

WORK EXPERIENCE EDUCATION EMPLOYER INFORMATION

Welcome to the Copper Mountain College Work Experience Education Program!

Congratulations on your decision to work with a Copper Mountain College Work Experience student. This information will help you understand your role in the Work Experience Education program.

As you know, the Work Experience program benefits both you and the student. Your organization gains motivated, qualified interns and students who are able to enhance their education through the integration of on-campus study and practical work experience.

Copper Mountain College requires the student to develop and meet measurable learning objectives in order to receive college credit for the work experience. Learning objectives relate to the student's job assignments, focus on improving job performance, solving specific problems, enhancing human relations skills, and new skill development. Your suggestions and guidance encourage students to become more productive, valuable employees. Achieving the learning objectives creates a basis for evaluation at the end of the work experience.

What are everyone's roles and responsibilities?

Employers are expected to:

- Provide well-supervised, career-related opportunities for students.
- Review and approve learning objectives.
- Communicate periodically with the student and Work Experience Faculty Advisor concerning the student's performance and progress.
- At the end of the quarter, the supervisor will be asked to evaluate the student's achievement of the learning objectives and personal work habits. Your input will provide valuable feedback regarding the student's progress and potential curricula improvements.
- Participate in a site visit with the Work Experience Faculty Advisor and student.

Work Experience Education Employer Information, continued

Students are expected to:

- Develop learning objectives in consultation with the Work Experience Faculty Advisor and employment supervisor.
- Adhere to all personnel rules, regulations, and other requirements of the host organization, including reporting to work regularly and on time.
- Perform all assignments as required by the Work Experience Faculty Advisor.
- Maintain communication with the Work Experience Faculty Advisor and attend all meetings or seminars as required.
- Perform all assigned tasks to the satisfaction of the employment supervisor.
- Notify the Work Experience Faculty Advisor of any problems or significant changes including missing a day of work, getting injured on the job, or any incident that may result in an incident report.

Work Experience Faculty Advisors are expected to:

- Determine that the student is adequately and appropriately prepared and that the work experience is appropriate.
- Review and approve the student's learning objectives.
- Provide guidance for the student including individual meetings, assignments, and employer visits as required.
- Maintain contact with the employment supervisor and provide appropriate assistance to maximize student learning experiences.
- Assess student learning and recommend a grade for the work experience.
- Maintain records and documentation, and return forms in a timely fashion.

LEARNING OBJECTIVES

STUDENT NAME _____ SEMESTER / YEAR _____

PROGRAM _____ WORK EXPERIENCE FACULTY ADVISOR _____

ORGANIZATION/SITE _____ WORK SUPERVISOR _____

PURPOSE: The Learning Objectives/Activities listed here will describe the tasks the student is assigned to learn during this semester's work-related experience. Additional sheets may be attached if needed. At least one objective must be defined for each credit earned up to a maximum of three (3) objectives.

OBJECTIVE 1: WHAT are you going to accomplish? _____

HOW are you going to accomplish it? (List the steps/activities to achieve the objective below.)

- A. _____
- B. _____
- C. _____

HOW can you measure the results? _____

Student will be evaluated at the end of the semester using the following scale: 4 = Exceptional, 3 = Above Average, 2 = Average, 1 = Needs Improving, 0 = N/A

OBJECTIVE 2: WHAT are you going to accomplish? _____

HOW are you going to accomplish it? (List the steps/activities to achieve the objective below.)

- A. _____
- B. _____
- C. _____

HOW can you measure the results? _____

Student will be evaluated at the end of the semester using the following scale: 4 = Exceptional, 3 = Above Average, 2 = Average, 1 = Needs Improving, 0 = N/A

OBJECTIVE 3: WHAT are you going to accomplish? _____

HOW are you going to accomplish it? (List the steps/activities to achieve the objective below.)

