



OCCUPATIONAL
WORK EXPERIENCE
Program

Spring 2023

Student Handbook
Program Information and Assignments

San Joaquin Delta College
5151 Pacific Avenue
Stockton, California 95207-6370
Applied Science, Business and Technology Division
Holt Building, Room 140
Phone: (209) 954-5230

Please print single-sided; forms have varying deadlines!



OCCUPATIONAL WORK EXPERIENCE PROGRAM

Fields of Interest and Required Job Hours

The Occupational Work Experience (OWE) program is designed to help students earn college credit while working as a **Paid** or **Non-Paid/Volunteer** employee. As a participant in this program, a student may earn from 1-4 units of general college credit per participating semester up to a maximum of 16 units for the program. The goal is to help students develop marketable skills, abilities, attitudes, and work habits.

The following Fields of Interest are available for OWE pending instructor availability.

<p>Administration of Justice</p> <ul style="list-style-type: none"> ➤ Administration of Justice ➤ Correctional Science <p>Agricultural Business</p> <p>Animal Husbandry Sciences</p> <p>Auto Body Technology</p> <p>Auto Mechanics</p> <p>Business Administration</p> <ul style="list-style-type: none"> ➤ Accounting ➤ Advertising ➤ Banking ➤ Business Information Mgmt ➤ Customer Service ➤ Logistics & Transportation ➤ Marketing ➤ Merchandising ➤ Real Estate ➤ Retail Management <p>Pathway to Law</p>	<p>Child Development</p> <ul style="list-style-type: none"> ➤ Early Childhood Education ➤ Elementary ➤ Preschool <p>Computer Science</p> <ul style="list-style-type: none"> ➤ Computer Networking ➤ Database Design ➤ Programming ➤ Website Development <p>Culinary Arts</p> <ul style="list-style-type: none"> ➤ Baking ➤ Culinary ➤ Customer Service ➤ Food Production ➤ Management & Operations <p>Diesel Mechanics</p> <p>Electronics</p> <p>Graphic Arts Digital Media</p>	<p>Health Sciences</p> <ul style="list-style-type: none"> ➤ Dentistry ➤ Hospitals ➤ Nutrition ➤ Pharmaceutical Sciences ➤ Public Health <p>History & Political Science</p> <p>Horticulture</p> <ul style="list-style-type: none"> ➤ Greenhouse ➤ Landscaping ➤ Nursery <p>Machine Tool Technology</p> <p>Physical Education Theory</p> <p>Radio / Television / Mass Communications</p> <ul style="list-style-type: none"> ➤ Audio/Video Production ➤ Broadcasting ➤ Journalism
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In order to qualify for the OWE program, a student **MUST BE EMPLOYED** in a job **prior** to submitting the Application. The student must enroll in one course at San Joaquin Delta College in a discipline **related** to his/her employment, which may be taken concurrently or may have been taken in the semester immediately prior. The number of units that can be requested on the application is determined as shown below. PAID employment requires 75 hours per unit; UNPAID/VOLUNTEER employment requires 60 hours per unit.

The student may not earn OWE units under both PAID AND UNPAID/VOLUNTEER categories simultaneously.

Paid Employment Status	Unpaid/Volunteer Employment Status
75 hours completed on the job = 1 unit	60 hours completed on the job = 1 unit
150 hours completed on the job = 2 units	120 hours completed on the job = 2 units
225 hours completed on the job = 3 units	180 hours completed on the job = 3 units
300 hours completed on the job = 4 units	240 hours completed on the job = 4 units



OCCUPATIONAL WORK EXPERIENCE PROGRAM

Assignment Forms and Criteria

Listed below are the required documents and assignments for this program:

OWE DOCUMENT DUE DATES

DUE DATES

- | | | |
|----------------------------------|-----|--------------|
| • OWE APPLICATION PACKET | Fri | Jan 27, 2023 |
| • OWE STUDENT HANDBOOK | | |
| ○ Student Learning Objectives | Fri | Feb 10, 2023 |
| ○ Learning Objective - Report #1 | Fri | Mar 10, 2023 |
| ○ Learning Objective - Report #2 | Fri | Apr 7, 2023 |
| ○ Learning Objective - Report #3 | Fri | May 5, 2023 |
| ○ Employer Evaluation | Fri | May 12, 2023 |

CRITERIA

In order to receive a **PASS** for this program, the following criteria must be met:

- **Complete and submit** the Application in its entirety
- **Complete and submit** all Handbook assignments
- **Submit** the Employer Evaluation (completed by employer, not student)
- **Complete the required on-the-job hours** for the number of units requested
- **Retain copies** of your assignments until your grade is posted

All of your OWE documents are to be submitted on-time and with the appropriate signatures to the Applied Science, Business and Technology Division office (Holt 140).

