



**CONTRA
COSTA
COLLEGE**

WORK EXPERIENCE EDUCATION (WRKX)

Student Handbook

WORK EXPERIENCE EDUCATION—

OVERVIEW

To complete registration for the course (and to remain enrolled) you must complete the following:

Employment/Volunteer	Prior to enrollment in WRKX, you must already have employment, paid/unpaid internship, or enrolled in volunteer work with a supervisor.
Register for Course	<ol style="list-style-type: none"> 1. Prior to the term register through InSite or Admissions and Records 2. If the course has started, you may obtain permission to add from your instructor
Complete Application	Complete WRKX Application on college website or InSite email for link: https://webapps.4cd.edu/apps/CccCooperativeEducation/Student-Application.aspx
Create Learning Objectives	Use “Employer Agreement Letter” to support conversions with your supervisor and complete the learning agreement together and sign. If you are enrolled in one unit complete one learning objective per unit registered. Your Objective Form will not be accepted if it is not signed by you and your supervisor
Prepare & Attend Mandatory orientation	Orientation is required to remain enrolled in the class. Bring completed Learning Objectives (signed) to orientation.
Complete Work Hours	Ensure you are able to complete the total work hours for the units enrolled, (see hours chart below) If there is a change in work hours or jobs contact your WRKX instructor.
Worksite visit	During the term your instructor will meet with your supervisor to get the grading on your Learning Objectives. If the instructor has difficulty contacting your supervisor, you will be asked to assist in facilitating this meeting
Final Paper - Learning Objective Essay	Part of your final grade will include an essay on your learning objective(s). Your faculty will have details in their syllabus and during the orientation.
Meeting and communicating with Instructor	Communication will be facilitated through CANVAS, it is important to check for communication from your instructor. Your instructor will support you with appointments/questions.

PROGRAM GUIDELINES (FREQUENTLY ASKED QUESTIONS)

WHAT IS WORK EXPERIENCE EDUCATION (WRKX)?

The Work Experience Education Program is designed to assist you with related work experiences whether as a paid employee or a community volunteer. The program involves students, faculty, and employers working together to enhance learning in your job.

Work Experience courses are listed in the catalog and class schedule as WRKX 170 or by discipline specific courses which are 099's. Prior to enrollment in WRKX, you must already be employed, have a paid/unpaid internship, or already be doing volunteer work.

Student Learning Outcomes (SLOs): Students completing WRKX will be able to:

- Improve capabilities on the job
- Improve employability skills
- Conduct research
- Develop professional behaviors

HOW CAN WRKX UNITS BE USED?

- To meet financial aid, EOPS, athletic and other academic unit requirements
- The California State University system will accept Work Experience units as electives
- The University of California system typically will not accept Work Experience units
- Private universities or Colleges - Inquire about the policies regarding units as each institution may be different

CAN I REPEAT WRKX CLASSES?

Yes, WRKX 170 or 99 by discipline specific can be taken multiple times.

Your Work Experience instructors will accurately record assignments and points accrued. Remember to contact your instructor throughout the term to stay on track and receive the maximum points. You may receive point deductions if you:

- Arrive late or miss appointments
- Turn in work late and/or miss assignments
- Do not complete the required hours of work

REQUIRED WORK HOURS PER TERM

FALL / SPRING (16-week Term)

Units	Average Hours Per Week	Total Semester Hours
1	3	54
2	7	108
3	11	162
4	13.5	216

SUMMER (4 Week)

Units	Average Hours Per Week	Total Semester Hours
1	13.5	54
2	27	108
3	40.5	162
4	54	216