- A. _____
- B. _____
- C. _____

HOW can you measure the results? _____

Student will be evaluated at the end of the semester using the following scale: 4 = Exceptional, 3 = Above Average, 2 = Average, 1 = Needs Improving, 0 = N/A

Student Signature

Date

Job Site Supervisor Signature

Date

Work Experience Faculty Advisor Signature

Date

STUDENT EVALUATION

STUDENT NAME _____ SEMESTER / YEAR _____

PROGRAM _____ WORK EXPERIENCE FACULTY ADVISOR _____

ORGANIZATION / SITE _____

INSTRUCTIONS: Please answer the following questions. It is important that you give an honest evaluation of your experience. Your input is important and will help us monitor and continually improve the quality of the Work Experience Education program. Please return this form to your Work Experience Faculty Advisor. Thank you!

1. Internship Site Evaluation

- a. How did you benefit from your work experience? Relate this to the outcomes of your learning objectives.

- b. Comment on the supervision from your organization/site.

Work Experience Education Program Evaluation

a. Comment on the assistance you received from your Work Experience Faculty Advisor.

b. Would you recommend Work Experience to other students. YES NO

c. Check the three (3) most important benefits of your Work Experience Education experience:

- | | |
|---|--|
| <input type="checkbox"/> Practical work experience for resume | <input type="checkbox"/> Chance to "test" career choices |
| <input type="checkbox"/> Made professional contacts for future job search | <input type="checkbox"/> Earned wages to offset college expenses |
| <input type="checkbox"/> Opportunity to relate classroom learning to the "real world" | <input type="checkbox"/> Earned credit toward graduation requirements |
| <input type="checkbox"/> Motivated learning in the classroom | <input type="checkbox"/> Gained experience on equipment not available at the college |
| <input type="checkbox"/> Learned human relations skills in the workplace setting | <input type="checkbox"/> Refined technical skills learned in the classroom that are important in the workplace |
| <input type="checkbox"/> Helped make classroom theory more relevant | |

ORGANIZATION / SITE EVALUATION OF STUDENT

STUDENT NAME _____ SEMESTER / YEAR _____

PROGRAM _____ WORK EXPERIENCE FACULTY ADVISOR _____

ORGANIZATION/SITE _____ WORK SUPERVISOR _____

INSTRUCTIONS: Please rate your Work Experience student by answering each question using the rating scale below. It is important that you give an honest evaluation of your organization's experience with your Work Experience student. Your input is important and will help us monitor and continually improve the quality of the Work Experience Education Program. Thank you!

Student Self-Eval	4 = Exceptional	3 = Above Average	2 = Average	1 = Needs Improving	0 = N/A
4 3 2 1 0					
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Human Relations:				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Is friendly and courteous	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Contributes to the team effort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Accepts feedback and responds appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Able to communicate with a variety of people	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professionalism:				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Arrives prepared for work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Attends work regularly and is punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Professional in appearance and attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Work Habits:				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Looks for ways to improve and shows initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Seeks clarification when necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Is able to problem solve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Works well independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Meets goals and deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Selects and applies appropriate technology to the task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Quality of Work:				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Deals with routine tasks efficiently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Is accurate and thorough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Uses creativity in task management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Learning Objectives (from page 3)				
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Objective 1:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Objective 2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Objective 3:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths: _____ Areas for Improvement: _____

Has this student learned and demonstrated appropriate skills to be competitive for future employment in this field? Yes No

Would you recommend this student for employment in your own or another organization? Yes No

Student Signature _____ Date _____ Work Supervisor Signature _____ Date _____

Work Experience Faculty Advisor Signature _____ Date _____

WORK EXPERIENCE EDUCATION



TIME SHEET

STUDENT NAME _____ SEMESTER / YEAR _____

PROGRAM _____ WORK EXPERIENCE FACULTY ADVISOR _____

ORGANIZATION/SITE _____ POSITION HELD _____

	DATE	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	TOTALS
Week 1									
Week 2									
Week 3									
Week 4									
Week 5									
Week 6									
Week 7									
Week 8									
Week 9									
Week 10									
Week 11									
Week 12									
Week 13									
Week 14									
Week 15									
Week 16									
Week 17									
Week 18									
TOTALS									

Total hours for semester _____

Earnings per hour _____

Student Signature

Date

Work Supervisor Signature

Date