

BAKERSFIELD COLLEGE

*Career & Technical
Education*

Cooperative Work Experience Education (CWEE)

Course Handbook

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FORMS

(The below attachments are all required course assignment forms)

Course Objectives Form	13/Attachment 1
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Welcome to the Bakersfield College Work Experience Program

In order to participate in Work Experience, students shall pursue a planned program which includes new or expanded responsibilities, or learning opportunities beyond those experienced during previous employment, and have on-the-job-learning experiences that contribute to their occupational or educational goals. Occupational Work Experience Education (MAJOR B48WE) is supervised employment extending classroom based occupational learning at an on-the-job learning station related to the students' educational or occupational goal.

Work Experience units may be earned up to 4 units per semester (1 course per semester), and a maximum enrollment of 2 semesters (totaling 8 work experience units earned).

This course will help integrate college courses and career goals. The Work Experience staff and resources, are available to assist in obtaining the maximum benefits. Some of the benefits of our program include:

- Linking education with employment
- Earning college credit while learning on the job
- Improved work skills through writing, completing, and evaluating on-the-job objectives

Work cooperatively with a Work Experience Coordinator, your work supervisor, and the Bakersfield College program staff to improve employment skills.

This Handbook provides all the forms and information necessary to meet the course requirements. It also provides a letter to your employer/supervisor, from our office. Please present this letter to the person who will directly oversee your work.

STUDENT LEARNING OUTCOMES

It is expected that, as a result of participating in a Work Experience course, students will be able to:

- Explore the workforce through on-campus employment, internships, or off-campus employment
- Develop career-related goals
- Apply job search skills, including development of a resume, to successfully find employment
- Develop communication skills appropriate for prospective employers

Work Experience can be a valuable and significant part of your college education. Please feel free to contact us at any time during the semester for assistance with this course.

Contact information for Work Experience:

Family and Consumer Education (FACE), Room 16
Ph: (661) 395-4550 -- Fax: (661) 395-4522

COURSE SYLLABUS

The following steps are the required responsibilities of the student. All required course assignment forms are contained in this handbook (pages 13-17).

Work Experience Course Requirements:

1. **Register** for the appropriate Work Experience Course.
2. **Work Experience Orientation** requires mandatory attendance.
3. **Insurance Liability letter** must be signed by your immediate supervisor and returned to the Career and Technical Education Office within the first week of your course start date (*on campus worksites and internships placed by our office do not require an insurance liability letter*).
4. **First Meeting/Establishing Objectives**
 - **At the jobsite**, prior to the 4th week for the Fall/Spring semester and the 2nd week for the Summer session, meet with your Faculty Coordinator and employer/work supervisor to develop attainable objectives (see pages 6 & 7 for details, pages 5-6 will assist the employer).
5. **Final Summary Report** (see page 8 for details).
6. **Seminar/Activity** hours required for the semester are based on the number of Work Experience units in which you are currently enrolled (see qualifying activities on page 9).
7. **Timesheet** (see appropriate form to track time on page 16/attachment 4).
 - 75 hours of paid work or 60 hours of unpaid work are required for each Work Experience unit you are currently enrolled.
 - Timesheet must be signed by the student and the employer/supervisor and turned in to your assigned Work Experience Faculty Coordinator two weeks prior to the end of the semester.
 - Any change in your employment situation for the purpose of fulfilling this course must be reported immediately to the Work Experience coordinator.
8. **Final Evaluation**
 - You must participate in a final evaluation with your employer/supervisor to evaluate progress related to your stated objectives.

Below is a chart of required assignments for the course and possible points you may earn toward obtaining a grade.

COURSE ASSIGNMENTS	POINTS POSSIBLE	DUE DATE
Objectives	100	
Summary Report	100	
Seminar/Activities	100	
Timesheet	100	
Final Evaluation	100	
TOTAL POINTS POSSIBLE	500	

BAKERSFIELD COLLEGE

Greetings Employer/Supervisor:

The employee delivering this letter to you has demonstrated an interest in enrolling in Bakersfield College's Work Experience course. The purpose of our course is to help the student obtain on-the-job training, and provide a practical education, that supplements and enhances classroom theory. The program gives you an opportunity to make a contribution to the employee's college education in a way that will directly benefit you and your organization. Your participation in this process includes:

- Active involvement in development of the student's objectives.
- One meeting with the Bakersfield College Work Experience Coordinator and employee/student.
- Evaluation of the student's objectives.
- Verification of employee/student work hours (a requirement of the course is that student complete a specified amount of work hours per unit they will earn in the course)

In order for this contribution to be documented for college course credit, it is required that each student develop and have approved learning objectives (identifying new learning which is validated by the employer) at the beginning of the semester. Objectives are written with the intent of the student progressing and becoming a more valuable employee. Please discuss the learning possibilities with your employee, accepting only those objectives that meet this intent. The student/employee will provide you with additional information contained in their course handbook which may assist you in this process.

