



*Work Experience Education*

# **Student Handbook 2024 - 2025**

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*Connecting Your Education with a Career*

R Í O H O N D O C O L L E G E  
WORK EXPERIENCE EDUCATION  
**STUDENT HANDBOOK**

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## **Mission Statement**

“Río Hondo College is a collaborative center of lifelong learning which provides innovative, challenging, and quality educational offerings for its diverse students and community.”

## **Vision Statement**

Río Hondo College strives to be an exemplary California Community College, meeting the learning needs of its changing and growing population and developing a state of the art campus to serve future generations.

## **Philosophy**

We believe that the program shares with community agencies, the responsibility for developing in all students a lifetime love of learning and the ability to acquire the knowledge, skills, habits, understandings, attitudes and character traits that will allow students to leave college able to read, write, think, compute, use technology, appreciate the arts, speak well and behave in professionally and socially acceptable ways so they can become economically independent contributing members of society and experience an enriching personal life.

We believe learners are best served when quality-learning opportunities reflect local needs and strengths, therefore we will engage our communities in supporting all students’ learning and growth.

We believe that as learning modes and needs change in response to the knowledge-based economy, education will also need to change. An increasingly global and technological society creates new and increased pressures for learning systems to be adaptable, accessible, and flexible.

We believe our program will empower students to reach their maximum potential, utilizing their unique abilities and interests. This process will be a partnership involving the students, college and business community.

## **Student Learning Outcomes**

Student(s) will be able to identify organizational objectives and contribute to the achievement of organizational objectives through the utilization of a business model similar to Management by Objectives, which requires a written agreement between a supervisor and employee, to accomplish measurable on-the-job learning objectives by completing work-based projects involving problem solving and the application of academic theory, skills and knowledge while undertaking new or expanded workplace responsibilities.

Assessment of the Student Learning Outcome will be measured through:

- Employer/supervisor evaluation of documented workplace objectives/projects using a rating scale to measure how well the workplace objectives/projects were accomplished
- Employer/supervisor scaled survey evaluating student workplace productivity, the application of theory, skills and knowledge, communication effectiveness, teamwork and student motivation required to achieve the workplace objectives/projects
- Student written essays describing, discussing, and analyzing the workplace objectives and assessing the results
- A faculty worksite visit with the employer/supervisor to discuss the students' progress and level of contribution toward the achievement of organizational objectives.

## **Skills required in order to succeed in this course/program:**

1. Planning
2. Organizing
3. Scheduling
4. Time-management
5. Critical thinking
6. Problem solving
7. Oral, written, and electronic communication
8. Ability to follow written and verbal instructions

# Work Experience Education Overview & Frequently Asked Questions

## *What is Work Experience Education?*

A work experience education at RHC offers students the opportunity to apply knowledge and skills learned in the classroom to the work environment as well as to gain experience related to a specific career. The goal is to assist students in making the transition from school to work by providing hands-on, “real world” learning experiences and practical application of classroom theory.

## *Can a student repeat Work Experience Education?*

Yes, check with the department you wish to do your work experience education with.

At the December 2023 Board of Governors meeting, a set of revisions to Title 5 regulations affecting Work Experience Education(WEE) was passed.

Revision to Title 5:55040 District Policies for Course Repetition reads as follows:

*[Students may repeat a work experience education course subject as dictated by local district policy, and shall not conflict with section 55025. A maximum of fourteen (14) semester credit hours may be earned during one semester in work experience education.]*

## *Are the units transferable?*

It depends. The California State University system does accept work experience education credit as elective units. Currently the UC system does **not** accept the transfer of work experience education units. Private universities and colleges may be contacted individually for their own policy.

## ENROLLMENT REQUIREMENTS

Students must meet requirements that include the following eligibility criteria and enrollment procedures:

*[Title 5§55254 Student Qualifications. In order to participate in Work Experience Education students shall meet the following criteria: (1) Pursue a planned program of WEE which, in the opinion of the 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 education goals. (3) Have the approval of the certificated personnel.*

*At the May 2008 Board of Governors meeting, a revision to Title 5:55253 was passed. The revision read as follows:*

*[Section 55254 establishes eligibility requirements students must meet to be enrolled in work experience education. It is amended to delete requirements related to enrollment in the parallel or alternate plans of work experience education. The first phase of revisions to chapter 6 eliminated the distinction between the parallel and alternate plans but the reference to these plans in section 55254 was overlooked. The amendments resolve this problem.]*

- Students must attend an orientation session set by the identified instructor. Check with Division for dates and times.
- Students must turn in a fully completed *Student Application* handed out at the orientation or picked up at the office of Career and Technical Education located in Room T123.
- Students complete the *Learning Objectives Agreement* with the employers and instructors input and approval.
- Students must maintain a record or journal of work experience education experience and documentation of hours.

- ❑ Complete a self-evaluation of learning objectives at end of semester.
- ❑ Complete an evaluation of work experience education that can be used for program improvement.

