

Santa Ana College Cooperative Work Experience Education Plan

Responses to Plan Requirements

This and the following sections set forth a Title 5-required element, background information as appropriate, and the college's response to each.

(§55250) Any program of Cooperative Work Experience Education conducted by the governing board of a community college district pursuant to this article and claimed for apportionment pursuant to sections 58051 and 58003.5 conform to a plan adopted by the college. The plan adopted by the college shall set forth a systematic design of Cooperative Work Experience Education whereby students, while enrolled in college, will gain realistic learning experiences through work. This plan shall be submitted to and approved by the local governing board.

- I. Types of Cooperative Work Experience Education (§55252)
 - A. Specific Descriptions of each type of CWEE (§55251)

Cooperative Work Experience Education is a college-initiated and college-controlled program of education consisting of the following types:

 1. **General Work Experience Education** is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness. The work experience need not be related to the students' educational goals.
 2. **Occupational Work Experience Education** is supervised employment extending classroom based occupational learning at an on-the-job learning station related to the students' educational or occupational goal.
 - a) An on-the-job learning station consists of the student's workstation where they will be learning their new/expanded responsibilities as defined by the three on-the-job performance objectives approved by the Cooperative Work Experience Education (CWEE) instructor and employer/supervisor.
 - b) Job learning stations shall meet the following criteria (§55257):
 - i. Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.
 - ii. Job learning stations offer a reasonable probability of continuous work experience for students during the current Cooperative Work Experience enrollment term.
 - iii. Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
 - iv. Employers agree to comply with all appropriate federal and state employment regulations.
 3. **Minor Students in Work Experience**
 - a) All laws or rules applicable to minors in employment relationships are applicable to minor students enrolled in Cooperative Work Experience Education courses. (§55250.2)

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4. Work Experience Programs for Students with Developmental Disabilities. (§55250.4)
 - a) The governing board of any community college district which establishes and supervises a Cooperative Work Experience Education program in which students with developmental disabilities are employed in part-time jobs may use funds derived from any source, to the extent permissible by appropriate law or regulation, to pay the wages of students so employed.
 - b) The Board of Governors hereby finds and declares that the authority granted by the provisions of this section is necessary to ensure that the Cooperative Work Experience Education program will continue to provide a maximum educational benefit to students, particular students with developmental disabilities, and that such program is deemed to serve a public purpose.
 5. Work Experience Outside of District (§55250.6)
 - a) The governing board of any community college district may provide for the establishment and supervision of Cooperative Work Experience Education programs providing part-time jobs for students in areas outside the district.
 - b) The Work Experience instructor will provide supervision outside of the district and/or provide a designated representative.
- B. Work Experience Credit (§55255.5)
- The basis for awarding grades and credit is as follows (§55251):
1. One student contact hour is counted for each unit of Cooperative Work Experience Education credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for classroom instruction and Cooperative Work Experience Education. The maximum contact hours counted for a student shall not exceed the maximum number of Cooperative Work Experience Education units for which the student may be granted credit as described in section 55253.
 2. The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.
 3. The following formula will be used to determine the number of units awarded:
 - a) Each 75 hours of paid work equals one semester credit.
 - b) Each 60 hours of non-paid work equals one semester credit.
 4. Students will be awarded a grade of Pass/No Pass based on their completion of the required number of hours and successful completion of the approved learning objectives.
 5. Students may take up to 4 units of Work Experience per term. Cooperative Work Experience courses are repeatable 3 to 15 times to the maximum of 16 units.