The student is required to fill out a worksheet of objectives. A Bakersfield College Work Experience Coordinator will contact you to review these objectives. The objectives will be written in final form by the student and you will be provided a copy for reference and evaluation. The student will work to achieve the objectives during the semester, which will be used as a basis for evaluation at the end of the semester.

You will be asked to verify the employee/student hours at the end of the semester. The student will provide you with a timesheet for your signature. The student may also be attending Work Experience seminars as part of their course.

Thank you for your cooperation. Your support of our Work Experience program is appreciated. Please contact us if you have any concerns, questions or comments.

Regards,

Career and Technical Education

Family and Consumer Education (FACE), Room 16
Phone: (661) 395-4550 Fax: (661) 395-4522

EMPLOYER'S GUIDE TO ASSIST STUDENT WITH WRITING OBJECTIVES

The Bakersfield College Work Experience Program provides students an opportunity to set valuable workplace objectives and to accomplish these in the course. Students will provide employers with these guidelines.

Guidelines for employers/supervisors:

Developing good Objectives is a very important part of the student's Work Experience course. Twenty percent (20%) of the student's grade is based on successful completion of the established Objectives. Employer/supervisor input is essential. The following guidelines will help you and the student develop effective and measurable Objectives.

- Objectives should be measurable and achievable within a reasonable, pre-determined timeframe.
- Objectives should include new learning, growth, and improvement opportunities and should not describe what the student has already accomplished.
- Develop Objectives that is pertinent to the work environment. For example, if there is a skill that the student needs to improve upon (e.g. reliability, promptness, or communication), design an Objective that will help to improve that skill.
- Objectives should be specific enough for you to evaluate.
 - a. Example of an objective that is too general: To do a good job at work so that I can get a full-time job in custodial work.
 - b. Example of an acceptable objective: To write a short report explaining how to handle, apply and store cleaning chemicals by May 1st.

If you have any questions, please contact your assigned Work Experience Coordinator.

HOW TO WRITE A COURSE OBJECTIVE

For this course, a learning objective is a goal you wish to achieve in the workplace. Objectives are developed jointly with your employer/supervisor, and require their signature approval. The Objectives that are developed should benefit both the student and the business.

Definition of a written Objective:

A specific, measurable goal that is limited to a single definite result, with an established completion date.

Writing an Objective:

Each Objective statement starts with the word "To" and includes an action word, description, measurement, and completion date.

Below is a list of sample action words:

Activate	Create	Gather	Reduce
Adjust	Construct	Illustrate	Remove
Administer	Convert	Implement	Reorganize
Analyze	Coordinate	Improve	Repair
Arrange	Decrease	Increase	Replace
Articulate	Define	Initiate	Report
Assemble	Demonstrate	Introduce	Reproduce
Assist	Describe	Investigate	Research
Audit	Design	Limit	Revise
Build	Develop	List	Rewrite
Calculate	Eliminate	Maintain	Schedule
Categorize	Establish	Market	Select
Change	Estimate	Merchandise	Separate
Chart	Evaluate	Monitor	Set Up
Collect	Examine	Organize	Structure
Combine	Exhibited	Perform	Summarize
Complete	Expanded	Plan	Test
Compose	Expedited	Prepare	Train
Compute	Explain	Produce	Update
Conduct	Facilitate	Reconstruct	Upgrade
Consolidate	Formulate	Recruit	Utilize

EXAMPLE OBJECTIVES

	ACTION	DESCRIPTION	MEASUREMENT	COMPLETION DATE
EXAMPLE 1	To research and prepare	a list of computer workstation costs	To be reviewed by my supervisor	by February 28.
<i>To research and prepare a list of computer workstation costs, to be reviewed by my supervisor, by May 1.</i>				
EXAMPLE 2	To cross-train	in the photo department	to the satisfaction of my supervisor	by April 30.
<i>To cross-train in the photo department to the satisfaction of my supervisor by April 30.</i>				

COURSE SUMMARY REPORT GUIDELINES

Follow these guidelines to complete the Course Summary Report.