## THE BENEFITS OF WORK EXPERIENCE EDUCATION

### For Students

- Work-based learning students find jobs faster and earn more money than their classmates
- Earn elective college credit toward graduation and transfer for either paid or non-paid work experience
- Develop ideas about careers you have never considered and find out what a particular career is really like
- Receive help in finding internship opportunities
- All learning takes place on-the-job and through the completion of independent assignments, there are no classes
- All learning is based on career related assignments and projects; there are no books
- Performance is evaluated based on achievement of student learning outcomes and completion of assignments; there are no tests
- Relates education to real world work experience through the achievement of workplace objectives and related classes
- Develops a “track record” in the workplace (allows students to demonstrate he/she can succeed in a work environment)
- Provides opportunities for job improvement
- Increases potential to advance by improving work-based skills
- Teaches valuable job-search skills such as career assessment, resume writing and interviewing techniques
- Improves job opportunities after graduation by giving students valuable work experience and contact with potential future employers
- Enhances classroom learning by integrating academic curriculum and real-world work experience
- Documents skills and abilities with letters of recommendation and references

### For Employers

- Improves employer/employee communication through objective evaluation
- Increases employee motivation
- Results in improved employee job skills and productivity
- Provides increased opportunities for employee evaluation
- Assists with the development of employer/employee goals through learning objectives
- Enhances employee motivation, thus reducing training costs

### For the College and Community

- Promotes job stability by improving employee job skills
- Helps meet training needs of the community
- Promotes cooperation between the college and community members

- Increases faculty awareness of business/industry requirements
- Encourages development of relevant programs
- Provides faculty with fresh insights for classroom education needs through direct contact with business/industry community

## UNITS

Work Experience Education units are based on the number of hours worked during the semester. One unit is earned for every 54 hours of work. **Reminder: the work experience education hours can begin accumulating only after the Enrollment Procedures have been completed.**

### Work Experience Education Hours

<i>Hours Worked</i>	<i>Units</i>
54 -107	1
108 – 161	2
162 – 215	3
216 +	4

## STUDENT RESPONSIBILITIES

- ◆ If your work experience education is unpaid, contact the Division of Career and Technical Education, room T123, for necessary Workers Compensation coverage paperwork.
- ◆ Complete the enrollment forms and procedures (outlined in the Enrollment Requirements section).
- ◆ Write the learning objectives, obtain signatures and return completed *Learning Objectives Agreement* to the Instructor of Record’s Office. Students should retain a copy for their own records.
- ◆ Work the appropriate number of hours per unit enrolled. *Please be aware that your hours do not begin accruing until a signed Learning Objectives Agreement is received by your instructor of record.*
- ◆ **Immediately notify the instructor of record of any changes in job, supervision, working hours, or address/phone number.**
- ◆ Turn in time sheets signed by employer to the Career and Technical Education Office, Room T123.
- ◆ Complete written assignments including the program evaluation and student report and return to the instructor of record.

## INSTRUCTOR RESPONSIBILITIES

- ◆ Monitor the student's work experience education.
- ◆ Review and approve the student’s learning objectives.
- ◆ Meet with each student for a minimum of three hours during the semester.
- ◆ Meet with each student at their employment site at least once during the semester.
- ◆ Contact the site supervisor for each student during the semester.

- ◆ Approve the site facilities, equipment, and materials necessary to achieve the on-the-job learning objectives.
- ◆ Administer the student evaluation and assign the final grade.

## **EMPLOYER RESPONSIBILITIES**

- ◆ Understand and work toward the educational objectives of the work experience education as detailed on the Objectives Agreement & Student Evaluation.
- ◆ Provide input in developing and approving the student's learning objectives.
- ◆ Evaluate the student's achievement of the identified objectives.
- ◆ Certify the student's monthly time sheets.
- ◆ Provide continuous work assignments for students during the work experience education period.
- ◆ Provide adequate supervision of the student's work while ensuring the student receives the maximum educational benefit. This includes assisting the student in achieving their learning objectives and teaching certain skills that can be more effectively learned on the job.
- ◆ Comply with all appropriate Federal and State employment regulations, including Workers Compensation coverage. The Río Hondo Community College District will insure students who do not receive compensation. If work experience education is unpaid, contact the office of Career and Technical Education @ (562) 463-3754 for necessary paperwork.
- ◆ Call the Division Dean for further information. Check campus website at [www.riohondo.edu](http://www.riohondo.edu) for the most up to date directory.

## **LEARNING OBJECTIVES**

### ***Defining & Establishing Learning Objectives***

Learning objectives are goals to be accomplished within the work experience education. Prior to beginning the work experience education, students must attend an orientation where they learn how to plan and design the objectives that will be established by the student, employer/supervisor, and instructor.

Objectives are very specific, measurable, have defined goals and a completion date. They include the following elements: the achievement or skill to be learned, how it will be measured, the manner in which it will be accomplished, and when it will be completed.

A large part of the grade depends on the achievement of the objectives. Student input is important and the following are guidelines to help in establishing objectives:

1. Ensure each objective is achievable within the time frame of the work experience education.
2. Ensure each objective is specific enough to be evaluated.
3. Objectives must involve new learning and/or expanded responsibilities, beyond those experienced in previous employment or internships.
4. Ensure the objectives work by designing them to particular needs.



## ***Quality of the Objectives***

Learning objectives are the most important component of a quality work experience education. Clear, challenging objectives will help students grow and perform well on the job and in the classroom. Students in the program do not simply earn units for working; these units reflect specific learning based on measurable objectives. The learning objectives are, in effect, a written agreement between the student, the employer, and Río Hondo College.

## ***How Many Objectives?***

The number of objectives that are set is decided by the student and the RHC faculty member. Based on the purpose of the objectives, the degree of difficulty, and the student's ambitions, additional objectives may be set. Students are expected to accomplish as much in their internship as they would in a regular classroom.

## **GUIDELINES FOR WRITING YOUR OBJECTIVES**

Challenging yet achievable learning objectives are the single most important component of a quality work experience education and your grade is dependent on them. As stated earlier, objectives are measurable goals that you set for yourself to be accomplished through your program. They require that you learn or make use of new habits, skills, or information above and beyond your current knowledge.