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- II. College Responsibilities (§55251)
 - A. Santa Ana College Services (§55255)

Santa Ana College shall:

 - 1. Provide sufficient services for initiating and maintaining on-the-job learning stations, coordinating the program, and supervising students.
 - a) The supervision of students shall be outlined in a learning agreement coordinated by Santa Ana College under this Board-approved plan. The employer and the qualified Community College Instructor shall be responsible for on-the-job supervision, which shall include but not be limited to:
 - i. Work Experience consultation with employers or designated representatives to discuss students' educational growth on the job.
 - ii. Consultation with students to discuss students' educational growth on the job.
 - iii. Written evaluation of students' progress in meeting planned on-the-job learning objectives.
 - iv. Santa Ana College shall provide the above services at least once each semester for each student enrolled in Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student who is out of Santa Ana College's geographical region, state, or in another country. The responsibility for compliance with Education Code and Title 5 Cooperative Work Experience Education requirements remains with Santa Ana College.
 - (a) Santa Ana College may substitute approved alternatives to "in-person" consultations such as video conferencing. The guidelines will specify the types of alternatives Santa Ana College may approve and the circumstances under which they may be used.
 - 2. Provide guidance services. (§55251)
 - a) The Work Experience instructor and the supervisor will coordinate to provide job related guidance at the job/internship site. Academic counseling is available through the Counseling Division at Santa Ana College.
 - b) Career counseling is available through the Career Center and the Internship Program at Santa Ana College. The Internship Program also provides guidance to industry partners on guidelines for Cooperative Work Experience and supports students in their job/internship search.
 - c) The International Students program at Santa Ana College provides guidance for international students wanting to participate in Cooperative Work Experience and utilizing Optional Practical Training (OPT) Visa.
 - 3. Assign a sufficient number of qualified certificated personnel to direct the program (§55251).
 - a) All assigned Work Experience instructors will meet the appropriate minimum qualifications in the work experience field. Instructor pay has

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been identified at 0.2 LHE per student. The department chair, CWE lead faculty, and instructor will coordinate with Santa Ana College administration to determine appropriate student to instructor ratios while maintaining maximum LHE requirements per FARSCCD contract.

4. Coordinate the program and share supervision of students with the employer. (§55251)
 - a) The respective academic divisions will schedule Work Experience courses each semester. The assigned instructor for each Work Experience student will be responsible for compliance with state guidelines.
 - b) The Work Experience instructor will consult with the supervisor and student to determine written, measurable on-the-job learning objectives for the semester. (§55251)
 - c) The Work Experience Instructor, student, and supervisor will meet either in person or virtually at least once each semester to assess the student's completion of the written, measurable on-the-job learning objectives.
 - d) The Work Experience Instructor, with the assistance of the employer/supervisor, will evaluate the student's on-the-job learning experience during the site meeting with the student and their supervisor. They will discuss the student's completion of the learning objectives and what the student has learned at the job/internship site during the term. (§55251)
 - e) The Work Experience Instructor will maintain and document all written, measurable on-the-job learning objectives assessed with the student and supervisor.
5. Provide adequate clerical and instructional services. (§55251)
 - a) The Work Experience instructor will have clerical support assigned to assist with clerical responsibilities.
- B. Other cooperating agencies (§55251)
 1. The American Bar Association, which works with the Paralegal and Legal Studies programs.
- C. Wages and Workers' Compensation (§55250.7)
 1. The governing board of any community college district providing Work Experience and work study education may provide for employment under such program of students in part-time jobs by any public or private employer. Such districts may pay wages to persons receiving such training, except that no payments may be to or for private employers. Districts may provide worker's compensation insurance for students in work experience as may be necessary.
 2. Employers who have paid Work Experience students will provide workers' compensation coverage.
 3. Students in unpaid Work Experience programs will be covered by student accident insurance in lieu of worker's compensation coverage.

