



Skyline College
Strategic Partnerships &
Workforce Development

WORK

WORK EXPERIENCE EDUCATION STUDENT HANDBOOK

STUDENT'S NAME: _____

INSTRUCTOR'S NAME: _____

SEMESTER: _____ YEAR: _____

Attribution Statement

Work Experience Education - Student Handbook, adapted by Hayley Leventhal, is based on a work by Alexa Moore, Claudia Paz, and Soledad McCarthy for Skyline College WORK is licensed CC BY-NC-SA 4.0, unless otherwise indicated.

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WORK EXPERIENCE EDUCATION PROGRAM: A BRIEF OVERVIEW

The Work Experience Education Program:

The Work Experience Education Program at Skyline College gives students the opportunity to earn units of credit for establishing and learning occupational-related goals while on the job. Typically, this is classified as “work experience.”

Students may earn 1-6 units depending on which WORK course you are registered in and also determined by the number of hours worked within a semester. Moreover, Work Experience Education students may be employed on a paid or volunteer basis. Students may register for WORK through WebSMART.

Once you have registered through WebSMART contact your Work Experience Education Instructor for next steps and further information.

Contact information:

MEET THE FACULTY
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FREQUENTLY ASKED QUESTIONS

Q:WHAT IS WORK EXPERIENCE EDUCATION (WORK)?

A: WORK is a working partnership between the student, The College, and the employer which enables students to earn college credit for learning on the job.

Q: WHO IS ELIGIBLE FOR WORK?

A: Any enrolled Skyline College student who has a job, internship or is volunteering could be eligible to receive 1 to 6 units of Work Experience Education credit per semester. Students can elect to take up as many WORK units however 16 units of Work Experience Education units are transferable as electives to the California State University System (CSU) and some private colleges or universities.

Q: ARE THERE REGULARLY SCHEDULED CLASSES TO ATTEND?

A: There are no classes to attend or research papers to complete. Students meet with their WORK Instructor once at the beginning of the semester and once at the end of the semester at mutually convenient times slated for student appointments.

Q: WHAT IF I AM SELF-EMPLOYED?

A: You are generally considered self-employed if one of the following is true:

- You run your own business (including part-time).
- You work as a sole proprietor or independent contractor.
- You are a partner in a partnership that conducts business.

Self-employed students are eligible to participate if they can provide someone to objectively evaluate their work and verify their hours. This evaluator/supervisor has to be someone else who does not live in your household, and should be familiar with the industry you work in. The Work Experience Designated Evaluator is subject to institutional approval.

Q: HOW DOES WORK EXPERIENCE EDUCATION WORK?

A: Students may earn one unit of credit for each 48 hours worked per semester. Students enrolled in WORK are required to identify 3 to 5 learning objectives that are specific and measurable. These objectives are developed by the student and approved by both the employer and the college coordinator.

The student's credit is dependent upon two main factors:

- The employer's and WORK instructor's evaluation of the progress made by the student in attaining the objectives.
- The student working a sufficient number of hours during the semester or summer intersession.

Q: WHO BENEFITS FROM WORK EXPERIENCE EDUCATION?

A: Both the student and the employer gain significant benefits from participation in Skyline College's WORK Program. Listed below are some of the ways Work Experience Education benefits the company or organization:

- Fosters interaction with educators and employers to develop and implement goals.
- Improves a student's job performance, knowledge, and skills.
- Helps the student develop motivation and job satisfaction due to feelings of achievement and a successful completion of goals.
- Allows students to improve communication with their supervisors which fosters an improved working relationship.
- Encourages students to set time priorities on job responsibilities.
- Allows the student to attain visibility at the workplace as the supervisor's attention is focused toward the student and their work.
- Improves the student's opportunities for job advancement.
- Enables the student to earn transferable credit which can be applied toward an A.A. or A.S. degree or certificate program.

Q: WHAT ARE LEARNING OBJECTIVES?

A: To earn credit for Work Experience Education, each student will meet with their supervisor to develop attainable learning objectives to be accomplished during the semester.

TO: Supervisor of Work Experience Education Student-Employee

FROM: Work Experience Education Office at Skyline College

SUBJECT: Work Experience Education Program and Employer Benefits

Hello,

Your employee, a student at Skyline College, is enrolled in our Work Experience Education Program this semester.

