



OCCUPATIONAL
WORK EXPERIENCE
Program

Summer 2021

OWE Student Reports
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

OWE 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 ➤ Customer Service ➤ Logistics & Transportation ➤ Marketing ➤ Merchandising ➤ Pathway to Law ➤ Real Estate ➤ Retail Management <p>Business Information Mgmt</p>	<p>Child Development</p> <ul style="list-style-type: none"> ➤ Child Care Development ➤ 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. The **OWE Application** and the **Student Handbook** contain all required forms and can be found on Delta's Occupational Work Experience web page at: <https://www.deltacollege.edu/org/intern/index.html>.

OWE Document Due Dates

	<u>OPTION 1</u> 12-weeks classes May 24 – Aug 13	<u>OPTION 2</u> 8-week classes Jun 21 – Aug 13
OWE APPLICATION PACKET		
• Agreement, Application, Employer Verification	Jun 2	Jun 25
OWE STUDENT REPORTS		
• Student Learning Objectives	Jun 11	Jul 2
• Learning Objective - Report #1	Jul 2	Jul 16
• Learning Objective - Report #2	Jul 23	Jul 30
• Learning Objective - Report #3	Aug 13	Aug 13
• Employer Evaluation	Aug 13	Aug 13

Criteria

- The Application and Student Handbook assignment forms must be completed in their entirety and submitted with student and supervisor signatures as indicated on each form to the ASBT division office (address below) by the deadlines indicated on each assignment.
- **Failure to meet the minimum number of on-the-job hours required** for the number of units requested for the semester will result in a **NO PASS** grade.
- Failure by the Employer/Supervisor to submit the completed and final **Employer Evaluation** form by the end of the semester will result in a **NO PASS** grade.
- Termination of employment without re-employment in another job related to the specific OWE field originally chosen will result in a **NO PASS** grade as well as make the student ineligible to participate in the program for the remainder of the semester. The student must notify the ASBT division office within two weeks of such termination.

Copies of all assignments should be retained by the student. For any questions regarding Occupational Work Experience, please feel free to call the ASBT division office or come by during office hours: M-F 8:00am - 5:00pm.

San Joaquin Delta College

Applied Science, Business & Technology (ASBT) Holt 140
Occupational Work Experience Office
 5151 Pacific Avenue
 Stockton, Ca 95207- 6370
 Phone: (209) 954-5230



OCCUPATIONAL WORK EXPERIENCE PROGRAM

Student Learning Objectives

A learning objective is a measurable goal that the student and the student's work supervisor establish together to be accomplished by the student through the Occupational Work Experience program.

These learning objectives will enhance and strengthen employee / supervisor communication by giving the student along with the supervisor, the opportunity to share ideas related to career goals. These objectives can also show the employer the student's willingness to take on more responsibility.

Learning Objective Requirements

- The student is required to write a minimum of **four (4)** Learning Objectives using the format below.
- The Learning Objectives should **reflect improvement** for the student's job skills or job performance.
- The Learning Objectives and the Learning Objective Reports #1, #2, and #3 **must be approved and signed** by the student's on-the-job supervisor and submitted to the ASBT division office by the submission deadline.

Learning Objective Example

- **What** do you want to achieve during Work Experience?
 - *Example response: I will learn to type 40 words per minute.*
- **How** do you intend to accomplish this objective?
 - *Example response: I will accomplish this by spending an hour a day on drills and practice exercises.*
- **How** will you measure your progress?
 - *Example response: I will track my progress by using a timed typing test each week.*
- **When** will you complete this objective?
 - *Example response: I will accomplish my objective by the end of the semester.*

Compile your responses into one sentence. Therefore, the final format for **ONE (1)** learning objective would read like this:

- *I will learn to type 40 words per minute by spending an hour a day on typing drills and practice exercises and track my progress documenting scores from timed typing tests. I will complete my objective by the end of the semester.*



OCCUPATIONAL WORK EXPERIENCE PROGRAM

Student Learning Objectives

Return to ASBT, HOLT 140 by
Submission Deadline:

Opt 1: June 11

Opt 2: July 2

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 #1

Return to ASBT, HOLT 140 by

Submission Deadline:

Opt 1: July 2

Opt 2: July 16

Student Name: _____ Delta ID#: _____

Company: _____ Supervisor: _____

1. Describe the activities or tasks you have done towards accomplishing the learning objectives you set for yourself for this semester.

2. Indicate any problems you have encountered that have prevented you from accomplishing your student learning objective by your timeline.

3. Describe your major accomplishment on the job.

4. Describe or list the types of activities or tasks you have been performing.

Supervisor Signature

Date



OCCUPATIONAL WORK EXPERIENCE PROGRAM

Learning Objective - Report #2

Return to ASBT, HOLT 140 by

Submission Deadline:

Opt 1: July 23

Opt 2: July 30

Student Name: _____ Delta ID#: _____

Company: _____ Supervisor: _____

1. Describe the activities or tasks you have done towards accomplishing the learning objectives you set for yourself for this semester.

2. Indicate any problems you have encountered that have prevented you from accomplishing your student learning objective by your timeline.

3. Describe your major accomplishment on the job.

4. Describe or list the types of activities or tasks you have been performing.

Supervisor Signature

Date



OCCUPATIONAL WORK EXPERIENCE PROGRAM

Learning Objective - Report #3

Return to ASBT, HOLT 140 by

Submission Deadline:

Opt 1: August 13

Opt 2: August 13

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



OCCUPATIONAL WORK EXPERIENCE PROGRAM

Employer Evaluation

**Return to ASBT, HOLT 140 by
Submission Deadline:**

Opt 1: August 13

Opt 2: August 13

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