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- D. Records (§55256)
1. Santa Ana College shall maintain records which shall include at least the following:
 - a) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held, and a statement signed and dated by an academic employee which sets forth the basis determining whether the student is qualified for Occupational or General Work Experience.
 - b) A record of the work permit issued, if applicable, signed by the designated issuing agent.
 - c) The employer's or designated representative's statement of student hours worked. Work hours may be verified either by weekly or monthly timesheets or by a summary statement at the end of the enrollment period.
 - d) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.
 - e) Evaluation of the student's achievement of the on-the-job learning objectives.
 - f) In person or virtual consultation(s) with the employer or designated representative.
 - g) Personal consultation(s) with the student.
 - h) The final grade.
 2. See **Appendix** for all forms that will be used to maintain these records.
- E. Consultation(s) with the employer (§55255)
1. The Work Experience instructor will coordinate the consultation at least once each semester for each student enrolled in Cooperative Work Experience Education.
 - a) Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student who is out of the college's geographical region, state, or in another country.
 - b) The responsibility for compliance with Education Code and Title 5 Cooperative Work Experience Education requirements remains with the college.
 2. The college may substitute approved alternatives to "in-person" consultations when working with the employer. The guidelines will specify the types of alternatives the college may approve and the circumstances under which they may be used.
 3. The college will use alternatives to "Consultation(s) in person," as described in Title §55255(c).
 4. Video Conferencing may be used as an alternative to "Consultation(s) in person" for sites more than 15 miles from the college or when an in-person visit is not possible (such as remote work situations, scheduling conflicts, or health and

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safety regulations).

- III. Employer/Supervisor Responsibilities (§55251)
 - 1. The employer/supervisor shall confirm the paid status of the position with the student and Santa Ana College
 - a) Paid
 - b) Unpaid
 - B. Records (§55256)
 - 1. The employer/supervisor will sign off on forms which shall include at least the following and will be maintained by Santa Ana College:
 - a) Where the student is employed and the type of job held.
 - b) A record of the work permit issued, if applicable, signed by the designated issuing agent.
 - c) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.
 - d) The employer's or designated representative's statement of student hours worked. Work hours may be verified either by weekly or monthly timesheets or by a summary statement at the end of the enrollment period.
 - e) Evaluation of the student's achievement of the on-the-job learning objectives.
 - f) Site visit form documenting consultation(s) with the designated Work Experience instructor and the student.
 - 2. See **Appendix** for all forms that will be used to maintain these records.
 - C. Consultation(s) with the Instructor (§55255)
 - 1. The employer will participate in a consultation (coordinated by the instructor) at least once each semester for each student enrolled in Cooperative Work Experience Education.
 - 2. New sites will be made available for an in-person site visit by the Santa Ana College Work Experience instructor no later than the end of the first week of instruction to confirm workplace safety.
 - D. Job Learning Stations (§55257) will meet the following criteria:
 - 1. Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.
 - 2. Job learning stations offer a reasonable probability of continuous work experience for students during the current Work Experience enrollment term.
 - 3. Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
 - 4. Employers agree to comply with the appropriate federal and state employment regulations.

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Supervision of Students (§55251)

5. The employer shall provide sufficient services for initiating and maintaining an on-the-job learning station, coordinating the onsite program, and supervising students. The supervision of students shall be outlined in a learning agreement coordinated by Santa Ana College under this plan. The employer and the qualified Work Experience instructor shall be responsible for on-the-job supervision, which shall include but not be limited to:
 - a) Work Experience instructor consultation with employers or designated representatives to discuss students' educational growth on the job.
 - b) Written evaluation of students' progress in meeting the agreed upon on-the-job learning objectives.
 - c) Consultation with Work Experience instructor and student to discuss students' educational growth on the job.

E. Wages and Workers' Compensation

1. Employers who have paid Work Experience students will provide workers' compensation coverage.
2. Students in unpaid Work Experience programs will be covered by the RSCCD student accident insurance in lieu of worker's compensation coverage.

IV. Student Responsibilities (§55251)

A. Student Qualifications (§55254)

In order to participate in Cooperative Work Experience Education, students shall meet the following criteria:

1. Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Work Experience instructor/coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
2. Have on-the-job learning experiences that contribute to their occupational or educational goals.
3. Have the approval of the academic personnel.
4. Meet the following condition if self-employed: Identify a person (not in a subordinate position) who is approved by academic personnel to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:
 - a) Assist the student in identifying new or expanded on-the-job learning objectives.
 - b) Assist in the evaluation of the student's identified on-the-job learning objectives.
 - c) Validate hours worked.