Each objective must be directly related to your career major and include these four parts:

1. **They are very *specific*:** What is it that you want to learn, achieve, or accomplish in your work experience education? For example:
  - Research law cases and write briefs.
  - Operate a camera in a studio and on location productions.
  - Increase my personal sales by 10% over last semester.
2. **Determine what your *Method of Accomplishment* will be.** How will you go about learning the information you specified above? For example:
  - Practical hands-on application
  - Instruction/training from my supervisor and/or co-workers
  - Observation
  - Discussing techniques with other employees
  - Reading/studying manuals and tutorials
  - Videos
  - Workshops
  - Using computer programs
  - Reviewing files
  - Etc.
3. **The results must be Measurable.** How will you and your supervisor be able to determine to what degree each objective has been completed? For example:
  - Tests
  - Faculty member and/or supervisors critique/evaluation
  - Videotape critique
  - Submit monthly reports and case files
    - Etc.

4. **Specify a *Completion date*.** What is the deadline for each objective? Write a specific date that is prior to the end of the semester.

The objectives will be designed by you with assistance from your employer, and approved by your Work Experience Education instructor. Remember to consider the following guidelines for your objectives:

1. The objectives must involve new learning, new growth, new responsibilities, or improvement on the job.
2. Make sure the objectives are specific enough to achieve within the work experience education term and can be objectively evaluated.
3. The objectives you set should benefit your employer too.
4. Use an action verb to begin each objective that will describe what you intend to do (see the action word lists for examples pages 10-11). Avoid vague or broad terms such as: believe, understand, appreciate, get, etc.

## ***Types of Learning Objectives***

Think about what it is you want to learn while interning. You might want to ask your supervisor or other employees what suggestions they have; things they've found important to know, or wished they had known early on in their career. This type of objective is most frequently used in the Work Experience Education course. Remember, you want to increase your breadth of knowledge.

Turning a current part time job into a work experience education position affords you the opportunity to use several types of learning objectives:

**New assignments.** If you use your current part-time job as a work experience education, you will need to have new learning experiences that can be stated in objective form. To assist you in writing your new objectives you might consider the requirements of the job that is currently a step above yours and what you need to learn in order to be promoted.

**Routine duties.** Think of new and creative ways you can improve the results of your daily job duties or new aspects for improving efficiency. For problem solving, look at a problem you've run into on the job, dissect it and think of possible solutions and/or improvements. Can you spot a potential problem in the making? If you were in charge, what suggestions could you make to the person doing your job?

**Personal improvement.** Think about your interactions at work and how you could develop personal habits or social skills that would allow you to become a more desirable employee. How could you improve your communication with co-workers that would result in increased knowledge, new ideas, more production, better cooperation, smoother work flow, etc?

# Action Word List

Use when writing Workplace Objectives and Resume

Creative	Clerical & Research	Human Resources	Management & Leadership	Management & Leadership (Con't)
Adapt	Arrange	Advise	Administer	Recommend
Author	Automate	Assess	Analyze	Reduce
Blend	Budget	Assist	Assign	Remove
Conceive	Catalog	Clarify	Attain	Replace
Create	Categorize	Coach	Authorize	Reposition
Design	Calculate	Collaborate	Chair	Reproduce
Develop	Classify	Consult	Collaborate	Retain
Devise	Collect	Counsel	Conduct	Review
Direct	Compare	Diagnose	Consolidate	Revise
Enhance	Compile	Educate	Contract	Schedule
Establish	Complete	Employ	Control	Simplify
Formulate	Compute	Group	Coordinate	Strengthen
Illustrate	Critique	Guide	Delegate	Supervise
Improve	Decrease	Handle	Develop	Strengthen
Initiate	Diagnose	Hire	Direct	Supervise
Introduce	Dispatch	Integrate	Evaluate	
Invent	Distributed	Mediate	Enact	
Launch	Evaluate	Monitor	Establish	
Market	Examine	Motivate	Exceed	
Originate	Execute	Negotiate	Execute	
Plan	Generate	Recruit	Expand	
Prepare	Identify	Represent	Guide	
Produce	Inspect	Select	Head	
Propose	Interview	Sponsor	Implement	
Publish	Investigate	Strengthen	Improve	
Set up	Monitor	Train	Incorporate	
Structure	Operate		Increase	
Wrote	Organize		Initiate	
	Prepare		Institute	
	Process		Investigate	
	Purchase		Launch	
	Record		Lead	
	Retrieve		Maintain	
	Review		Manage	
	Separate		Mediate	
	Schedule		Negotiate	
	Screen		Organize	
	Summarize		Oversaw	
	Survey		Perform	
	Systematize		Plan	
	Tabulate		Preside	
	Validate		Prioritize	
	Verify		Produce	

<b>Creative</b>	<b>Clerical &amp; Research</b>	<b>Human Resources</b>	<b>Management &amp; Leadership</b>	<b>Management &amp; Leadership (Con't.)</b>
			Propose	
			Regulate	
			Reorganize	
			Standardize	

