

For Student to Complete:

Student Name:
Student A#:
Email Address:
Home Address:
Phone:
Semester/Term:

I work an average of ___ hours per week at \$___per hour.

I am enrolled in **1 2 or 3** units of Work Experience this semester.

1=60 unpaid/75 paid work hours

2=120 unpaid/150 paid work hours

3=180 unpaid/225 paid work hours

I have completed ___ units of Work Experience in the past?

As a student enrolled in CWEE, I:

- Am pursuing a planned program of CWEE which includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
- Have on-the-job learning experiences that contribute to my occupational or educational goals
- Will inform my CWEE Coordinator prior to making any decisions regarding my employment
- Will submit all required documentation and complete all activities required by my CWEE Coordinator/Instructor including Learning Objectives Contract, Consultation Form, Evaluation, Timesheet, and any other documentation requested.

Student Signature: _____ Date: _____

For Employer/Supervisor to Complete:

Name:
Job Title:
Company:
Email Address:
Address:
Phone:

I am most readily available during the following times for a required 1.hr. onsite consultation with a Taft College instructor and the student/employee at my place of employment:

Morning: M T W TR F S S

Afternoon: M T W TR F S S

Evening: M T W TR F S S

As the employer/supervisor of student enrolled in CWEE, I:

- Agree with the intent and purpose of CWEE for students and sign off on all required forms
- Agree to provide adequate supervision, mentorship/training, facilities, equipment, and materials at learning station to achieve on-the-job learning objectives.
- Comply with all appropriate federal and state employment regulations.
- Notify the CWEE Coordinator immediately of any problems or concerns or if the students employment ends.
- Meet with CWEE at least once during the semester to discuss students' learning objectives

Employer/Supervisor Signature: _____ Date: _____

For Student and Employer/Supervisor to Complete:

The student is required to complete on-the-job learning objectives, which include new or expanded responsibilities or learning opportunities beyond those experienced during previous employment. These objectives should relate to at least one of the following:

1. Achieving organizational/business objectives
2. Improving workplace efficiency/productivity
3. Increasing revenue
4. Decreasing costs
5. Solving workplace issues
6. Learning/enhancing skills or abilities

List & describe your ideas for potential projects/tasks that the student can complete on-the-job during this course that will relate to the statements above?

For Work Experience Education Coordinator or Instructor to Complete:

Students objective(s):

1.

2.

3.

Actual Hours/Units: _____

Grade Awarded: _____

WEE Coordinator or Instructor Will:

- Review and approve students and learning station
- Conduct a minimum of 1 in person, on-site consultation with employer
- Conduct a minimum of 2 consultations with student
- Assist student in developing measurable learning objectives
- Evaluate student progress and assign course grade
- Maintain all required records as described in Title 5

CWEE Coordinator/Instructor Signature: _____ Date: _____