B. Records (§55256)

1. The student will submit forms to their assigned Work Experience instructor which shall include at least the following and will be maintained by Santa Ana College:

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- a) The type and units of Cooperative Work Experience Education in which the student is enrolled, where the student is employed, the type of job held, and a statement signed and dated by an academic employee which sets forth the basis determining whether the student is qualified for Occupational or General Work Experience.
 - b) A record of the work permit issued, if applicable, signed by the designated issuing agent.
 - c) The employer's or designated representative's statement of student hours worked. Work hours may be verified either by weekly or monthly timesheets or by a summary statement at the end of the enrollment period.
 - d) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.
 - e) Site visit form documenting consultation(s) with the Work Experience instructor and employer or designated representative.
2. See **Appendix** for all forms that will be used to maintain these records.
- C. Consultation(s) with the Instructor and Employer/Supervisor (§55255)
1. The student will participate in an Orientation meeting with their Work Experience instructor at the beginning of each semester of Cooperative Work Experience Education to review course requirements.
 2. The student will meet with the employer/supervisor to determine three on-the-job learning objectives that consist of new or expanded responsibilities. The student will then meet with the Work Experience instructor to have these on-the-job learning objectives approved.
 3. The student will participate in a site visit meeting with their Work Experience instructor and employer (coordinated by the Work Experience instructor) at least once each semester that they are enrolled in Cooperative Work Experience Education to evaluate their completion of the on-the-job learning objectives.
- V. Statement that Santa Ana College has officially adopted the plan. (§55251)
- A. Prepared by CWE Faculty Lead, Maggie Manzano.
 - B. Reviewed and approved by SAC Curriculum and Instruction Council on _____.
 - C. Presented to the SAC Academic Senate on _____.
 - D. Presented to the RSCCD Board of Trustees by Dr. Jeffery Lamb, VP Academic Affairs.
 - E. Approved by the RSCCD Board of Trustees on: _____.

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Appendix

The following CWE forms will be used to meet the college, supervisor/employer, and student records requirements listed above.

1. CWE Regulations
2. CWE Application/Agreement
3. Job-Related Performance Objectives – Rough Draft Worksheet
4. Job-Related Performance Objectives
5. Site Visitation Report
6. CWE Time Sheet

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COOPERATIVE WORK EXPERIENCE EDUCATION

REGULATIONS

Cooperative Work Experience (CWE) students are required to attend ONE scheduled orientation meeting when the term begins. All CWE students are required to read the following regulations and sign this document. This document is due at the end of the orientation meeting.

Your instructor will be available at specific times to assist you and to collect completed paperwork. Paperwork must be submitted to the instructor as noted. Paperwork may not be dropped off without specific permission from your instructor or the Internship Coordinator. You must also meet individually (in person or virtually) with your instructor to turn in the Application/Agreement form and to have your Performance Objectives Rough Draft form approved.

REQUIRED DOCUMENTS AND MEETINGS

Refer to the course syllabus for specific deadlines, submission requirements, and due dates.

CWE Documents	CWE Required Meetings
1. CWE Regulations Form	1. Orientation Meeting
2. CWE Application/Agreement Form	2. Objectives Meeting
3. CWE Site Visitation Report Form	3. Site Visit (In person or Virtual)
4. CWE Objectives Rough Draft	4. Other as Determined by Instructor
5. CWE Objectives Unsigned Final Draft	
6. CWE Timesheet	
7. CWE Reflection Paper/Updated Resume	

Failure to submit the required documents and attend required meetings may result in your being dropped from the course or a No Pass grade.

1. CWE Hours and College Units

Unpaid internships and work experience: for every 60 hours completed you will earn one (1) unit.

- 20 hours per week maximum may be claimed for unpaid work experience.

Paid internships and work experience: for every 75 hours completed you will earn one (1) unit.

- Employed CWE Students: 50% of working hours or a maximum of 20 hours per week maximum may be claimed for paid work experience.
- Paid interns may claim up to 40 hours per week.