The Course Summary Report must include the following:

- Write about what you have experienced this semester and discuss in your paper the progress you made on your stated Objectives.
- Papers must be typewritten, double-spaced and 3 pages in length.

Paper format guidelines:

- Use 10 or 12-point font and make sure the print is dark.
- Develop a rough draft first.
- Organize your ideas into an introduction, thesis statement, and body of support.
- Refine your ideas into a thoughtful, reflective paper.
- The thesis statement should clearly state the main focus or topic of your paper.

Writing and Grammar:

- Organization, grammar, content and creativity, as well as the overall layout and presentation, will be taken into consideration when graded.
- Use proper grammar.
- Use spell-check if using a computer and proofread your work.
- Use concrete examples from your experiences wherever possible.
- Never submit papers that are soiled in any manner.
- You must have transitions between each paragraph to connect your ideas.
- Never underline essay titles or use quotation marks around them.

SEMINAR OR ACTIVITY REQUIREMENTS

Seminar or Activity hours are required, based on the number of units you are enrolled in. Below is an approved activity list. If you complete any seminars/workshops/training you must obtain pre-approval from your Work Experience Faculty Coordinator (see Prior Approval form on page 15/attachment 3).

**Work Experience units
you are enrolled in:**

1
2
3
4

**Required number of
Seminar/Activity Hours:**

3
4
5
6

APPROVED ACTIVITY LIST

Work Experience Orientation: Mandatory attendance - Students will be dropped from their Work Experience course if this requirement is not met.

Activity Credit earned: **1 Hour**

Cover Letter: See Sample Cover Letter on page 12.

Activity credit earned: **1 Hour** DUE: **Two weeks prior to the end of the semester**

Resume: See Resume tips on page 10 and sample resume on page 11.

Activity credit earned: **2 Hours** DUE: **Two weeks prior to the end of the semester**

Register for Jobspeakr: Create an online profile in its entirety and attach a formal resume.

Activity credit earned: **1 Hour** DUE: **Two weeks prior to the end of the semester**

Career Exploration Opportunity:

Use one of the computerized programs, Career Cafe or Career Coach to research more information on your chosen major

- Write a short paragraph describing your career choice and how your research can benefit your chosen career.
- Print specific documentation of your research and submit along with your short paragraph to your Faculty Work Experience Coordinator.

Activity credit earned: **1 Hour** DUE: **Two weeks prior to the end of the semester**

Information Interview Summary Report:

Perform an informational interview on a career or company you are interested in working for. Visit <http://www.careeronestop.org/jobsearch/network/informational-interviews.aspx> for sample questions.

- Report must be at least 2 pages in length, double spaced. Explain what you learned during your interview, your view of the profession/career and if you would be pursuing the profession.

Activity credit earned: **3 Hours** DUE: **Two weeks prior to the end of the semester**

Off Campus Seminars/Activities:

Obtain Work Experience Coordinator approval in advance for all off-campus seminars (see page 14/attachment 2 of Course Handbook).

- Examples of off campus activities can be trainings that relate to your job and career fairs.
- After completion of Seminar/Activities, submit the completed Seminar/Activity form (page 14/attachment 2 of Course Handbook) to your Faculty Work Experience Coordinator, along with a short paragraph describing your experience.

Activity credit earned: **3 hours** DUE: **Two weeks prior to the end of the semester**

RESUME TIPS

A resume is designed to create a favorable first impression and contains your qualifications that have prepared you for the job you are applying. Before build your resume you should target they job and employer that you are wanting to apply. Research the company and understand the qualifications in which they are asking. This will help you when highlighting your related experience.

Getting Started - keep the layout simple!