## Action Word List

Use when writing Workplace Objectives and Resume

<b>Technical</b>	<b>Communications</b>	<b>Financial</b>	<b>Teaching</b>	<b>Critical Thinking</b>
Assemble	Address	Allocate	Advise	Analyze
Build	Arbitrate	Analyze	Clarify	Appraise
Calculate	Arrange	Appraise	Coached	Arrange
Change	Articulate	Audit	Communicate	Assemble
Complete	Author	Balance	Encourage	Assess
Compute	Convince	Budget	Evaluate	Calculate
Convert	Correspond	Calculate	Explain	Categorize
Construct	Define	Compute	Guide	Choose
Design	Develop	Forecast	Influence	Collect
Engineer	Direct	Increase	Inform	Compare
Operate	Draft	List	Instruct	Compose
Overhaul	Edit	Manage	Interpret	Construct
Modify	Enlist	Market	Persuade	Create
Program	Formulate	Plan	Rewrite	Design
Remodel	Influence	Project	Stimulate	Diagram
Repair	Interpret	Research	Train	Estimate
Restructure	Interview	Tabulate		Evaluate
Solve	Lecture	Transfer		Examine
Upgrade	Moderate	Update		Formulate
	Negotiate			Inspect
	Participate			Measure
	Persuade			Organize
	Present			Plan
	Preside			Prepare
	Promote			Rate
	Publicize			Revise
	Recruit			Select
	Represent			Setup
	Sold			Score
	Spoke			Solve
	Translate			Test
	Wrote			

# *Sample Objectives*

## *Program Major: Aviation Technology*

Learn to **perform** minor aviation repairs under supervision, in accordance with FAA regulations, the manufacturer's manual, or AC43.13, as applicable. This will be learned by studying FAA manuals; training by FAA approved Instructors, and personally working on aircraft with supervision. My work will be evaluated by the FAA instructors and a test, all to be completed by May 16, 200X.

## *Program Major: Photography*

Properly **photograph** evidence at a crime scene for court cases. I will read and use the procedures from department manuals and have on site instruction from my supervisor. The procedures will be learned by the end of the semester and at least two photographs will have been accepted in court as evidence.

## *Program Major: Marketing (Sales)*

**Increase** my personal sales by 10% over last year's total. I will do this by developing a written plan to include sales suggestions, producing a better sales presentation, and learning more about the products sold.

Sales will be measured by comparing last year's figures covering the same dates within the semester. The objective will be completed by May 16, 200X.

## *Program Major: Film & Video*

Demonstrate the ability to **operate** a camera in a studio and on location productions. This will be accomplished by training from camera operators, observation, and practical work. My supervisor will evaluate my work by having me explain the operation of the camera and viewing a production I filmed. My supervisor will evaluate my ability by May 16, 200X.

## *Program Major: Dance*

Learn to **design and plan** dance classes for young children that emphasizes following directions and the decorum maintained in a ballet class. I will learn how to do this by reading new lesson planning books, consulting with my dance studio supervisor, writing lesson plans and using the lesson plans I've constructed in the class I teach. The results will be measured by submitting a written lesson plan to my Internship Advisor, followed by an Internship Advisor critique, videotape critique, and self-evaluation. This will be completed by May 16, 200X.

## *Program Major: Accounting*

**Research** state sales tax audits by using Lese Plus, reviewing files and the instruction provided by my supervisor. Information will be entered on a spreadsheet with printouts and given to my supervisor to evaluate by May 16, 200X.

## *Program Major: Architecture*

Learn to **produce** accurate hardcopies of construction documents to designated scales using a plotter/printer. I will also learn how to examine and accurately interpret design or engineering sketches and drawings, apply terminology and process used to complete a real world project from start to finish, and work effectively and cooperatively with all other project disciplines involved in the project. The results will be measured by submission of all documents, sketches and drawings to my Internship Supervisor and/or Instructor by May 16, 200X.

# ATTENDANCE & TIME SHEET

It is the student's responsibility to record their Work Experience Education hours worked. At the end of each month, be sure to get your supervisor's signature. Time sheets must be turned in to the office of Career and Technical Education, room T123. Time sheets are included in this packet. If you need extras, please run additional copies.

## STUDENT PROGRESS

### *Employer Visitations*

The instructor of record will contact the work site supervisor during the semester, at least one of which must be in person. The instructor will meet the site supervisor, confirm the appropriateness of the work site and working conditions, informally evaluate student progress, and stay apprised of the student's development on the job.

### *Employer's Evaluation*

The site supervisor will evaluate the student's achievement of the agreed upon objectives using the original *Learning Objectives Agreement* as a reference and filling in the *Student Evaluation by Employer* form. These forms will be sent to the employer near the end of the term for the evaluation and returned to the instructor of record for inclusion in the final evaluation.

## GRADES

### *General Policies*

- ◆ The work experience education is a graded course.
- ◆ Points are earned for all requirements of the program.
- ◆ The instructor of record assigns the final grade.

Grade requirements will be set by each instructor of record who will assign the final grade. Generally, items such as the completion of the Objectives Worksheet, the evaluation of the success in completing each objective, the written report, submission of time sheets, and return of the Program Evaluation are included. It is the responsibility of any student who is not able to complete the class to "drop" before the last day in which it is allowed.

## PROGRAM EVALUATION

As part of the final grade, students must complete an evaluation of the Work Experience Education course. Credit is given only for completing the evaluation - **responses do not affect the final grade and are anonymous**. The instructor of record uses the feedback received for future program development. We thank you in advance for your contribution to the improvement of the Work Experience Education course.



Dear Employer,

The Río Hondo College student presenting this letter to you is interested in participating in the Work Experience Education Program.

Work Experience Education is a joint venture between employers, Río Hondo College and students. The goal of the program is to provide relevant, quality, and discipline-specific education, which results in benefits to all parties involved. The student receives special career guidance, college credit and completes three measurable objectives that will improve skills and attitude on the job. Work Experience Education can help the student relate their college program to their employment. The program also helps the college keep abreast with current developments and expanded relationships with industry and the community.

The following are ways we are requesting you, the employer, to be involved:

By signing... A statement of Learning Objectives indicating that you agree with the tasks developed by the student for the purpose of learning/improving their job performance during the term.