- Four (4) units of college credit is the maximum number of CWE units a student may earn in one term.
- Sixteen (16) units of credit is the total number of CWE units a student may earn.
- Students may be enrolled in only one CWE course per term.
- Students must adhere to the rules and regulations of the worksite. Unprofessional conduct will result in termination of CWE course.
- To earn units of credit, the student must complete a minimum of three objectives during the term. These objectives will include new or expanded responsibilities or learning opportunities.
- The student and on-the-job supervisor will write learning objectives that will ensure the student develops skills in a new aspect of the position that furthers their occupational or educational goals.
- Instructor will call the student's site supervisor during the term to verify objectives are being completed.
- Instructor and student will coordinate a worksite visit or arrange a conference call to meet with the student and supervisor for rating of completed objectives.
- If employment/internship site changes during the term, contact your instructor or the Internship Coordinator to discuss your options.
- Unpaid Internship Students:** Instructor will contact supervisors of students who withdraw or who are dropped from the course and the internship will be terminated.

12. Type of CWE Course

Occupational Work Experience Education is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal. Your position must relate to your major.

General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes, and career awareness. The work experience need not be related to the students' educational goals

Student Name (please print)

Instructor Signature

Student Signature

Date

Course:	Section #:	Term:	Student ID#:
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COOPERATIVE WORK EXPERIENCE EDUCATION

APPLICATION / AGREEMENT

Work Experience Class/Section Number: _____	Units _____	Internship Externship Employment Other
Year: Fall _____ Intersession _____ Spring _____ Summer _____	Repeat? Yes No	
Instructor's Name: _____	CWE Type: Occupational General	Paid Unpaid
Instructor's Email: _____		

Student Information	Student's Name: _____ Student ID Number: _____ <small>(Please Print)</small>
	Home Address: _____ <small>(Street) (City) Zip</small>
	Email Address: _____ Telephone: (_____) _____ <small>(cell) (home)</small>
	Best Time to Call: Day _____ Night _____ Number of Work Experience Units Previously Completed: _____
	Related Class(es) Being Taken This Semester: _____
	Related Class(es) Previously Taken: _____
	Total Number of Units This Semester: _____ Major or Educational Goal: _____

Company Information	Company Name: _____ Type of Firm: _____
	Business Address: _____ <small>(Street) (City) Zip</small>
	Supervisor's Name: _____ Business Phone: _____
	Supervisor's Title: _____ Direct Phone Line: _____ (Ext) _____
	Supervisor's Email: _____ Best Time to Contact Supervisor: _____ Day _____ Night

Student agrees to work and study in furthering his/her career and will observe all the Cooperative Work Experience Education and company regulations. The student agrees to keep regular work and college class attendance.

Supervisor / Internship Site / Employer agrees that the student will have adequate supervision to assure a planned program of Work Experience which, when coordinated with related course work, will provide maximum educational benefit. Students will be accepted and assigned to jobs and otherwise treated without regard to race, color, national origin, sex, or disability. The employer is in no way obligated to continue the student's employment or internship or to give preferential treatment because of this agreement.

Instructor will assist the employer in the evaluation of the student and correlate college instruction with the student's on-the-job training. College credit will be granted for successful completion of all course requirements. All grades will be assigned by the instructor.

This agreement, including the proposed work experiences and educational experience, has been reviewed and approved by the undersigned. This is not a legal contract. This agreement may be terminated at any time by any person named below with the understanding that due notice should be given to all persons named below.

Student _____ Date _____

Supervisor _____ Date _____

Instructor _____ Date _____

COOPERATIVE WORK EXPERIENCE EDUCATION

JOB-RELATED PERFORMANCE OBJECTIVES – ROUGH-DRAFT WORKSHEET

Bring this COMPLETED form to your meeting with your instructor.

OBJECTIVE #1

What will you learn/accomplish?

Completion date:

How will this goal be measured?

OBJECTIVE #2

What will you learn/accomplish?

Completion date:

How will this goal be measured?

OBJECTIVE #3

What will you learn/accomplish?

Completion date:

How will this goal be measured?