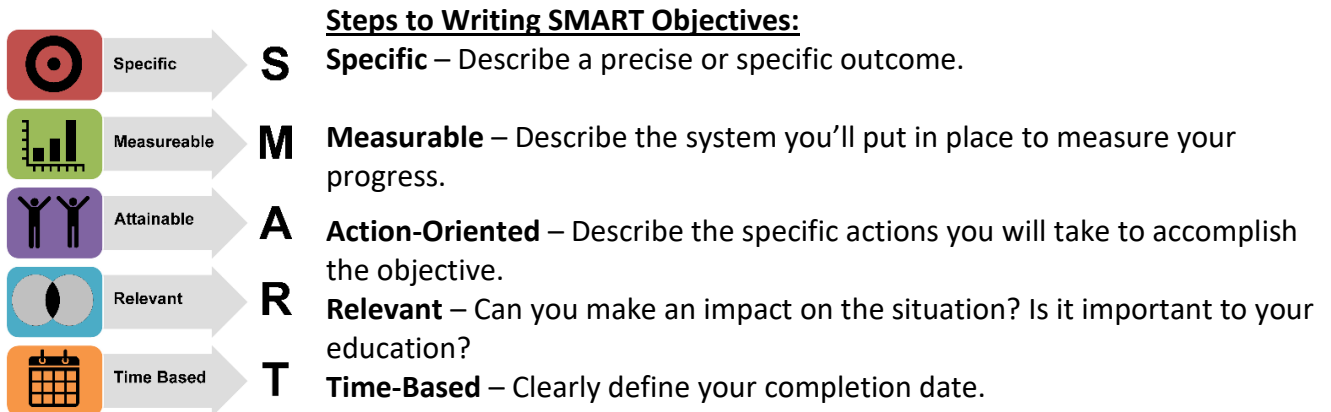
TIPS FOR WRITING A LEARNING OBJECTIVE

What is an Objective?

Objectives establish goals for the course, tailored to the needs of each student and employer.

Objectives must address:

- What is the task to be accomplished?
- How will it be accomplished?
- How will it be evaluated (measured) and by whom?
- When will it be accomplished?



Consider an objective that shows level of:

Creativity: Doing things a new way or finding new things to do on the job.

Example: Designing a new system for tracking customer inquiries.

Problem Solving: Identifying a problem and finding a reasonable solution.

Example: Customers complain about long lines at your store. You determine a method to speed-up check-out.

Skill development: Seek opportunity to improve your effectiveness on the job

Example: You work in the stockroom but want to move into sales. You seek training from your supervisor to learn effective sales associate skills

Questions to ask yourself:

- Is there anything I could do to help improve the day-to-day aspects of my job? How?
- How will it be measured (observation, a report, etc.)?
- Are there specific problems in my work area? How might I solve them?
- Is there anything I would like to learn in my current job? Is there anything my manager does that I would like to learn how to do?
- Do I need to improve my basic skills in any area of my job?

STUDENT LEARNING OBJECTIVES – EXAMPLES

EXAMPLE OBJECTIVE #1

What is the task to be completed? Improve and rebuild a better procedures handbook for volunteers.

How will it be accomplished? Observing volunteers, removing old documents and creating new procedures.

How will it be measured? To be submitted to the supervisor for evaluation.

When will it be completed? *By the end of October.*

EXAMPLE OBJECTIVE #2

What is the task to be completed? Learn how to upload patient chart information to the computer.

How will it be accomplished? My supervisor will train me how to input patient information in the computer.

How will it be measured? I will be able to upload patient charts without any help.

When will it be completed? By the end of the spring term.

EXAMPLE OBJECTIVE #3:

What is the task to be completed? Learn how to process supplies and shipping invoices of company bills.

How will it be accomplished? Through instruction and on-the-job training in invoice control.

How will it be measured? Supervisor will evaluate my performance at the end of the term.

When will it be completed? Two weeks after final training.

OBJECTIVES PRACTICE

OBJECTIVE #1

What is the task to be completed?

How will it be accomplished?

How will it be measured?

When will it be completed?

OBJECTIVE #2

What is the task to be completed?

How will it be accomplished?

How will it be measured?

When will it be completed?

LEARNING OBJECTIVE REPORT GUIDELINES

LEARNING OBJECTIVE REPORT GUIDELINES

Learning Objective Reports are due at or before the final conference with your instructor. Specific due dates are determined by your Work Experience instructor.