By allowing... A site visit by the work experience instructor. At this time, the employee's objectives are discussed, a job performance evaluation of the student related to the objectives is taken, and suggestions for upgrading the work performance of the student are sought.

By signing... A monthly timecard, which the employee must fill out verifying the employee's work time on the job.

Please indicate your willingness to participate with the college and the student by signing the Learning Objectives Agreement in the space provided, so the student can return the document to the instructor. Thank you for your assistance.

Sincerely,

Instructor  
CooperativeWork Experience Education

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**RÍO HONDO COLLEGE**  
**APPLICATION FOR**  
**WORK EXPERIENCE EDUCATION/INTERNSHIP**

**Check One:**       **PAID Internship**                       **UNPAID Internship**

(Please type or print all information)

**PART I: General Information**

Name: \_\_\_\_\_ Student #: \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Home Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Occupation Goal: \_\_\_\_\_ Major: \_\_\_\_\_

Current Job Title: \_\_\_\_\_ Length of Employment: \_\_\_\_\_

Name of Employing Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Supervisors Phone Number \_\_\_\_\_ Ext. \_\_\_\_\_

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**PART II: Education Information**

List all major area courses taken at Río Hondo College:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



How many general education units have you completed? \_\_\_\_\_

How many units of work experience have you completed? \_\_\_\_\_

### **PART III: Job Description**

Write an accurate, but brief, job description of your work duties:

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### **PART IV: Work Schedule Information**

What is your work schedule?      Full-Time       Part-Time

What are your work hours?      Day \_\_\_\_\_      Swing \_\_\_\_\_      Graveyard \_\_\_\_\_

What time is your lunch break?      \_\_\_\_\_

What is the best time to visit your place of employment?      \_\_\_\_\_

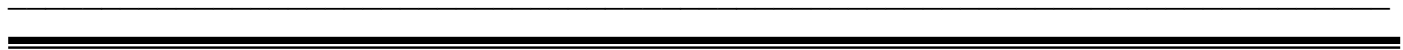
### **PART V: Current Class Schedule**

<b>NAME OF CLASS</b>	<b>INSTRUCTOR</b>	<b>ROOM</b>	<b>TIME</b>	<b>DAY</b>

**PART VI: Location of Workplace**

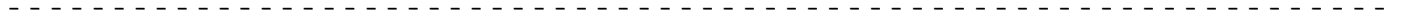
Draw a map or attach a printed page from [your preferred search engine] showing the location of your work place. If you draw a map, please draw it as if you were driving from Río Hondo College to your work (please print). If necessary to use a full page, please staple the page to this application. Top of map is north. Also, please provide any special instructions I will need to know once I arrive at your workplace under Parking Instructions below (such as stop at Gate 1 or at the parking booth for a parking permit).

Parking Instructions: \_\_\_\_\_



I hereby certify that the total units in WEE, including the current term, will not exceed 14 units during one enrollment period in work experience education (California Administrative Code, Section 55253). I declare that my occupational goal, and all information provided on Río Hondo College work experience documents are true and correct. I also understand that misrepresentation of information on this form, or other Río Hondo College WEE forms, shall be grounds for dismissal from and/or forfeiture of credit from the WEE course.

\_\_\_\_\_  
Student's Signature



For Office Use Only

Application Approved by: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Signature of Instructor of Record

# RÍO HONDO COLLEGE

## Learning Objectives Agreement

Semester \_\_\_\_\_ Student ID# \_\_\_\_\_

Student's Name \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Instructor \_\_\_\_\_ Phone extension \_\_\_\_\_

Supervisor \_\_\_\_\_ Business Phone (\_\_\_\_) \_\_\_\_\_

Company Name \_\_\_\_\_

**Instructions:** It is necessary for the student intern to identify learning objectives, which must be specific, measurable, and accomplishable within the semester. The objectives must be developed and written by the student, and reviewed and approved by the employer and instructor at the beginning of each term. The employer, near the end of the semester, will do an evaluation of the accomplishment of the objectives and the college instructor will assign the final internship grade.

### Agreement

**Must have all three signatures to be accepted.**

Employer and Río Hondo College District ("District") agree to provide supervision and guidance to ensure maximum Educational benefit from this work experience. District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, medical condition, mental or physical disability, marital status, sexual orientation or Vietnam era veteran status in its acceptance, assignment, treatment, evaluation or compensation of students who participate in programs sponsored or arranged by District. Employers who sign the Agreement are expected to uphold this policy in their selection of prospects for employment, education processes or activities. District shall be considered the employer of unpaid students in the WEE program for the limited purpose of providing worker's compensation insurance. Students paid by employer shall be under the Employer's worker's compensation and/or liability insurance as required by law.

_____	_____	_____
Student's Signature	Employer's Signature	Instructor's Signature
Date _____	Date _____	Date _____

### **Objective One**

What do you want to learn? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will you learn it? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will the results be measured? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What date will it be completed by? \_\_\_\_\_

Supervisor's Rating at the End of the Semester  
(Reference page 23/ Employer Evaluation) \_\_\_\_\_

**Objective Two**

What do you want to learn? \_\_\_\_\_

\_\_\_\_\_

How will you learn it? \_\_\_\_\_

\_\_\_\_\_

How will the results be measured? \_\_\_\_\_

\_\_\_\_\_

What date will it be completed by? \_\_\_\_\_

Supervisor's Rating at the End of the Semester  
(Reference page 23/ Employer Evaluation) \_\_\_\_\_

**Objective Three**

What do you want to learn? \_\_\_\_\_

\_\_\_\_\_

How will you learn it? \_\_\_\_\_

\_\_\_\_\_

How will the results be measured? \_\_\_\_\_

\_\_\_\_\_

What date will it be completed by? \_\_\_\_\_

Supervisor's Rating at the End of the Semester  
(Reference page 23/ Employer Evaluation) \_\_\_\_\_

**Objective Four**

What do you want to learn? \_\_\_\_\_

\_\_\_\_\_

How will you learn it? \_\_\_\_\_

\_\_\_\_\_

How will the results be measured? \_\_\_\_\_

\_\_\_\_\_

What date will it be completed by? \_\_\_\_\_

Supervisor's Rating at the End of the Semester  
(Reference page 23/ Employer Evaluation) \_\_\_\_\_

**RÍO HONDO COLLEGE**  
**WORK EXPERIENCE EDUCATION COURSE**

**Program Evaluation**

(To be completed by student)

This program evaluation is to be completed and turned in along with your final Summary Time Sheet.

The questionnaire is designed to gather specific data regarding the effectiveness of the program. Thank you for your participation.

1. I enrolled in the Work Experience Education course (check all that apply)
  - Because it was recommended/required by my instructor.
  - To earn credit towards a certificate or degree.
  - To gain field-related experience.
  - To earn units transferable to another college.
  - To assist me in obtaining a job.
  - Other: \_\_\_\_\_
  
2. Was the Work Experience Education Course satisfactorily explained to you and did you receive all the assistance you needed?  
 Yes       No      \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. After attending the in-class orientation, did you have a better understanding of the topics addressed?       Yes       No
  
4. Did your objectives aid you in learning new skills?       Yes       No  
In what ways? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Was your employer receptive to participating in the Work Experience Education course and being contacted by your instructor?       Yes       No
  
6. How many times during the semester did you visit, call or email your instructor (not including on-site visits or classroom instruction)? \_\_\_\_\_

7. Would you recommend the **WEE/Internship site** to other students? **Yes**  **No**  
If yes, where did you work? If no, why wouldn't you recommend it?

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8. Was writing the student report helpful in identifying what you accomplished while enrolled in the Work Experience Education/Internship Course? **Yes**  **No**

9. How did you learn of the Work Experience Education course? \_\_\_\_\_

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10. Was your experience as an intern worth the time and effort? For example, did you benefit from the Work Experience Education/Internship course?  **Yes**  **No**  
Why and in what ways? Please be specific.

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11. What recommendations/comments do you have:

a. For improving the orientation \_\_\_\_\_

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b. For advertising the Work Experience Education/Internship Course to students/employers? \_\_\_\_\_

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c. What would make the Work Experience/Internship course more valuable? \_\_\_\_\_

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**RÍO HONDO COLLEGE**  
**WORK EXPERIENCE EDUCATION /INTERNSHIP COURSE**  
**Student Evaluation**

(To be completed by student)

To what extent do you feel you have achieved the objectives set forth for this evaluation period?

**OBJECTIVE 1:** \_\_\_\_\_

(5)  Excellent; (4)  Good; (3)  Fair

Comments:

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**OBJECTIVE 2:** \_\_\_\_\_

(5)  Excellent; (4)  Good; (3)  Fair

Comments:

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**OBJECTIVE 3:** \_\_\_\_\_

(5)  Excellent; (4)  Good; (3)  Fair

Comments:

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**OBJECTIVE 4:** \_\_\_\_\_

(5)  Excellent; (4)  Good; (3)  Fair

Comments:

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**RÍO HONDO COLLEGE**  
**WORK EXPERIENCE EDUCATION/INTERNSHIP COURSE**  
**Employer Evaluation**  
 (To be completed by work site supervisor)

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

Student: \_\_\_\_\_

This is an evaluation of the student as a worker in the company and as a student in the Work Experience Education Program. Your evaluation will help the college instructor assess the students overall class performance.	<b>EXCELLENT</b>	<b>ABOVE AVERAGE</b>	<b>SATISFACTORY</b>	<b>NEEDS IMPROVEMENT</b>
	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>
<b><u>PERSONAL APPEARANCE</u></b> Standard: Dresses appropriately. Grooming is above approach				
<b><u>HUMAN RELATIONS</u></b> Standard: Is cooperative, courteous, and friendly to customers, associates, and supervisors. Accepts suggestions and controls his/her emotions.				
<b><u>ATTITUDE</u></b> Standard: Is eager to improve. Progresses on own initiative; dependable, enthusiastic, sincere, has appropriate work habits. Uses good judgment.				
<b><u>WORKMANSHIP AND SKILL</u></b> Standard: Strives for improvement; shows thoroughness, accuracy, and precision in detail. Has satisfactory performance and speed.				
<b><u>PUNCTUALITY AND DEPENDABILITY</u></b> Standard: Meets deadlines and is prompt.				
<b><u>ATTENDANCE</u></b> Standard: Attends as scheduled				
<b>OVERALL WORK PERFORMANCE</b>				

To what extent do you feel the student met the objectives agreed upon between you (the supervisor), the student and the instructor. **Excellent: 5; Good: 4; Fair: 3; Poor 2.**

Objective #1	Excellent_____	Good_____	Fair_____	Poor_____
Objective #2	Excellent_____	Good_____	Fair_____	Poor_____
Objective #3	Excellent_____	Good_____	Fair_____	Poor_____
Objective #4	Excellent_____	Good_____	Fair_____	Poor_____



**RÍO HONDO COLLEGE**  
**WORK EXPERIENCE EDUCATION/INTERNSHIP COURSE**

**Site Visit Evaluation**

(To be completed by instructor)

Student: \_\_\_\_\_ Instructor: \_\_\_\_\_

Company Name: \_\_\_\_\_ Date of Visit: \_\_\_\_\_

As the instructor of the student, please evaluate the student as a worker and appropriateness of place of employment. Your recommendations, comments, and helpful hints will be utilized by the College for guidance of the student and consideration for future placements.

