

FOOTHILL COLLEGE –COOPERATIVE WORK EXPERIENCE
SYLLABUS

CWE Web Site: www.foothill.edu/coop

Beckie Urrutia-Lopez (650)-949-7205, Rm 4128

WINTER QTR '08 Due Dates	STUDENT TASK
First - Fourth Week Jan 7-Feb 1, 08	Registration <ul style="list-style-type: none"> ▪ Complete application and submit to the CWE office, 4144 ▪ Download <u>CWE Student Manual</u> ▪ Read the <u>CWE Student Manual</u> ▪ Conduct NEW STUDENT Orientation (online PPT) ▪ Complete Learning Objective worksheet w/employer signature ▪ INTERNATIONAL STUDENTS employment letters and referral from Int'l Student Office must be submitted with your application
First –Fifth Week Jan 7-Feb 8, 08	Student will receive an email or call from the CWE instructor to set-up an appointment for first meeting. <ul style="list-style-type: none"> ▪ Submit completed Learning Objective worksheet w/ employer signature to your instructor ▪ Submit the completed Job Description form ▪ Discuss worksite visit with instructor ▪ Ensure Performance Agreement is completed and signed.
End of each month:	Timecards <ul style="list-style-type: none"> ▪ Submit time cards with total hours worked in the month signed by your supervisor.. <div style="display: flex; align-items: center; margin-left: 40px;"> <div style="margin-right: 20px;"> Jan 31 (Jan 7-31) Feb 29 (Feb 1-29) Mar 21 (Mar 1-21) </div> <div style="margin-right: 20px;">due dates</div> <div style="font-size: 2em;">}</div> <div style="margin-left: 10px;"> Feb 4 Mar 4 Mar 25 </div> </div>
Monthly	<ul style="list-style-type: none"> ▪ Call or email instructor with a progress report on Learning Objectives activities.
Eighth--Eleventh Weeks February 25-Mar 21	<ul style="list-style-type: none"> ▪ Instructor will meet with employer at worksite to discuss objectives and rate performance.
Twelfth Week March 25	<ul style="list-style-type: none"> ▪ Submit Self-Evaluation essay, mandatory assignment ▪ Submit and or complete Required Project ▪ Submit CWE Program Evaluation

Student enrolling in CWE must be currently employed and enrolled in 7 units, including CWE course. Student who does not contact instructor by 5th week of quarter will automatically be dropped.

Student is responsible for adhering to all deadlines, tardiness will result in loss of points (see Grading Sheet).

CWE Director: Marti Carlson	(650) 949-7208	Room 4106
	carlsonmarti@foothill.edu	
CWE Enrollment: Zarmina Razzaqui	650-949-7232	Room 4144
	razzaquizarmin@foothill.edu	
CWE Instructor: Beckie Urrutia-Lopez	650-949-7205	Room 4128
	urrutialopezbeckie@fhda.edu	