- Use appropriate color & quality 8 1/2 x 11 paper
- One page (especially recent grads) or Two pages if you have extensive related experience.
- One-sided only – do not print double sided
- One inch margins on all sides- unless more space is needed
- Be Consistent with indentations, capitalizations, fonts & spacing
- Emphasize important titles with; **bold**, *italic*, and underlines.
- Choose standard font Arial or Times New Roman and stay within a 10-12 point size
- Spell out numbers under ten and use numerical form for numbers over 11
- Use phrases rather than full sentences when phrases are possible
- Start sentences with verbs
- Vary words - do not repeat a verb or adjective twice in the same block

A RESUME SHOULD NOT INCLUDE:

- The word 'Resume' at the top of the resume
- Date of resume preparation
- Unnecessary passive voices such as 'responsible for' or 'duties included'
- Personal data or photo (unless job-related)
- Hobbies, interests, and professional associations (unless relevant)
- Reasons for leaving other jobs
- Negative information
- Long, wordy paragraphs
- Use of the first-person and possessive pronouns such as I, me, my, myself
- Grade point average under 3.5
- Artwork/borders
- Abbreviations (except for those commonly known)
- Unrelated industry jargon
- Lies or misrepresentations of facts
- Exaggerations of your skills
- References to religious or political affiliations (unless job-related)
- Salary information
- Name of supervisor and full addresses and zip codes of former employers
- References
 - (these should be submitted on a separate sheet and only upon request by the prospective employer)
 - Do not use family or friends
 - Always use career/professional staff only

Below are excellent websites than can assist you with the writing of your resume:

- Bakersfield.jobspeaker.com
- <http://www.careerbuilder.com/Article/CB-481-Getting-Ahead-How-Does-an-Informational-Interview-Work/>

Need more information

For assistance with your resume visit the Career and Technical Education Department (FACE 16) to schedule an appointment with a Job Development Specialist.

REN A. GADE

1801 Panorama, Bakersfield, CA 93305
661-123-4657 • rgades15@yahoo.com

OBJECTIVE

To obtain a position with MP Auto as an Entry Level Technician where I can apply my knowledge and skills obtained through training to provide technical skills and safety principles carried through the industry.

TECHNICAL SKILLS

- Training in engine & diesel repair
- Mount and dismount tires
- Experience with brake adjustment & changes
- Installation of batteries, tires, and wiring
- Grease and service equipment
- Change oil and oil filters
- Knowledge of Industry Safety Procedures

RELEVANT SKILLS

- Clean DMV Record
- Current CA Driver's License
- Bilingual – Spanish
- Ability to obtain ASE Certification

EDUCATION

Bakersfield College · Bakersfield, CA

Associate in Science, Automotive Technology

- Engine Repair Certificate
- Automatic Transmission Certificate
- Manual Transmission Certificate

Degree in Progress

Awarded 06/2015

Awarded 12/2014

Awarded 06/2014

Bakersfield High School · Bakersfield, CA

Diploma Earned

WORK EXPERIENCE

Bakersfield College Tutor Center · Bakersfield, CA

02/2015 – Present

Student Assistant

- Assist students with log on information to access different computer applications.
- Input data and logs on excel spreadsheet and report to supervisor daily.
- Provide a daily record of the total amount of students serviced.

Jiffy Lube · Bakersfield, CA

12/2014 – Present

Crew Member

- Provide fast and friendly customer service.
- Deliver knowledge to customers about their car and the available services.
- Perform oil changes, brake repair and other related services.
- Build trusting relationships with our guests and my fellow coworkers.

Jack in the Box · Bakersfield, CA

07/2011 – 11/2014

Shift Manager

- Conducted daily operations of an organization.
- Ensured all employees were present and the work was completed on time.
- Provided support, direction and assistance to staff in all areas of their assigned duties.

References Available Upon Request

(Use same Header as Resume)

REN A. GADE

1801 Panorama, Bakersfield, CA 93305
661-123-4657 • rgades15@yahoo.com

Date of Writing

Name of Person, Title
Name of Company
Street Address
City, State, Zip

Dear _____:

Tell why you are writing; name the person, field, or general vocational area about which you are asking - be as specific as possible. Tell how you heard of the opening or organization.

Summarize your qualifications - those which you think would be of greatest interest to the employer, slanting your remarks to their point of view. Cite relevant experience. Sincerely state your interest in their organization, location or type of work. Make reference to the application or resume that you are including.

Request the next step in the employment process. Indicate that you are looking forward to discussing your qualification with the employer in person. "Thank you for your consideration. I look forward to hearing from you soon." Make sure your closing is specific.

Sincerely,

(Your handwritten signature)
Typed Name

Enclosure

COURSE OBJECTIVES FORM

Student Name: _____ ID: _____ Semester/Year: _____

Work Experience Coordinator: _____ Worksite: _____

If you are enrolled in 1-3 Work Experience units you are required to complete two (2) Objectives.
If you are enrolled in 4 Work Experience units you are required to complete four (4) Objectives.

