

Work Experience 270 - 272 Online Orientation Narrative

- Slide 1: Welcome to Work Experience. You are required to complete this orientation. The orientation gives an overview of the courses and describes the process of submitting your request for an ADD Code to the instructor of the class you want to enroll in.
- Slide 2: The syllabus is specific to each Work Experience 270 - 272 class. Each class has the same required online sexual assault and harassment training that must be completed at the beginning of the semester. After receiving an add code to enroll in the class, your instructor will make the syllabus available to you. It is your responsibility to review all contents of the syllabus. General information will be reviewed in this orientation, but specific assignments, due dates and program guidelines are found in each instructor's class syllabus.
- Slide 3: You must have a job or internship before requesting an ADD Code. Upon the completion of the orientation and submission of your quiz, Program Application and Employer Agreement, each Work Experience instructor will determine whether to send you an ADD Code based on the information you provided on the documents. Students may only enroll in one Work Experience class per semester. If you have questions or concerns you should direct them to the instructor.
- Slide 4: Some Work Experience classes have prerequisites. Make sure you have checked the Mesa College catalog to determine that you have met the prerequisites for the class you want to enroll in. Prerequisite information is also found for each course in the class schedule (printed or online). Work Experience offers 1, 2, 3 or 4 unit classes to fit student needs. If there were a need to repeat the class in order to remain in a non-paid internship, Work Experience classes may be repeated up to a maximum of 16 units.
- Slide 5: Instead of sitting in a classroom, students enrolled in Work Experience complete their class time at a work site. The requirements are as follows: In a paid position you must complete 75 hours per unit and in a non-paid position you must complete 60 hours per unit. A variety of units are available depending on the number of hours you plan to work or intern this semester. Once enrolled you must complete the required hours. There will not be any exception to this. Students who do not meet the requirement will not receive a passing grade for the class. No petitions for incomplete will be granted. If you have a concern meeting the hour requirement, discuss this with the instructor before enrolling in the class. The instructor can assist you in determining the number of units to consider enrolling in.
- Slide 6: It is important to report any changes in your employment immediately to your instructor. If your hours are reduced it may affect your ability to meet your unit/hour requirement. A change in employment such as, your position, your supervisor or being terminated may affect your success in your Work Experience class. Your instructor needs to be aware of your employment in order to assist you in the completion of the class. Work Experience allows a change in your jobs/internships **one time** during the semester.
- Slide 7: Each instructor develops the syllabus for their Work Experience 270 – 272 class. It is the student's responsibility to read the syllabus and become aware of the course timeline, all assignments and due dates. Make sure you understand how the assignment will be submitted since this course is not the typical classroom setting. At the first site visit your instructor will review the course responsibilities and this will give you further opportunity to ask questions so you fully understand what is expected of you.

Slide 8: The student is responsible to arrange and schedule the 1st site visit. You, your supervisor and instructor must all be present. At this meeting the Training Agreement is finalized and the document will be signed and dated by the three individuals present. Reviewing how work hours are recorded and the completion of evaluation forms will be discussed. A discussion of course responsibilities, assignments, and due dates will take place as well. The second visit will be scheduled by your instructor and will take place on the Mesa campus. The instructor will communicate with the student toward the end of the semester on all required procedures to complete the course.

Slide 9: Each instructor determines the grading procedures and grading scale for their Work Experience class. It is imperative that you have read the course syllabus and fully understand all your requirements and responsibilities. Communicating with your instructor by email and/or phone will better insure your success in the class. Each semester there are important dates set by the college to be aware of and remember. Your instructor will be available to assist you with those important dates. You can also find these dates in the syllabus.

Slide10: In preparation for your 1st site visit with your instructor you will want to meet with your supervisor to explain the course requirements. This is the appropriate time to give the letter from the Dean to your supervisor. This letter is given to you by your instructor once you are enrolled in the class. Discuss your draft SMART Learning Objectives and revise them based on your discussion. Discuss 2 or 3 possible dates and times to schedule the site visit. This visit should take place within the first two to three weeks of the semester. It is your responsibility to be aware of your role in scheduling the first site visit. The site visit takes place with you, your supervisor and instructor all being present.

Slide11: As reviewed earlier you will need to complete 75 hours per unit in a paid position and 60 hours per unit in a non-paid position. You are responsible by the end of the semester to complete a Record of Work/Intern Hours spreadsheet. Your supervisor will verify your hours worked by signing and dating the document which will be submitted to your instructor at the second visit. This document is required to complete the course.