For any questions regarding Occupational Work Experience or for help completing your forms, please feel free to contact the ASBT Division office.

Occupational Work Experience Office

San Joaquin Delta College

Applied Science, Business & Technology (ASBT)

Holt 140

Office Hours: Mon - Fri 8:00am - 5:00pm

5151 Pacific Avenue

Stockton, CA 95207- 6370

Phone: (209) 954-5230

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OCCUPATIONAL WORK EXPERIENCE PROGRAM

Student Learning Objectives (SLO)

SLO Requirements

Student Learning Objectives are goals that the student develops with his/her work supervisor. They provide measurable results when achieved and are intended to enhance the student's physical and/or analytical job skills.

These learning outcomes are to be accomplished by the student in the course of the semester.

Therefore, determine which job skills you want to improve and use an action verb to indicate how you will accomplish this.

- Student is required to write a minimum of four (4) SLOs
- SLOs should reflect improvement in job skills/knowledge or job performance
- All reports **must be approved and signed** by the student's work supervisor

SLO Format

For **one** SLO, ask yourself each of the following questions, and put your answers in one sentence:

- **What** job skill do I specifically want to improve during the Work Experience program?
 - **Example response:** *I would like to increase my typing speed to 50 words per minute.*
- **How** do I intend to accomplish this objective?
 - **Example response:** *By doing drills and practice exercises one hour per day.*
- **How** will I measure my progress?
 - **Example response:** *By analyzing my speed with a timed typing test each week.*

Compile your three responses into one sentence as shown in the example below. This is ONE (1) SLO:

I will increase my typing speed to 50 words per minute by spending an hour a day on typing drills and practice exercises and track my progress with weekly timed typing tests.



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Student Learning Objectives

Return to ASBT, HOLT 140 by
Submission Deadline: Fri, Feb 10, 2023

Student Name: _____

I understand that the Student Learning Objectives must be **measurable** and that my OWE instructor and my OWE work supervisor must verify that these are acceptable objectives relating to my job.

A minimum of four (4) objectives are required. If you would like to submit more than four objectives, please attach an additional sheet to this paper.

Each Objective must provide the following information:

- **What** do you want to achieve?
- **How** do you intend to accomplish this objective?
- **How** will you measure your progress?
- **When** will you complete this objective?

Student Learning Objective # 1:

Student Learning Objective # 2:

Student Learning Objective # 3:

Student Learning Objective # 4:

Student Signature

Date

Supervisor Signature

Date



OCCUPATIONAL WORK EXPERIENCE PROGRAM

Learning Objective - Report #3

**Return to ASBT, HOLT 140 by
Submission Deadline: Fri, May 5, 2023**

Student Name: _____ Delta ID#: _____

Company: _____ Supervisor: _____

1. Review your student learning objectives and describe your accomplishments. If you were unable to meet one of the objectives, describe the status and what circumstance prevented you from reaching your objective.

2. Describe what you feel is the most important knowledge you have gained during your Work Experience this semester.

3. List some new learning objectives you have set for yourself as a result of your experiences this semester.

Supervisor Signature

Date



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Employer Evaluation

**Return to ASBT, HOLT 140 by
Submission Deadline: Fri, May 12, 2023**

Student Name: _____

The completed and signed Employer Evaluation form must be submitted by the deadline shown above to the ASBT division office* in order for the student to receive credit for the Occupational Work Experience Program.

*San Joaquin Delta College, ASBT Division Office, 5151 Pacific Ave, Stockton, CA 95207, (209) 954-5230

Attendance Record: In the box below, record the **TOTAL NUMBER OF WORK HOURS** the student/employee completed during the **Summer Semester**.

Evaluation of Student's Work: Please check the appropriate column

Characteristics	Outstanding	Above Average	Average	Below Average
Interest in Work				
Application				
Ability to Learn				
Working with Others				
Quality of Work				
Output of Work				
Reliability				
Initiative				
Profit from Criticism				
Conduct				
Personal Appearance				

Supervisor Comments

Supervisor Signature

Print Name

Date

Supervisor Position

Organization