Approved by: _____

Instructor Signature

Date

COOPERATIVE WORK EXPERIENCE EDUCATION
JOB-RELATED PERFORMANCE OBJECTIVES

Student Completes This Section	Term/Year:
Course Name:	Section Number:
Instructor's Name:	
Student's Name:	
Student Phone:	Student ID:
Company Name:	Supervisor Phone:
Supervisor's Name:	Supervisor Email:
Company Address:	

PERFORMANCE OBJECTIVES

It is necessary for the CWE student to identify performance objectives each semester that represent new or expanded learning opportunities. These objectives must relate to the student's vocational goals, major/field of study, and present position. The objectives must be specific, measurable, and within the student's ability to accomplish during the given semester.

AGREEMENT

We, the undersigned, agree with the validity of the learning objectives listed below. The student agrees to abide by the Cooperative Work Experience Education guidelines. The employer and the college agree to provide the necessary supervision and counseling to ensure that a maximum educational benefit may be achieved from the student's work experience.

Performance Objectives	End Date	Student Rating	Supervisor Rating	Instructor Rating
Objective 1:				
Measured by:				
Objective 2:				
Measured by:				
Objective 3:				
Measured by:				

Rating Scale: Instructor and supervisor will review the degree of accomplishment for each of the listed objectives. Student, supervisor, and instructor will rate each objective based on the scale below.

- | | |
|---|---|
| 0 – Did not meet performance standards | 2- Satisfactorily met performance standards |
| 1 – Attempted to meet performance standards | 3 – Exceeded performance standards |

Distribution: Signatures and distribution of copies will be available after final site visit.

Student's Signature

Supervisors Signature

Instructors Signature

COOPERATIVE WORK EXPERIENCE EDUCATION
SITE VISITATION REPORT

Student Completes This Section	Term/Year:
Course Name:	Section Number:
Instructor's Name:	
Student's Name:	Student ID:
Student Phone:	Student's Major:
Company Name:	Supervisor Phone:
Supervisor's Name:	Supervisor Email:
Company Address:	

Student's Work/Internship Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Schedule (From-To)							

Instructors have the responsibility to verify the following for each student enrolled in Cooperative Work Experience Education:

1. To ensure the direct supervisor is aware of his/her responsibilities.
2. To ensure the work conditions appear safe.
3. To ensure the student is adequately supervised.
4. To ensure the work environment provides appropriate college level learning experience.

A Site Visitation Report is to be completed for each of the required site visits/contacts. (Minimum of one on-site visit is required each term).

1. An initial **face-to-face** visit for new sites with the student and the student's supervisor during the first four weeks.
2. A **virtual (phone, email, Zoom, etc.) consultation** with the supervisor at the mid-term.
3. Either an **on-site visit or virtual consultation** at the end of the term.

Instructors: Respond to the questions below after conducting each required consultation.

#1 – Initial Site Visit

Date: _____ Time: _____ Other Info: _____

	Yes	No	Notes
1. Working conditions appear to be safe.			
2. Work environment provides opportunities for the student to complete the three stated objectives satisfactorily.			
3. Student is adequately supervised.			

Instructor Signature

Date

Supervisor Signature

Date

Santa Ana College
 COOPERATIVE WORK EXPERIENCE EDUCATION
 SEMESTER TIME SHEET

Work Experience Hours
 Fall 2021

Instructor: _____ Course Name: _____
 Student: _____ Section #: _____
 Student ID #: _____ Company: _____

SUPERVISOR MUST SIGN THIS TIMESHEET EACH WEEK.

TIMESHEETS are due at the end of the semester and are required to pass this class.

If you leave your worksite anytime during the semester, contact your instructor BEFORE withdrawing from the

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours	Supervisor Initials
Week 1 8/23 - 8/29									Week 1
Week 2 8/30 - 9/5									Week 2
Week 3 9/6 - 9/12									Week 3
Week 4 9/13 - 9/19									Week 4
Week 5 9/20 - 9/26									Week 5
Week 6 9/27 - 10/3									Week 6
Week 7 10/4 - 10/10									Week 7
Week 8 10/11 - 10/17									Week 8
MIDTERM - TIMESHEET DUE TO INSTRUCTOR									
Week 9 10/18 - 10/24									Week 9
Week 10 10/25 - 10/31									Week 10
Week 11 11/1 - 11/7									Week 11
Week 12 11/8 - 11/14									Week 12
Week 13 11/15 - 11/21									Week 13
Week 14 11/22 - 11/28									Week 14
Week 15 11/29 - 12/5									Week 15
Week 16 12/6 - 12/12									Week 16

I confirm the hours listed above are accurate.