Slide12: Student Learning Outcomes vary with each specific Work Experience 270 class, but in the Work Experience 272 classes the Student Learning Outcomes are the same. The instructor's syllabus will address the specific Student Learning Outcomes for his or her class. By taking and completing a Work Experience course you will be able to apply SMART characteristics in developing job related learning objectives as well as assessing the extent of achieving them. You will also be able to identify specific factors that affected your level of achievement.

Slide13: The Training Agreement is emailed to you by your instructor once you have enrolled. This document is the official agreement between you, your company and Mesa College. The Training Agreement will be discussed and approved at the first site visit then signed and dated by you, your supervisor and instructor. At the second visit with the instructor, the student will bring the completed Training Agreement with signatures and dates to be reviewed by the instructor. The Training Agreement is required to complete the course.

Slide14: Now it is time to work on the most important element of the program, your learning objectives. You will write 3 SMART learning objectives related to the specific Work Experience class you are enrolled in. They are reviewed and revised with your site supervisor and instructor and then written on the Training Agreement prior to the site visit. All final revisions take place at the 1st site visit before signing and dating the Training Agreement by you, your supervisor and instructor. At the end of the semester, the supervisor and student assess to what extent the three learning objectives have been achieved and then the Training Agreement is signed and dated.

Slide15: You will be writing learning objectives that are specific to your Work Experience 270 – 272 classes, your position and your goals. When writing SMART objectives they must be Specific, Measureable, Achievable, Relevant and Time-based. Your instructor will provide resources for you to write SMART learning objectives. A short three minute YouTube video that illustrates the basic understanding of writing a SMART learning objective is available for your viewing. Both the Mesa Work Experience Website and Work Experience Student Handbook provide a more in-depth understanding of how to write learning objectives along with examples that will be helpful.

Slide16: How do you receive an ADD Code for the Work Experience class that you want to enroll in. First, make sure that you have Adobe Acrobat Reader 8.0 and above downloaded on the electronic device you will be using to complete all the Work Experience forms. All forms are in savable pdf format. After viewing this online orientation and completing the Orientation Quiz with CRN Request, then proceed to complete the Program Application followed by the Employer Agreement. Before submitting the three documents, go to the online class schedule for the 270 - 272 course you want to enroll in for more important information.

Slide17: To assess your understanding of this orientation and your course requirements, please take the short quiz. You must submit this quiz which includes your CRN request for an ADD Code to the appropriate instructor. The online class schedule identifies the instructor for each course. Click on course “details” and read the “comments section” to find the instructor’s email address and other important instructions such as whether your instructor is requesting that you also attend an in-person classroom orientation. The student should contact the instructor for assistance if needed.

Slide18: You must also complete the Work Experience Program Application. It is important that you are thorough in completing the document. Please make sure the information given is accurate. The student will sign and date the Program Application at the first in-person meeting with the instructor.

Slide19: The Employer Agreement may be filled out using Adobe Acrobat Reader by the student or the employer. In either case, it needs to be printed out so the employer can sign and date the agreement. The student then scans and saves the document so it can be attached to an email. The original document will be given to the instructor at the first in-person meeting. Once the Orientation Quiz, Program Application and Employer Agreement are submitted, the instructor will review your materials to make sure you meet the requested course requirements and then the instructor will email you an ADD Code. Once you receive and process the ADD Code, you need to notify your instructor so he or she can email you the course syllabus, the Training Agreement and a copy of the letter from the Dean. Your instructor may also request that you attend an in-person classroom orientation. This information can be found using the online course schedule and clicking on “details” and then reading the “comments section” for the course you want to enroll in.

Slide20: In summary, the enrollment procedures are as follows: view the Online Orientation and the YouTube video; take the Orientation Quiz which includes your request for a specific CRN; complete the Work Experience Program Application and the Employer Agreement; then submit by emailing the three documents to the appropriate Work Experience instructor. Remember to use the online course schedule to find the instructor’s email and other important information. Upon approval of your Quiz, Program Application and the scanned Employer Agreement, the instructor will email you an ADD Code. Process the ADD Code as soon as possible and then email your instructor confirming your enrollment and the date of the in-person classroom orientation you will be attending if requested by your instructor. The Work Experience webpage has all of the information and resources you will need for the course. If you have any questions, please contact the faculty member teaching the class. Congratulations on enrolling in Work Experience.