

FOOTHILL COLLEGE –COOPERATIVE WORK EXPERIENCE
SYLLABUS
 www.foothill.edu/coop

Student enrolling in CWE must be currently employed.

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.

WINTER '09 Due Dates	STUDENT TASK								
First - Fourth Week JAN 5 – JAN 30, 2009	Registration <ul style="list-style-type: none"> ▪ Complete application and submit to the CWE office, 4100 ▪ Download <u>PROGAM GUIDE</u> ▪ Read the <u>PROGRAM GUIDE</u> ▪ Conduct NEW STUDENT Orientation ▪ 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 5 – FEB 4, 09	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 								
Monthly due dates	Timecards <ul style="list-style-type: none"> ▪ Submit time cards with total hours worked in the month signed by your supervisor. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Time Periods:</td> <td style="width: 50%;">Due Dates:</td> </tr> <tr> <td>Jan 5- 31</td> <td>Feb 3</td> </tr> <tr> <td>Feb 1-28</td> <td>Mar 3</td> </tr> <tr> <td>March 1-24</td> <td>Mar 24</td> </tr> </table>	Time Periods:	Due Dates:	Jan 5- 31	Feb 3	Feb 1-28	Mar 3	March 1-24	Mar 24
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Jan 5- 31	Feb 3								
Feb 1-28	Mar 3								
March 1-24	Mar 24								
Monthly Mandatory	<ul style="list-style-type: none"> ▪ Call or email instructor with a progress report on Learning Objectives activities or any changes regarding hours, location. 								
Eighth--Eleventh Weeks Feb 23- March 20	<ul style="list-style-type: none"> ▪ Instructor will meet with employer at worksite to discuss objectives and rate performance on the job. 								
Eleventh Week March 16-21	<ul style="list-style-type: none"> ▪ Submit Self-Evaluation essay, mandatory assignment ▪ Submit and or complete Required Project ▪ Submit CWE Program Evaluation 								

CWE Instructor/Director, Beckie Urrutia-Lopez, Tom Collette, Karel Jordan
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