Learning Objective Reports must be in essay format, typed, double-spaced, 12-point font, and a minimum of two-three (2-3) pages in length (approximately 1 page per objective).

In addition to the minimum 2-3 page report, please include a cover sheet with:

- Your name
- Name of Company/Organization, Job Title
- WRKX Education course and section number
- Term for which you are enrolled
- Name of your assigned WRKX Education instructor

The theme of your paper is a discussion of the learning objectives you developed at the beginning of the term and how they were achieved. This is an integral part of the learning process and should be written as such. Your paper should show reflection, insights, new learning, and thoroughly address the following topics.

INTRODUCTION

- Listing of each objective (may be summarized).
- Brief Explanation of why you selected those objectives.
- The course of action you took to accomplish them.

RESULTS

- Report on how effectively you completed your learning objectives.
- What aspects of the plan worked well?
- What challenges did you encounter?
- What changes did you make from your original plan?

CONCLUSION

- What did you learn about yourself, your employer, and/or your career field?
- Summarize how this new knowledge will benefit you in your employment.



WORK EXPERIENCE EDUCATION (WRKX) SUPERVISOR AGREEMENT

Student Name: _____

Student ID # _____

Course/Section # _____

Thank you for supporting and supervising a WRKX student. The WRKX program is designed to help students prepare for career success by improving communication skills, setting major or career-related goals that are evaluated by a supervisor, and learning more about navigating the world of work. Your participation will help this student on the road to their career. If you have any questions, please reach out to the WRKX contact at the bottom of this agreement. Please review the supervisor agreement.

I understand the above student is enrolled in Work Experience Education (WRKX) and I, as the supervisor, agree to participate in the following ways:

- Identify measurable objectives the student will work on over the term using the WRKX Learning Agreement.
- Evaluate the student's progress toward the agreed-upon learning objectives.
- Meet with the student regularly to provide feedback (at least twice during the term).
- Verify the total number of hours worked by signing the timesheet.
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I understand the instructor will award academic credit for successful completion of the objectives. The work experience must in some way align with the student's career goals, even if the job/volunteer experience is not in the student's major or career path.

The Contra Costa Community College District (4CD) does not discriminate on the basis of race, national origin, sex, color, religion, age, or disability in employment, educational programs, and activities. Employers who sign this contract are expected to uphold this policy in their selection of prospects for employment, educational processes, or activities. It is understood that 4CD will provide Worker's Compensation for UNPAID internships and/or liability insurance as required by law.

Supervisor Signature: _____ Date: _____
 Student Signature: _____ Date: _____
 Instructor Signature: _____ Date: _____



WORK EXPERIENCE EDUCATION (WRKX) LEARNING AGREEMENT

Student Name: Student ID#: Course Section #:
Student Email: Student Phone #:
Worksite Name: Worksite Address:
Supervisor: Email: Phone:

New learning objectives are required each term that a student is enrolled in WRKX. (54 working hours = 1 unit= 1 objective). Learning objectives reflecting new or expanded job-related responsibilities must be written by the student and approved by the supervisor and instructor at the beginning of the term. The objective(s) must in some way align with the student's career goal or major, be substantive, measurable, and attainable. Be creative. There are many skills to be learned or improved even if the work experience is not exactly within the major. The supervisor will meet with the instructor at least once during the term to evaluate the student's performance on their learning objectives, and the Instructor will award academic credit for successful completion of the program requirements.

Table with 3 columns: Objective Number, Objective Description, and Supervisor Score Out of 100. Contains 4 rows of learning objectives.

Supervisor Signature: Date:
Student Signature: Date:
Instructor Signature: Date:

END-OF-TERM EVALUATION – INSTRUCTOR USE ONLY

Course Units: Final Grade: Paid: Unpaid: Course Hours Total:

Contact with Supervisor: 1st Contact Date: 2nd Second Contact Date:
Visitation of worksite by instructor Yes No Date:
Personal Consultation(s) with Student Yes No Date:
Final Supervisor Signature Date: Average Hrs. Weekly:
Final Instructor Signature Date: