Cooperative Work Experience
Susan L. Sweeney Coordinator
Office: EOPS/CalWORKs (L101) Main Campus
(408) 848-4813 Fax (408) 846-4934
www.Gavilan.edu/cwe
e-mail: ssweeney@gavilan.edu

Spring 2012

COURSE DESCRIPTION
The Cooperative Work Experience Service Learning program is designed to provide students with an opportunity to earn college credit while volunteering. This is a CREDIT/NO CREDIT course. Students can earn up to 2 units per semester for a total of 16 units. A training plan is developed cooperatively between the employer, college and student.

STUDENT LEARNING OUTCOME
The student will increase job skills in at least one of the following transferable skill sets: Communication, Research and Planning, Human Relations, Organization, Management, and Leadership, Work Survival. Measure: observation, oral or written report. ILO: 1, 2, 4, 6

CLASS PHILOSOPHY
Jobs are an integral part of a person’s educational experience and students are encouraged to work in jobs that directly relate to either their educational or occupational goals. Our Work Experience Program is based on the principle that significant and meaningful learning can be identified and achieved on a job if it is a planned experience.

COURSE REQUIREMENTS
This class does not have a designated meeting time. However, the program orientation meeting is mandatory. Individual meetings will take place when necessary. The requirements of the course must be completed fully to receive credit. Requirements not fulfilled will result in a grade of No Credit. The coordinator will be available to work with students individually as needed.

Orientation Attendance
Application          Due Immediately
Service Learning Plan  Due Immediately
Community Service Learning Agreement  Due Immediately
Learning Outcomes     Due Feb 29, 2012
Journal Topics (Given out at orientation)  Due 10th and 30th of each month
Signed Time Sheets    Turn in As Completed

LAST TIMESHEET DUE by May 24th

DETERMINATION OF CREDIT

UNPAID
60 hours per semester = 1 unit of credit
120 hours per semester = 2 unit of credit