Semester Total Hours _____

Student Signature _____

*Round up/down to quarter hour:

Example: 1:00, 1:15, 1:30, 1:45

OFFICE USE ONLY	
Semester _____	Total Hours _____
Year _____	Units Earned _____

#2 – Mid-Term Site Visit

Date: _____ Time: _____ Other Info: _____

	Yes	No	Notes
1. Student has completed or will complete the identified performance objectives.			
2. Student is adhering to company policies and procedures.			
3. Student is maintaining consistent attendance.			
4. Are there any concerns?			

Instructor Signature

Date

Supervisor Signature

Date

#3 – Final Site Visit

Date: _____ Time: _____ Other Info: _____

	Yes	No	Notes
1. Student has completed or will complete the identified performance objectives.			
2. Student is adhering to company policies and procedures.			
3. Are there any concerns?			
4. Student was present for this discussion.			

Instructor Signature

Date

Supervisor Signature

Date

Additional Instructor Notes:

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 COOPERATIVE WORK EXPERIENCE EDUCATION
 SEMESTER TIME SHEET

Work Experience Hours
 Spring 2021

Instructor: _____ Course Name: _____
 Student: _____ Section #: _____
 Student ID #: _____ Company: _____

SUPERVISOR MUST SIGN THIS TIMESHEET EACH WEEK.

TIMESHEETS are due at the end of the semester and are required to pass this class.

If you leave your worksite anytime during the semester, contact your instructor BEFORE withdrawing from the

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours	Supervisor Initials
Week 1 4/12 - 4/18									Week 1
Week 2 4/19 - 4/25									Week 2
Week 3 4/26 - 5/2									Week 3
Week 4 5/3 - 5/9									Week 4
MIDTERM - TIMESHEET DUE TO INSTRUCTOR									
Week 5 5/10 - 5/16									Week 5
Week 6 5/17 - 5/23									Week 6
Week 7 5/24 - 5/30									Week 7
Week 8 5/31 - 6/6									Week 8

I confirm the hours listed above are accurate. Semester Total Hours _____

Student Signature

***Round up/down to quarter hour:**
 Example: 1:00, 1:15, 1:30, 1:45

OFFICE USE ONLY

Semester _____	Total Hours _____
Year _____	Units Earned _____

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 COOPERATIVE WORK EXPERIENCE EDUCATION
 SEMESTER TIME SHEET

Work Experience Hours
 Spring 2021

Instructor: _____ Course Name: _____
 Student: _____ Section #: _____
 Student ID #: _____ Company: _____

SUPERVISOR MUST SIGN THIS TIMESHEET EACH WEEK.

TIMESHEETS are due at the end of the semester and are required to pass this class.

If you leave your worksite anytime during the semester, contact your instructor BEFORE withdrawing from the

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours	Supervisor Initials
Week 1 3/8 - 3/14									Week 1
Week 2 3/15 - 3/21									Week 2
Week 3 3/22 - 3/28									Week 3
Week 4 3/29 - 4/4									Week 4
Spring Break 4/5 - 4/11									Spring Break
Week 5 4/12 - 4/18									Week 5
Week 6 4/19 - 4/25									Week 6
MIDTERM - TIMESHEET DUE TO INSTRUCTOR									
Week 7 4/26 - 5/2									Week 7
Week 8 5/3 - 5/9									Week 8
Week 9 5/10 - 5/16									Week 9
Week 10 5/17 - 5/23									Week 10
Week 11 5/24 - 5/30									Week 11
Week 12 5/31 - 6/6									Week 12

I confirm the hours listed above are accurate.

Semester Total Hours _____

Student Signature

***Round up/down to quarter hour:**
 Example: 1:00, 1:15, 1:30, 1:45

OFFICE USE ONLY	
Semester _____	Total Hours _____
Year _____	Units Earned _____