The Work Experience Education Program is a program at Skyline College that requires the collaborative efforts of employers, students, and Work Experience Education Instructors. The program is designed to help students who are either full or part time employees to integrate classroom study with their on-the-job work experiences through pre-determined objectives. If the student is successful in accomplishing this integration, they will receive Elective Work Experience Education Units. These units can be used to obtain an A.A. or A.S. Degree and are also transferable to the California State University System.

Employers who participate in the program will benefit from employees who are motivated to work hard and do their best to accomplish their job-related objectives. You will have an employee who is serious about self-development and eager to learn new job skills or responsibilities. The results could include improved work performance, increased knowledge of role and new or enhanced skill sets.

A key element of the Work Experience Education Program is the requirement that you and your employee develop a minimum of three (3) written learning objectives for their role at the beginning of the semester. A job-related learning objective is an attainable goal that is jointly set to be accomplished through on-the-job work experience. The employee will work on accomplishing these objectives throughout the duration of the semester. In order to be successful in the course, the employee must complete the agreed upon objectives or demonstrate some reasonable progress toward achieving the objectives.

Your employee will share with you "The Role of the Employer" which is briefly outlined in the Work Experience Education Student Handbook and on the website. Please take a few minutes to review the section to familiarize yourself with what the role entails. The employee will be responsible for completing the job description form located in the handbook, but please review the job description form for accuracy and correct content. This information will be valuable in the support of developing the objectives. Some examples are provided in the handbook.

Thank you for your time and effort in assisting your employee to successfully complete the Work Experience Education Program. We are confident that your interest and support will be a valuable experience to both you and the employee. If you have any questions, please don't hesitate to reach out to Coordinator Hayley Leventhal (leventhalh@smccd.edu).

Sincerely,

Skyline College Work Experience Education Program

THE RESPONSIBILITIES OF THE WORK EXPERIENCE EDUCATION STUDENT

The following information lists a simple series of steps for you to follow so that you may be able to successfully complete your Work Experience Education Program at Skyline College.

1

Promptly complete your Employment Information Form online.

2

Review the Learning Objectives page in this handbook and/or on the website. Then meet with your immediate supervisor to create your learning objectives. This needs to be signed by both employee and employer. Submit to your WORK instructor.

3

Complete WORK time-sheet reflecting total hours worked signed by your immediate supervisor. Submit this prior to the end of the semester on the date given by your WORK instructor. Be sure to tally your hours worked.

4

Have your immediate supervisor complete the evaluation and sign it. Submit evaluation by the due date given by your WORK instructor.

5

Re-enroll for Work Experience Education for next semester with you Work Experience Education instructor.

For our department's auditing purposes and accreditation, please note that you must put down a specific major or career goal on your application form.

ROLE OF THE EMPLOYER

Now that your employee is classified as a Work Experience Education student at Skyline College, we would like to acquaint you with your role as an employer and a critical component to the success of the Work Experience Education student enrolled at Skyline College.

- Please sit down with the employee and assist with creating at least three (3) measurable job-related learning objectives that would support the employee in growing within their role. Once complete, please sign the Learning Objectives Form indicating your acknowledgment and approval of the learning objectives.
- Objectives can be any number of work-oriented tasks or skills. These may include adding to or improving upon any existing job-related duties. Below are some ideas that can be used as learning objectives:
 - Improving customer-client relations
 - Learning a new computer application
 - Finding a solution to an existing work-related problem
 - Personal improvement of social skills, work performance, or increasing knowledge of a role for potential promotion within the work place
- Learning objectives should be challenging, practical and beneficial for growth within the role during the semester. Generally speaking, each learning objective should meet the following criteria:
 - What are you going to attempt? What is the goal?
 - How do you intend to do it? Describe your steps to meet the goal.
 - What specific measurement will be used to evaluate how you met the goal?
- Make sure a time sheet that records hours worked by the employee are presented to the immediate supervisor and confirmed with their signature. Time sheets should reflect all hours worked on the job including overtime or “compensation” time. Please check hours tallied for accuracy prior to immediate supervisor signing.
- The employee’s Work Experience Education Instructor will contact you (the immediate supervisor) to arrange a brief appointment with you to verify the student’s employment. Near the end of the semester, the Instructor will meet briefly with you again to have you evaluate the employee’s work performance in accordance with the written job-related objectives.



