the cooperative work experience/internship.
2. Ensure each objective is specific enough to be evaluated.
3. Objectives must involve new learning and/or expanded responsibilities, beyond those experienced in previous employment or internships.
4. Ensure the objectives for work by designing them to particular needs.

Quality of the Objectives

Learning objectives are the most important component of a quality cooperative work/internship experience. Clear, challenging objectives will help students grow and perform well on the job and in the classroom. Students in the program do not simply earn units for working; these units reflect specific learning based on measurable objectives. The learning objectives are, in effect, a written agreement between the student, the employer, and college.

How Many Objectives?

The number of objectives that are set is decided by the student and the faculty member. Based on the purpose of the objectives, the degree of difficulty, and the student's ambitions, additional objectives may be set. Students are expected to accomplish as much in their internship as they would in a regular classroom.

GUIDELINES FOR WRITING YOUR OBJECTIVES

Challenging yet achievable learning objectives are the single most important component of a quality cooperative work/internship experience and your grade is dependent on them. As stated earlier, objectives are measurable goals that you set for yourself to be accomplished through your program. They require that you learn or make use of new habits, skills, or information above and beyond your current knowledge. Each objective must be directly related to your career major and include these four parts:

1. **They are very *specific*:** What is it that you want to learn, achieve, or accomplish in your cooperative work experience/internship? For example:
 - Research law cases and write briefs.
 - Operate a camera in a studio and on location productions.
 - Increase my personal sales by 10% over last semester.
2. **Determine what your *Method of Accomplishment* will be.** How will you go about learning the information you specified above? For example:
 - Practical hands-on application
 - Instruction/training from my supervisor and/or co-workers
 - Observation
 - Discussing techniques with other employees
 - Reading/studying manuals and tutorials
 - Videos
 - Workshops
 - Using computer programs
 - Reviewing files
3. **The results must be *Measurable*.** How will you and your supervisor be able to determine to what degree each objective has been completed? For example:
 - Tests
 - Faculty member and/or supervisors critique/evaluation
 - Videotape critique
 - Submit monthly reports and case files
 - Etc.
4. **Specify a *Completion date*.** What is the deadline for each objective? Write a specific date that is prior to the end of the semester.

The objectives will be designed by you with assistance from your employer, and approved by your Cooperative Work Experience/Internship Instructor. Remember to consider the following guidelines for your objectives:

- a) The objectives must involve new learning, new growth, new responsibilities, or improvement on the job.
- b) Make sure the objectives are specific enough to achieve within the cooperative work experience/internship term and can be objectively evaluated.
- c) The objectives you set should benefit your employer too.
- d) Use an action verb to begin each objective that will describe what you intend to do (see the action word lists for examples pages 10-11). Avoid vague or broad terms such as: believe, understand, appreciate, get, etc.

TYPES OF LEARNING OBJECTIVES

Think about what it is you want to learn at the work experience/internship site. You might want to ask your supervisor or other employees what suggestions they have; things they've found important to know, or wished they had known early on in their career. This type of objective is most frequently used in the Cooperative Work Experience/Internship course. Remember, you want to increase your breadth of knowledge.

Turning a current part time job into a cooperative work experience/intern position affords you the opportunity to use several types of learning objectives:

New assignments: If you use your current part time job as a cooperative work experience/internship, you will need to have new learning experiences that can be stated in objective form. To assist you in writing your new objectives you might consider the requirements of the job that is currently a step above yours and what you need to learn in order to be promoted.

Routine duties. Think of new and creative ways you can improve the results of your daily job duties or new aspects for improving efficiency. For problem solving, look at a problem you've run into on the job, dissect it and think of possible solutions and/or improvements. Can you spot a potential problem in the making? If you were in charge, what suggestions could you make to the person doing your job?

Personal improvement. Think about your interactions at work and how you could develop personal habits or social skills that would allow you to become a more desirable employee. How could you improve your communication with co-workers that would result in increased knowledge, new ideas, more production, better cooperation, smoother work flow, etc.?

Action Word List

Use when writing Workplace Objectives and Resume

Creative	Clerical & Research	Human Resources	Management & Leadership	Management & Leadership cont. . .
Author	Arrange	Advise	Administer	Recommend
Conceive	Automate	Assess	Analyze	Reduce
Create	Budget	Assist	Assign	Remove
Design	Catalog	Clarify	Attain	Replace
Develop	Categorize	Coach	Authorize	Reposition
Devise	Calculate	Collaborate	Chair	Reproduce
Direct	Classify	Consult	Consolidate	Retain
Enhance	Collect	Counsel	Contract	Review
Establish	Compare	Diagnose	Control	Revise
Formulate	Compile	Educate	Coordinate	Schedule
Illustrate	Complete	Employ	Delegate	Simplify
Improve	Compute	Group	Develop	Strengthen
Initiate	Critique	Guide	Direct	Supervise
Introduce	Decrease	Handle	Evaluate	
Invent	Diagnose	Hire	Enact	
Launch	Dispatch	Integrate	Establish	
Market	Distributed	Mediate	Exceed	
Originate	Evaluate	Monitor	Execute	
Plan	Examine	Motivate	Expand	
Prepare	Execute	Negotiate	Guide	
Produce	Generate	Recruit	Head	
Propose	Identify	Represent	Implement	
Set up	Inspect	Select	Improve	
Structure	Interview	Sponsor	Incorporate	
Wrote	Investigate	Strengthen	Increase	
	Monitor	Train	Initiate	
	Operate		Institute	
	Organize		Investigate	
	Prepare		Launch	
	Process		Lead	
	Purchase		Maintain	
	Record		Manage	
	Retrieve		Mediate	
	Review		Negotiate	
	Separate		Organize	
	Schedule		Oversaw	
	Screen		Perform	
	Summarize		Plan	
	Survey		Prioritize	
	Systematize		Produce	
	Tabulate		Propose	

Action Word List

Use when writing Workplace Objectives and Resume

Technical	Communications	Financial	Teaching	Critical Thinking
Assemble	Address	Allocate	Advise	Analyze
Build	Arbitrate	Analyze	Clarify	Appraise
Calculate	Arrange	Appraise	Coached	Arrange
Change	Articulate	Audit	Communicate	Assemble
Complete	Author	Balance	Encourage	Assess
Compute	Convince	Budget	Evaluate	Calculate
Convert	Correspond	Calculate	Explain	Categorize
Construct	Define	Compute	Guide	Choose
Design	Develop	Forecast	Influence	Collect
Engineer	Direct	Increase	Inform	Compare
Operate	Draft	List	Instruct	Compose
Overhaul	Edit	Manage	Interpret	Construct
Modify	Enlist	Market	Persuade	Create
Program	Formulate	Plan	Rewrite	Design
Remodel	Influence	Project	Stimulate	Diagram
Repair	Interpret	Research	Train	Estimate
Restructure	Interview	Tabulate		Evaluate
Solve	Lecture	Transfer		Examine
Upgrade	Moderate	Update		Formulate
	Negotiate			Inspect
	Participate			Measure
	Persuade			Organize
	Present			Plan
	Preside			Prepare
	Promote			Rate
	Publicize			Revise
	Recruit			Select
	Represent			Setup
	Sold			Score
	Spoke			Solve
	Translate			Test
	Wrote			

SAMPLE OBJECTIVES

Program Major: Aviation Technology

Learn to **perform** minor aviation repairs under supervision, in accordance with FAA regulations, the manufacturer's manual, or AC43.13, as applicable. This will be learned by studying FAA manuals; training by FAA approved Instructors, and personally working on aircraft with supervision. My work will be evaluated by the FAA instructors and a test, all to be completed by May 16, 200X.

Program Major: Photography

Properly **photograph** evidence at a crime scene for court cases. I will read and use the procedures from department manuals and have on site instruction from my supervisor. The procedures will be learned by the end of the semester and at least two photographs will have been accepted in court as evidence.

Program Major: Marketing (Sales)

Increase my personal sales by 10% over last year's total. I will do this by developing a written plan to include sales suggestions, producing a better sales presentation, and learning more about the products sold.

Sales will be measured by comparing last year's figures covering the same dates within the semester. The objective will be completed by May 16, 200X.

Program Major: Film & Video

Demonstrate the ability to **operate** a camera in a studio and on location productions. This will be accomplished by training from camera operators, observation, and practical work. My supervisor will evaluate my work by having me explain the operation of the camera and viewing a production I filmed. My supervisor will evaluate my ability by May 16, 200X.

Program Major: Accounting

Research state sales tax audits by using Lese Plus, reviewing files and the instruction provided by my supervisor. Information will be entered on a spreadsheet with printouts and given to my supervisor to evaluate by May 1, 200X.

Program Major: Architecture

Learn to **produce** accurate hardcopies of construction documents to designated scales using a plotter/printer. I will also learn how to examine and accurately interpret design or engineering sketches and drawings, apply terminology and process used to complete a real world project from start to finish, and work effectively and cooperatively with all other project disciplines involved in the project. The results will be measured by submission of all documents, sketches and drawings to my Internship Supervisor and/or Instructor by May 16, 200X.

ATTENDANCE & TIME SHEET

It is the student's responsibility to record their Cooperative Work Experience/Internship hours worked. At the end of each month, be sure to get your supervisor's signature. *Sustainability and Resource Management Time Sheets* must be turned in to the instructor. *Sustainability and Resource Management Time Sheets* are included in this packet. If you need extras, please run additional copies.

STUDENT PROGRESS

Employer Visitations

The instructor of record will contact the work site supervisor during the semester, at least one of which must be in person. The instructor will meet the site supervisor to confirm the appropriateness of the work site and working conditions, informally evaluate student progress, and stay apprised of the student's development on the job.

Employer's Evaluation

The site supervisor will evaluate the student's achievement of the agreed upon objectives using the original *Sustainability and Resource Management Learning Objectives and Agreement Form* as a reference and filling in the *Student Evaluation by Employer form*. These forms will be sent to the employer near the end of the term for the evaluation and returned to the instructor of record for inclusion in the final evaluation.

GRADES

General Policies

- The cooperative work experience/internship is a graded course.
- Points are earned for all requirements of the program.
- The instructor of record assigns the final grade.

Grade Requirements will be set by each instructor of record who will assign the final grade. It is the responsibility of any student who is not able to complete the class to "drop" before the last day in which it is allowed.

