

# COPPER MOUNTAIN COLLEGE

## WORK EXPERIENCE EDUCATION APPLICATION



### STUDENT PROFILE AND TRAINING AGREEMENT

#### H. Sanchez, Advisor

##### GENERAL: Paid/Unpaid Hours

WEG 080-01 = 75/60 (1 unit) \_\_\_\_\_  
WEG 081-01 = 150/120 (2 units) \_\_\_\_\_  
WEG 082-01 = 225/180 (3 units) \_\_\_\_\_

#### J. Haig, Advisor

##### BUSINESS: Paid/Unpaid Hours

BUWE 080 = 75/60 (1 unit) \_\_\_\_\_  
BUWE 081 = 150/120 (2 units) \_\_\_\_\_  
BUWE 082 = 225/180 (3 units) \_\_\_\_\_  
BUWE 083 = 300/240 (4 units) \_\_\_\_\_

#### D. LaGuardia

##### CULINARY : Paid/Unpaid Hours

CUWE 080 = 75/60 (1 unit) \_\_\_\_\_  
CUWE 081 = 150/120 (2 units) \_\_\_\_\_  
CUWE 082 = 225/180 (3 units) \_\_\_\_\_  
CUWE 083 = 300/240 (4 units) \_\_\_\_\_

#### D. Vilorio, Advisor

##### FIRE:

FIWE 080 = 75/60 (1 unit) \_\_\_\_\_  
FIWE 081 = 150/120 (2 units) \_\_\_\_\_  
FIWE 082 = 225/180 (3 units) \_\_\_\_\_  
FIWE 083 = 300/240 (4 units) \_\_\_\_\_

DEGREE/CERTIFICATE PROGRAM MAJOR: \_\_\_\_\_

TERM: \_\_\_\_\_

NAME \_\_\_\_\_

STUDENT ID# \_\_\_\_\_

ADDRESS \_\_\_\_\_

HOME PHONE # \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

CELL PHONE # \_\_\_\_\_

CMC EMAIL \_\_\_\_\_

WORK PHONE # \_\_\_\_\_

WORKDAYS \_\_\_\_\_

WORK HOURS \_\_\_\_\_

I agree to work as shown below to meet the established Learning Objectives of the Work Experience program. I will keep my Work Experience Faculty Advisor informed of any change in my work or school status.

### JOB SITE INFORMATION

PLACE OF EMPLOYMENT \_\_\_\_\_

STUDENT WILL BE PAID / UNPAID \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

STUDENT WORK TITLE \_\_\_\_\_

SUPERVISOR NAME \_\_\_\_\_

SUPERVISOR TITLE \_\_\_\_\_

EMAIL \_\_\_\_\_

PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_

FAX # \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

WEBSITE \_\_\_\_\_

We, the undersigned, agree with the validity of the Learning Objectives listed on the Learning Objectives sheet. The student agrees to abide by the Copper Mountain College Work Experience Education Program guidelines. The student must remain in the course and the job and complete the required hours to receive credit for the course. The employer agrees to provide the necessary supervision and guidance to ensure that maximum educational benefit is achieved for the student's work experience. The employer affirms the company, in compliance with civil rights legislation, does not and will not discriminate against any student in its employ because of race, color, national origin, religion, creed, sex, age, or disability. The employer shall pay all payments required under State and local workers' compensation laws, or under Federal or State social security laws, or under any other applicable laws on account of student participation under this contract. Students volunteering without compensation will be covered for the above State and local compensation laws, or under Federal or State social security laws, or under any other applicable laws on account of student participation under this contract, by the Copper Mountain Community College District.

### WORK EXPERIENCE FACULTY ADVISOR INFORMATION

FACULTY ADVISOR \_\_\_\_\_ PROGRAM \_\_\_\_\_

PHONE # \_\_\_\_\_ EMAIL \_\_\_\_\_

I will work with the student and Organization/Site to define the Learning Objectives, I will visit the worksite at least twice to determine the student's progress. Upon completion of the agreed upon Learning Objectives, I will assign a grade at the end of the quarter

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

JOB SITE SUPERVISOR \_\_\_\_\_

DATE \_\_\_\_\_

FACULTY ADVISOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

# **WORK EXPERIENCE EDUCATION SYLLABUS**



## **COURSE OBJECTIVES:**

Student will be able to:

- a. Identify short term goals relevant to employment and/or career goals. These include ways in which the student improves skill, knowledge or performance of job duties and responsibilities.
- b. Write clear, specific, measurable, and attainable goals related to specific job responsibilities.

## **EVALUATION:**

Each student will be responsible for completing a Training Agreement on which one (1) to three (3) learning objectives will be recorded. At the end of the semester, the student will evaluate him/herself on how well he/she met those objectives. The student's immediate supervisor on the job will also evaluate the student. A rating scale of 4 to 0 (exceptional to needs improvement or not applicable) is used. The evaluation of the employer weighs heavily in the final decision of awarding the grade. Both student and supervisor sign the evaluations. Students failing to complete the Training Agreement will receive an "F" grade at the discretion of the instructor/coordinator involved. Students repeating the program for additional units must identify new learning objectives on which to be evaluated each semester.

## **METHOD OF INSTRUCTION:**

Students are awarded units based on the number of hours employed in a paid or non-paid position, according to provisions of the State of California Educational Code. Students are charged with the responsibility of identifying their goals with the cooperation of their supervisor. The Work Experience instructor/coordinator assists in the writing of goals, as necessary, and in explaining the process to the employer.

## **TEXT AND SUPPLIES:**

"The Student Work Experience Application & Manual" which explains the program in-depth, including the writing of learning objectives. The manual is available at Copper Mountain College.

## **ATTENDANCE REQUIREMENTS:**

Students who change employers or leave an employer during the semester must report this change of status to the Work Experience instructor/coordinator. Students who for any reason terminate their employment during the semester and have completed the required number of hours, may elect to be evaluated at the time for a grade.

### **GENERAL**

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### **CULINARY ARTS**

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### **BUSINESS**

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### **FIRE TECHNOLOGY**

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