

# **Work Experience Education Faculty Handbook**





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## WORK EXPERIENCE EDUCATION FACULTY EXPECTATIONS

Faculty members are expected to:

- Serve as a liaison among the college, students, and employers.
- Assist students in developing meaningful and measurable learning objectives.
- Have an *in-person* visit with the employer on the job at least once each semester and document that visit in writing.
- Address the questions for the employer during the on-site visit.
- Submit written evaluations of each student's progress each semester as prescribed in the faculty instructions.
- Meet with each student in person at least once per semester.
- Refer students to Transfer & Career Services for additional occupational information.
- Advise and/or refer students regarding their education, vocational, and other job related problems.
- Make referrals to proper persons when students have special counseling or other support service needs.
- Maintain relevant departmental and student records and reports.
- Promote the Work Experience Education Plan among administrators, faculty, students, employers, high school work experience instructors, guidance counselors, community organizations, and the public.
- Follow grading policies and submit grades to Admissions and Records in a timely fashion. Late submission of grades is grounds to not re-hire.



## WORK EXPERIENCE EDUCATION INSTRUCTOR

### Step-by-Step Instructions

- Negotiate your load or overload contract with the Dean of Workforce Development Division at least two months prior to the beginning of the term. Make sure that your end of the paperwork is completed with Human Resources and Workforce Development.
- Download and print a copy of the Student Handbook; read and understand what we expect of participating students.
- Prior to the start of the semester look in the Work Experience Education class notes section of the current student class schedule to see when the WEX Orientations are going to be held. If possible, please attend all of the orientations.
  
- The first day of class please stop by Transfer & Career Services and pick up your rosters and individual student files.
- Update and maintain these files throughout the semester, adding student materials, emails and letters and any other pertinent materials as they arrive.
- Make contact with the employer and student to set up a visitation at the workplace. ***This is an activity mandated in Title V and must be completed with each student.*** (Please keep track of your mileage on the Ohlone College mileage form available in the mailroom.)
- During the visitation it is your responsibility to review the learning objectives with the employer and student and make sure that everyone is in agreement to what has, or is, being written and submitted.
- Additionally, you must submit a written summary of this meeting. There is a form in this packet that can help you with this assignment.
- When you meet with the student, make sure he or she is aware that they will need to continue to make contact with you during the semester either by letter, phone or email to let you know how the work experience is going. The student should give you updates on progress being made on the learning objectives and any problems they may be encountering.
- Remind the student that time sheets are due on a monthly basis. The student should send them to you as the assigned faculty member. You will be responsible for keeping them in the students' folders.
- Students will need to turn in their *Written Self-Evaluation Report* by the fifteenth week of the semester (or the sixth week for Summer Semester). You will need to assign a grade to this project as well as the other assignments listed on the Grading Criteria sheet.
- Complete the Grade Sheet on each student and submit grades via Web Advisor.
- Please return student files and materials no later than one week past the last day of classes.

If you have any questions regarding these processes, please contact the Director of Transfer & Career Services, 659-7347, or room #1404.

## INSTRUCTOR CHECK-LIST FOR WORK EXPERIENCE SITE VISIT

In order to evaluate the student's experience on the job site, it is mandatory for the instructor to visit *in-person* with the student's supervisor. This meeting can be arranged at the job site, or at another agreed upon location. Ideally, the student, supervisor and instructor will meet together to review the learning objectives and progress to date. The advantage to visiting on the job site, is to see where the student is working and how they fit in to the business. Below are some guidelines in terms of questions you can ask.

### **Supervisor:**

- 1) Has the student performed to your level of expectation? If so, in what specific ways? If not, how have they not met your expectation.
- 2) What obstacles, if any, did the supervisor experience with the student's learning objectives?
- 3) Review, objective by objective, the student's learning objectives. What progress have they made to date? Does the supervisor think the student will complete these objectives by the end of the semester date?
- 4) Has the student shown up on a regular basis for their work assignment?
- 5) Has the student been prepared for work?
- 6) Have there been any problems the supervisor would like to report?
- 7) Are there any areas where the instructor can help intervene?

### **Student:**

- 1) How does the student feel about their reception to the company/business?
- 2) Has the supervisor been supportive in writing and completing the learning objectives?
- 3) Has the student been working toward completing the learning objectives?
- 4) Does the student feel that he/she is learning something new as a result of this work experience?
- 5) Would the student like to continue in the Work Experience program?

Comments:

**WORK EXPERIENCE EDUCATION  
GRADE SHEET**

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

The student's course grade is based on a total point value. Please complete the grading criteria worksheet below to determine total point value.

**Grading Scale:**

- 180 - 200 points = A
- 165 - 179 points = B
- 130 - 164 points = C
- 100 - 129 points = D
- 99 and below = F

**Units Earned:**

- 75 hours worked = 1 unit
- 150 hours worked = 2 units
- 225 hours worked = 3 units
- 300 hours worked = 4 units

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**Attended an in-person or on-line orientation to WEX:**

1) As evidenced by sign – in sheet = 15 points                      points earned \_\_\_\_

**Three contacts during the semester:**

- 1) Initial Meeting = 10 points                      points earned \_\_\_\_
- 2) Second contact letter/email = 5 points                      points earned \_\_\_\_
- 3) Third contact letter/email = 5 points                      points earned \_\_\_\_

**Learning Objectives**

- 1) Written and submitted by deadline = 10 points                      points earned \_\_\_\_
- 2) Each objective as assessed by supervisor
  - Rating Scale 1 = 0 points                      Learning Objective #1 points earned \_\_\_\_
  - Rating Scale 2 = 10 points                      Learning Objective #2 points earned \_\_\_\_
  - Rating Scale 3 = 15 points                      Learning Objective #3 points earned \_\_\_\_
  - Rating Scale 4 = 20 points
  - Rating Scale 5 = 25 points

**Self-Evaluation Report**

- 1) Typed and turned in on time = 5 points                      points earned \_\_\_\_
- 2) Covers the outlined questions = 25 points                      points earned \_\_\_\_

**Time Cards**

- 1) Time cards turned in by due dates = 20 points                      points earned \_\_\_\_

**Program Evaluation**

- 1) Program Evaluation completed and turned in by deadline = 10 points                      points earned \_\_\_\_

**Resume**

- 1) A professional looking, word processed resume = 20 points                      points earned \_\_\_\_

TOTAL POINTS EARNED BY STUDENT = \_\_\_\_  
LETTER GRADE EARNED BY STUDENT = \_\_\_\_  
UNITS EARNED BY STUDENT = \_\_\_\_