This form must be completed and signed by the student, the employer/supervisor and the Bakersfield College Faculty Work Experience Coordinator during your initial meeting with you supervisor.

OBJECTIVE 1:

TO: _____
Action Word Description Measurement Completion Date

OBJECTIVE 2:

TO: _____
Action Word Description Measurement Completion Date

OBJECTIVE 3:

TO: _____
Action Word Description Measurement Completion Date

OBJECTIVE 4:

TO: _____
Action Word Description Measurement Completion Date

Student Signature: _____ Date: _____

Employer/Supervisor Signature: _____ Date: _____

Faculty Coordinator Authorization

I have met with this student's employer/supervisor and approve of these objectives.

Print Name: _____ Signature: _____

Date met with employer/supervisor: _____

Off-Campus Seminar: PRIOR APPROVAL FORM

This form must be submitted to your Work Experience Coordinator for approval prior to completion of off-campus seminars and activities. The activity item(s) must be over and above work done on your job. You must provide documentation for each activity/seminar (e.g. a flyer, a description, an agenda, a certificate of attendance, etc.)

Student Name: _____ BC ID: _____

Work Experience Coordinator: _____

You may earn up to 4 hours maximum activity hours for off-campus activities, seminars, training, and workshops related to your goal.

Requested Activity/Date: _____ (Approval)

Hours Requested: _____ Backup Provided: yes no Coordinator's Initials: _____

Requested Activity/Date: _____ (Approval)

Hours Requested: _____ Backup Provided: yes no Coordinator's Initials: _____

Requested Activity/Date: _____ (Approval)

Hours Requested: _____ Backup Provided: yes no Coordinator's Initials: _____

Requested Activity/Date: _____ (Approval)

Hours Requested: _____ Backup Provided: yes no Coordinator's Initials: _____

Requested Activity/Date: _____ (Approval)

Hours Requested: _____ Backup Provided: yes no Coordinator's Initials: _____

You must list the approved and completed activities to the Seminar/Activities form (page 15) to ensure credit for completing each activity.

Student Signature: _____ Date: _____

TIMESHEET

Student Name: _____ ID: _____ Semester/Year: _____

Worksite/Business Name: _____

Number of Work Experience units enrolled in: _____ Work hours required to complete this course: _____

To complete this timesheet:

1. For each month you work, enter the month in each shaded area below the column marked 'Month'.
2. Enter the total number of hours worked for the corresponding day of the month.
3. Enter the total number of hours worked for each month.
4. Enter the total number of hours worked for the semester.

	Month	Month	Month	Month	Month
Day of Month					
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
Total hours worked per MONTH					
Total hours worked for the SEMESTER					

Student and employer/supervisor signatures are required and certify that the student did complete the number of hours indicated on this timesheet. Incomplete timesheets will not be accepted.

Student Signature

Date

Work Supervisor's Signature

Date

WORK EXPERIENCE PROGRAM SURVEY

Name _____ Semester: _____

Complete and email this survey to cswoboda@bakersfieldcollege.edu or drop it off in the Work Experience office, Family and Consumer Education (FACE) building, Room 16.

Reason you enrolled in this course (check all that apply):

- Required course
- Earn credit toward a certificate or degree
- Qualify for financial aid
- Recommended by my work supervisor
- Earn units transferable to another college
- Self improvement
- Other: _____

How did you learn of Work Experience? (check all that applies)

- On campus news publication
- Postcard
- Friend/BC student
- BC Instructor
- Poster on campus
- Other _____
- Off-campus news publication
- Class Schedule
- BC Counselor
- In-class presentation
- BC Website

Program evaluation (circle yes or no):

- yes no After completing an Orientation, did you understand the program requirements?
- yes no As a result of writing Objectives, did you learn new skills on the job?
- yes no Was completing the Summary Report helpful in identifying what you accomplished?

The Work Experience Coordinator was (circle yes or no):

- yes no Readily/easily available
- yes no Responsive
- yes no Helpful in providing information regarding Objectives
- yes no Prepared and punctual
- yes no Clearly explained expectations for completing this course
- yes no Fair and objective in evaluating coursework

Name of Coordinator: _____

Number of visits to your jobsite by the Coordinator: _____

Additional comments or recommendations for improvement of this course or program:
