

COOPERATIVE WORK EXPERIENCE EDUCATION
WE 201 Employment Readiness, WE 210 General Work Experience, WE 220 Internship
COURSE SYLLABUS
Spring 2014

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 Office Room 811/805

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Office Hours			
Jan 21-March 14		March 17-May 16	
MW	8-8:30am 3:05-3:35pm	MW	8-8:30am 1-3:00pm
T&TH	12:15-12:45pm	T&TH	12:15-12:45pm
F	3:30-4:30pm		

WE 201 Employment Readiness

A course that may be taken as a stand-alone or as a companion course related to WE 210 or WE 220. Skills development in the areas of job search, employer contact, resume writing, applications and cover letter, interviewing techniques, appropriate dress, job-holding practices and on-site learning objectives. A review of factors relating to or contributing to job success, including motivation, attitude, human relations, leadership, personal, as well as, group relationships and behavior. (Typed written assignments are required.)

WE 210 General Work Experience – A program of on-the-job learning experiences in a job placement for students seeking traditional four-year degrees or any other non-technical, non-vocational major. Employment is not related to the instructional major of the student.

WE 201 Employment Readiness Class Friday, 8:15am – 11:20am (Jan 24 -March 7)
 (Drop Date – Feb 28, 2014) (Student’s responsibility)

WE 210 General Work Experience 11:30am-1:15pm & Individually Arranged
 (Drop Date – Feb 28, 2014) (Student’s responsibility)

WE 220 Internship – A program of on-the-job learning experiences in a job placement for students enrolled in vocational certificates and majors. Employment **is related** to the occupational goal of the student.

WE 201 Employment Readiness Class Friday, 8:15am – 11:20am (Jan 24 – March 7)
 (Drop Date – Feb 28, 2014) (Student’s responsibility)

WE 220 Internship 11:30- 1:15pm & Individually Arranged
 (Drop Date – Feb 28, 2014) (Student’s responsibility)

TEXT AND SUPPLIES

- The Job Hunting Handbook: Take control and land the job you want by Harry Dahlstrom (NO PHOTOCOPIES)
- 1” 3-ring binder with Indexes (Portfolio)
- USB drive
- Pencil, pen (blue or black), highlighter, Scantron for Final

WE 201 EMPLOYMENT READINESS CLASS MEETING DATES:

- **Meeting 1** – Jan 24
- **Meeting 2** – Jan 31
- **Meeting 3** – Feb 7
- **Meeting 4** – Feb 21
- **Meeting 5** – Feb 28 (“W” drop date)
- **Meeting 6** – WE 201 - *Feb 28*
- **Meeting 6** - WE 210, WE 220 – *May 9*

STUDENT LEARNING OUTCOMES

1. WE 201 – Develop a typed job resume.
2. WE 210 and WE 220 – Identify and accomplish four on-the-job learning objectives for new or expanded learning.

COURSE OBJECTIVES

- Complete an application for the Cooperative Work Experience Program and be interviewed by the

staff prior to receiving placement.

- Research chosen career utilizing on-line searches, library resources and job database computer software.
- Develop a personal resume and cover letter in acquiring a job in a chosen field.
- Complete an interview with an employer for the purpose of work experience.
- Develop at least three goals and objectives for the area of chosen work experience, approved by both the on-site supervisor and the coordinator/instructor.
- Complete weekly time sheets or logs reflecting work experience.
- Develop a journal and final summary of experiences and insights learned while at the job site.
- Develop a portfolio.

ATTENDANCE/TARDY POLICY

Work Experience is a unique cooperative program involving the student, IVC, and community organization. All parties share the responsibility to maintain attendance records. The Employment Readiness Class is three hours per session for six weeks. The student will be dropped if absent for more than one session. Three tardies will be considered as one absence. (See IVC Catalog) The student is expected to

- attend all class sessions.
- comply with the on-the-job attendance policy at your worksite.
- notify the instructor of work related activities or employment changes.
- be available to meet with the instructor for interviews or updates.
- Cell phones off or silent; no food or drinks in classroom**

GRADING – Employment Readiness Class:

<u>Points</u>	<u>Assignment</u>	<u>Due Dates</u>
10	Autobiographical Essay	Meeting 2
5	References (at least 3)	Meeting 3
10	Job Application	Meeting 3
15	Phone Interview	Meeting 3
15	1-Minute Self-Sell	Meeting 3
10	Learning Objectives (final copy)	Meeting 4
60	Mock Interview	Meeting 4
5	Career Research (<u>Eureka Program</u>)	Meeting 5
20	Portfolio (indexed binder)	Meeting 5
10	Resume (final copy)	Meetings 1-5
10	Cover Letter (final copy)	Meetings 1-5
60	Quizzes	Meetings 1-5
110	Topic Presentation	Meeting 5, 6
<u>60</u>	<u>Final</u>	<u>Meeting 5</u>
400	Total	

WE 201 Employment Readiness:		WE 210 Work Experience and WE 220 Internship:	
Grading is based on the above assignments.		Grading is based on your Supervisor's Evaluation points and Student Learning Objectives ratings. [Note: Failure to turn in forms by due dates could result in being dropped from class or grade of "F".]	
Late work will <u>not</u> be accepted.			
(Defaults to a Letter Grade)		(Defaults to Pass/No Pass)	
90 – 100%	A	4 points	A
80 – 89	B	3 points	B
70 – 79	C (Pass)	2 points	C (Pass)
60 – 69	D (No Pass)	1 point	D (No Pass)
59 or below	F (No Pass)	0 points	F (No Pass)

Any student with a documented disability who may need educational accommodations should notify the Disabled Student Programs and Services (DSP&S) office as soon as possible. Room 2117, Mel Wendrick Access Center, 760 355-6312.

The above schedule and procedures are subject to change in the event of extenuating circumstances.