

FOOTHILL COLLEGE –COOPERATIVE WORK EXPERIENCE  
**SYLLABUS**  
 Spring '09  
**April 6 – June 26, 09**

***Student enrolling in CWE must be currently employed in a paid or volunteer job.  
 Student who does not contact instructor by 4<sup>th</sup> week of quarter will automatically be dropped.  
 Student is responsible for adhering to all deadlines, tardiness will result in loss of points.***

SPRING '09 Due Dates	STUDENT TASK								
First - Fourth Week <b>April 6 – April 30, 2009</b>	Registration <ul style="list-style-type: none"> <li>▪ Complete application and submit to the CWE office, 4100</li> <li>▪ Download CWE <u>PROGRAM GUIDE @ <a href="http://www.foothill.edu/coop">www.foothill.edu/coop</a></u></li> <li>▪ Read the CWE <u>PROGRAM GUIDE</u></li> <li>▪ Conduct NEW STUDENT Orientation @ <a href="http://www.foothill.edu/coop">www.foothill.edu/coop</a></li> <li>▪ Complete Learning Objective worksheet w/ employer signature</li> <li>▪ INTERNATIONAL STUDENTS employment letters and referral from Int'l Student Office must be submitted with your application</li> </ul>								
First –Fifth Week <b>April 6- May 8, 09</b>	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"> <li>▪ Submit completed Learning Objective worksheet w/ employer signature to your instructor</li> <li>▪ Submit the completed Job Description form</li> <li>▪ Discuss worksite visit with Instructor</li> <li>▪ Ensure Performance Agreement is completed and signed by employer</li> </ul>								
Monthly due dates	Timecards <ul style="list-style-type: none"> <li>▪ Submit time cards with total hours worked in the month signed by your supervisor.</li> </ul> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;"><b>Time Periods:</b></td> <td style="width: 40%;"><b>Due Dates:</b></td> </tr> <tr> <td>April 7-30</td> <td>May 5</td> </tr> <tr> <td>May 1-30</td> <td>June 3</td> </tr> <tr> <td>June 1-19</td> <td>June 24</td> </tr> </table>	<b>Time Periods:</b>	<b>Due Dates:</b>	April 7-30	May 5	May 1-30	June 3	June 1-19	June 24
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April 7-30	May 5								
May 1-30	June 3								
June 1-19	June 24								
<b>Monthly Mandatory</b>	<ul style="list-style-type: none"> <li>▪ Call or email instructor with a progress report on Learning Objectives activities or any changes regarding hours, location, etc</li> </ul>								
Eighth--Eleventh Weeks <b>May 25- June 19</b>	<ul style="list-style-type: none"> <li>▪ Instructor will meet with employer at worksite to discuss objectives and rate performance on the job.</li> </ul>								
<b>Eleventh Week June 15-19</b>	<ul style="list-style-type: none"> <li>▪ Submit Self-Evaluation essay, <b>mandatory</b> assignment</li> <li>▪ Submit and or complete Required Project</li> </ul>								

**CWE Office Location: CTIS Division Office, Room 4118**

**CWE Instructors:**

Tom Collette, [twc397@aol.com](mailto:twc397@aol.com)

Karel Jordan, [kareljordan@comcast.net](mailto:kareljordan@comcast.net)

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**650-948-1000**

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3/16/2009