THE WORK EXPERIENCE EDUCATION PROGRAM

HOURS TO UNITS EQUIVALENTS

The following chart is a comprehensive list of an hours to unit ratio that can assist you in estimating your unit load in Work Experience Education for the **Fall & Spring semesters** in which you are applying.

EMPLOYED, VOLUNTARY OR UNPAID INTERNSHIP		
Hours Per Week	Hours	Units
3 hours per week	48 hours	1 unit
6 hours per week	96 hours	2 units
9 hours per week	144 hours	3 units
12 hours per week	192 hours	4 units
15 hours per week	240 hours	5 units
18 hours per week	288 hours	6 units

The following chart is a comprehensive list of an hours to unit ratio that can assist you in estimating your unit load in Work Experience Education for the **Summer semester** in which you are applying.

EMPLOYED, VOLUNTARY OR UNPAID INTERNSHIP		
Hours Per Week	Hours	Units
6 hours per week	48 hours	1 unit
12 hours per week	96 hours	2 units
18 hours per week	144 hours	3 units
24 hours per week	192 hours	4 units
30 hours per week	240 hours	5 units
36 hours per week	288 hours	6 units

OVERVIEW OF LEARNING OBJECTIVES FORM

Learning Objective:

A learning objective is a measurable goal that you set for yourself to accomplish through your work experience. This can consist of learning a new skill, problem solving, or acquiring a new form of job knowledge. A learning objective must be beyond the scale of your regular work experiences and above your routine performance. These should be specific, measurable, and can be attainable. The objectives must be created by both the employee and immediate supervisor which will be reviewed by the WORK instructor at the beginning of the semester. Each semester you must identify new learning objectives.

Developing Learning Objectives:



Both supervisor and employee should meet to discuss what learning objectives will be put into place. Learning objectives should be challenging, practical and beneficial for growth within the role during the semester.

Generally speaking, each learning objective should meet the following criteria:

- What are you going to attempt?
- What is the goal?
- How do you intend to do it?
- Describe your steps to meet the goal.
- What specific measurement will be used to evaluate how you met the goal?



LEARNING OBJECTIVES EXAMPLES

Learning Objectives Examples:

Below are examples of well written student objectives. Please examine them closely for both effective content and style. While your objectives may not be identical in scope, these examples should provide you with a model to work from.

The samples provided contain a number of specific job responsibilities and duties pertaining to a general type of business or industry. Moreover, you should tailor your objectives accordingly. Make sure both your supervisor's signature as well as your own is provided on the final sheet. As with all written assignments, you should proofread your learning objectives for grammar and spelling errors before you submit them to your Work Experience Education instructor.

EXAMPLE 1:

What: Creating a job aide for a specific process during on-boarding trainings.

Describe: Mapping out the steps to the specific process or procedure in a clear and concise format.

How: Supervisor sees the outcome of a new hire successfully completing the process using the job aide.

EXAMPLE 2:

What: Assist patients with occupational therapy such as activities of daily living (ADL's) and self-hygiene.

Describe: Shadow an occupational therapist to learn each patient's specific care plan.

How: Nurse manager will monitor patient's progression looking for one or more expectations of the care plan. For example would be if patient regained ability to perform to ADL's.

EXAMPLE 3:

What: Open 10 new store department credit cards each week to support in sales.

Describe: Interact with customers to support their needs and promote credit card offer discussing savings potential and earnings.

How: Will keep a chart that is accessible to supervisor keeping track of credit cards opened daily/weekly.

EXAMPLE 4:

WHAT: Develop skills in translating patient phone calls for the receptionist.

HOW: By working with the receptionist and translating phone conversations.

HOW MEASURED? Speed and accuracy of translations will be monitored by supervisors through the semester to ensure progress.

EXAMPLE 5:

What: Create a presentation with engaging activities for recruiting high school students' to join Skyline College.

Describe: Brainstorm activity ideas into an informative PowerPoint sharing all the programs/supports at Skyline College.

How: Provide feedback surveys at the end of each presentation and supervisor will also provide number of enrollment increase after presentations.

EXAMPLE 6:

What: Contact other shipping/supply companies to process billing inquiries of shipments and supplies.

Describe: Through instruction and on-the-job training in billing and shipping.

How: Supervisor will overview relevant paperwork to ensure everything is completed correctly.