EXCELLENT	ABOVE AVERAGE	AVERAGE	NEEDS IMPROVEMENT
A	B	C	D
5	4	3	2

**PERSONAL APPEARANCE:** Dresses appropriately. The student meets standards for the job. \_\_\_\_\_

**HUMAN RELATIONS:** Is cooperative, courteous and friendly to customers, associates, supervisor(s), and works well with others. \_\_\_\_\_

**ATTITUDE:** Uses mature judgment. Progresses on own initiative; is sincere, has appropriate work habits, and follows directions. Accepts suggestions, responsibility and shows satisfactory ability to learn. \_\_\_\_\_

**PLACE OF EMPLOYMENT:** Appropriateness of work site and working conditions. \_\_\_\_\_

**MEASURABLE OBJECTIVES:**

- Achievement of Objective No. 1 \_\_\_\_\_
- Achievement of Objective No. 2 \_\_\_\_\_
- Achievement of Objective No. 3 \_\_\_\_\_
- Achievement of Objective No. 4 \_\_\_\_\_

**OVER-ALL POINTS** (total of the above points): \_\_\_\_\_

**MISCELLANEOUS:** What does the student need most to achieve his/her potential?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Río Hondo College  
Work Experience Education/Internship Course  
**Summary Time Sheet**

SPRING     FALL     WINTER     SUMMER     YEAR \_\_\_\_\_

PAID \_\_\_\_\_    OR    NON PAID \_\_\_\_\_

**(PRINT OR TYPE)**

Student's Name \_\_\_\_\_    Course Title & Section # \_\_\_\_\_

Number of Units \_\_\_\_\_

Supervisor's Name \_\_\_\_\_    Supervisor's Phone # \_\_\_\_\_

Name of Employing Company \_\_\_\_\_

Month of \_\_\_\_\_    Total Hours Worked This Month \_\_\_\_\_

Month of \_\_\_\_\_    Total Hours Worked This Month \_\_\_\_\_

Month of \_\_\_\_\_    Total Hours Worked This Month \_\_\_\_\_

Month of \_\_\_\_\_    Total Hours Worked This Month \_\_\_\_\_

Month of \_\_\_\_\_    Total Hours Worked This Month \_\_\_\_\_

**Total Hours** \_\_\_\_\_

Student's Signature \_\_\_\_\_    Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_    Date \_\_\_\_\_

***\*\*This timesheet is mandated by the State and must be turned in to your instructor of record by the due date\*\****

Río Hondo College  
 Work Experience Education/Internship Course  
**Monthly Time Sheet**

(To be submitted on a monthly basis)

Month \_\_\_\_\_ Year \_\_\_\_\_

Student's Name \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

<i>Day of the Month</i>	<i>Hours Worked</i>	<i>Day of the Month</i>	<i>Hours Worked</i>
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			

**Monthly Total**

I certify that I have worked the hours indicated above:

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Supervisor's Signature

Río Hondo College  
 Work Experience Education/Internship Course  
**Monthly Time Sheet**

(To be submitted on a monthly basis)

Month \_\_\_\_\_ Year \_\_\_\_\_

Student's Name \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

<i>Day of the Month</i>	<i>Hours Worked</i>	<i>Day of the Month</i>	<i>Hours Worked</i>
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			

**Monthly Total**

I certify that I have worked the hours indicated above:

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Supervisor's Signature

Río Hondo College  
 Work Experience Education/Internship Course  
**Monthly Time Sheet**

(To be submitted on a monthly basis)

Month \_\_\_\_\_ Year \_\_\_\_\_

Student's Name \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

<i>Day of the Month</i>	<i>Hours Worked</i>	<i>Day of the Month</i>	<i>Hours Worked</i>
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2		18	
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4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			

**Monthly Total**

I certify that I have worked the hours indicated above:

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Supervisor's Signature

Río Hondo College  
 Work Experience Education/Internship Course  
**Monthly Time Sheet**

(To be submitted on a monthly basis)

Month \_\_\_\_\_ Year \_\_\_\_\_

Student's Name \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

<i>Day of the Month</i>	<i>Hours Worked</i>	<i>Day of the Month</i>	<i>Hours Worked</i>
1		17	
2		18	
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7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			

**Monthly Total**

I certify that I have worked the hours indicated above:

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Supervisor's Signature

Río Hondo College  
 Work Experience Education/Internship Course  
**Monthly Time Sheet**

(To be submitted on a monthly basis)

Month \_\_\_\_\_ Year \_\_\_\_\_

Student's Name \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

<i>Day of the Month</i>	<i>Hours Worked</i>	<i>Day of the Month</i>	<i>Hours Worked</i>
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			

**Monthly Total**

I certify that I have worked the hours indicated above:

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Supervisor's Signature

Río Hondo College  
 Work Experience Education/Internship Course  
**Monthly Time Sheet**

(To be submitted on a monthly basis)

Month \_\_\_\_\_ Year \_\_\_\_\_

Student's Name \_\_\_\_\_

Instructor's Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

<i>Day of the Month</i>	<i>Hours Worked</i>	<i>Day of the Month</i>	<i>Hours Worked</i>
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			

**Monthly Total**

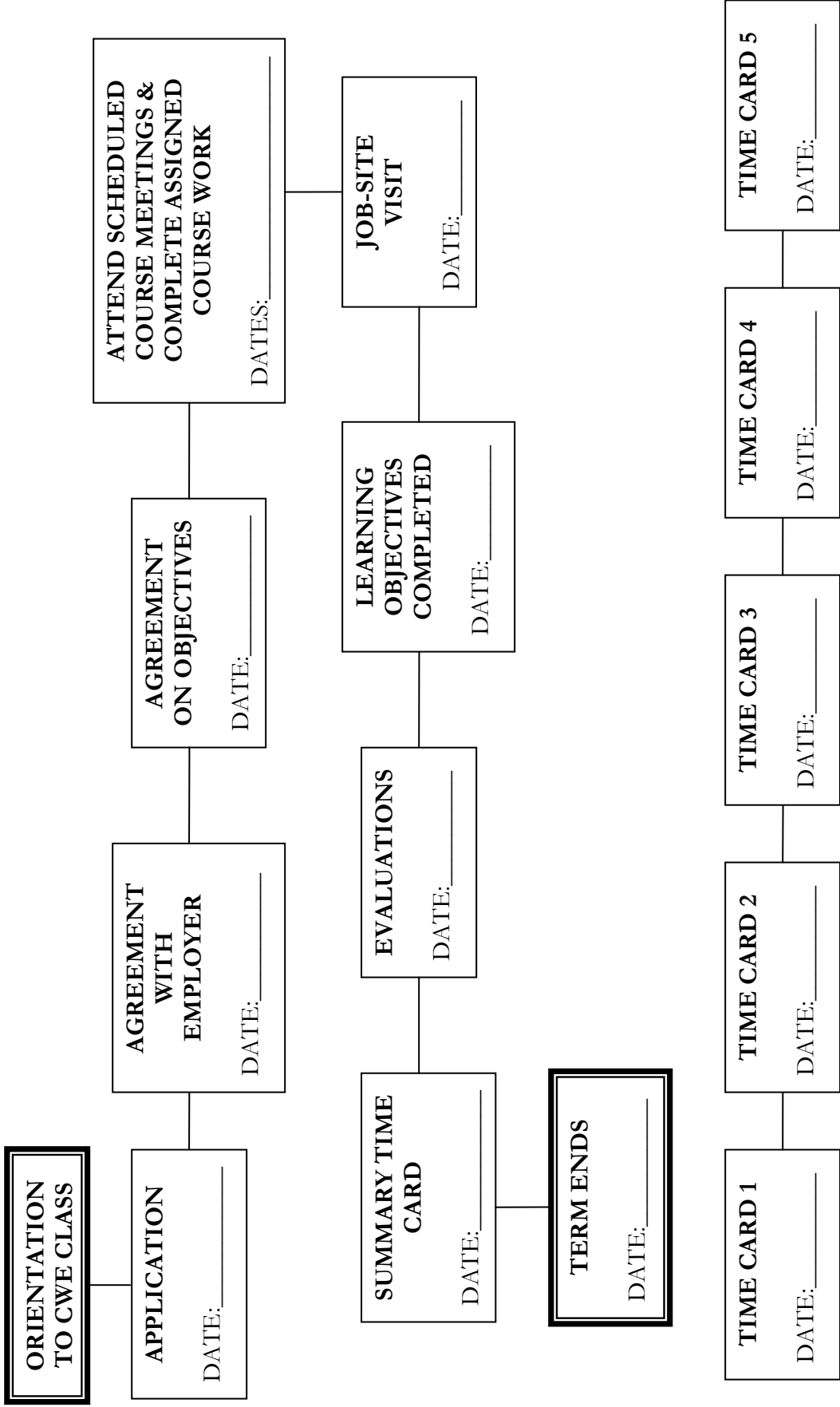
I certify that I have worked the hours indicated above:

\_\_\_\_\_  
 Student's Signature

\_\_\_\_\_  
 Supervisor's Signature



**RÍO HONDO COLLEGE**  
**WORK EXPERIENCE EDUCATION/INTERNSHIP**  
**COURSE TERM AT A GLANCE**



**RIO HONDO COMMUNITY COLLEGE DISTRICT**  
**Department of Career and Technical Education**

Semester/Year: \_\_\_\_\_

**End of Semester Clearance Sheet**

<b>Student Name</b>	<b>ID#</b>	<b>Course Title</b>	<b>Section</b>
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**Cooperative Work Experience/Internship Instructor:** It will be necessary to receive clearance for the following items before the day your grades are due to the Admissions & Records office for any CWE course

PLEASE RETURN THIS FORM TO THE CWEE FACILITATOR ALONG WITH ALL NECESSARY DOCUMENTATION PRIOR TO THE END OF THE SEMESTER. ALL ITEMS MUST BE CLEARED PRIOR TO SUBMITTING YOUR GRADES INTO ACCESSRIO.

<b>ITEM</b>	<b>RESPONSIBLE DEPT./DIVISION</b>	<b>INITIALS</b>
1. Application Form	CWEE Facilitator	
2. Learning Objectives Agreement Form	CWEE Facilitator	
3. Summary Time Sheet	CWEE Facilitator	
4. Program Evaluation	CWEE Facilitator	
5. Student Evaluation	CWEE Facilitator	
6. Employer Evaluation	CWEE Facilitator	
7. Site Visit Evaluation	CWEE Facilitator	
8. Monthly Time Sheets	CWEE Facilitator	

I certify that I have reviewed the above items for completeness.

\_\_\_\_\_  
**Dean of Career and Technical Education**

\_\_\_\_\_  
**Date:**