



OCCUPATIONAL
WORK EXPERIENCE
Program

SPRING 2019

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

**** DO NOT PRINT DOUBLE-SIDED ****



OCCUPATIONAL WORK EXPERIENCE PROGRAM

Fields of Interest and Required Job Hours

In order to qualify for the Occupational Work Experience (OWE) program, students must be employed in a job, either as a paid or unpaid employee. Students must enroll in one course in a discipline **related** to their work experience. This course may be taken concurrently or may have been taken in the semester immediately prior.

The following areas are available 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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Students may earn from 1 – 4 units of general college credit during this program. The number of units requested from the program is dependent upon the number of on-the-job hours completed during the participating semester. If the student does not meet the minimum required on-the-job hours for the units requested, the student will receive non-credit for the units requested on the OWE application.

The student must also declare that his/her employment is **PAID** or **UNPAID/VOLUNTEER** and may not earn OWE units under both 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 for this program. Each document must be completed in its entirety, signed by the appropriate parties, and submitted by the indicated deadline. The OWE Application and the Student Handbook (containing all required forms) can be found on Delta's Occupational Work Experience web page at: <https://www.deltacollege.edu/org/intern/index.html>.

Student Handbook Assignment Forms

Due Dates

- | | | |
|----------------------------------|-----|--------------|
| • Student Learning Objectives | Fri | Feb 8, 2019 |
| • Learning Objective - Report #1 | Fri | Mar 1, 2019 |
| • Learning Objective - Report #2 | Fri | Apr 5, 2019 |
| • Learning Objective - Report #3 | Fri | May 3, 2019 |
| • Employer Evaluation | Fri | May 10, 2019 |

Criteria

- The OWE Application and Student Handbook Assignment forms must be completed in their entirety, signed, 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 non-credit.
- Failure by the Employer/Supervisor to submit the completed Employer Evaluation form by the end of the semester will result in non-credit.
- Termination of employment without re-employment in another job related to the specific OWE field originally chosen will result in non-credit 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 following the format given below.
- The Learning Objectives should reflect improvement of the student's job skills and / or performance on the job site.
- The Student 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 deadlines.

Learning Objective Format

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

Therefore, the final format of one 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.



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Student Learning Objectives

Return to ASBT, HOLT 140 by
Submission Deadline: **Friday, February 8, 2019**

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 the completion of the objective be evaluated?
- **When** are you going to 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: **Friday, March 1, 2019**

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



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Learning Objective - Report #2

Return to ASBT, HOLT 140 by
Submission Deadline: **Friday, April 5, 2019**

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



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Learning Objective - Report #3

Return to ASBT, HOLT 140 by
Submission Deadline: **Friday, May 3, 2019**

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: Friday, May 10, 2019**

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

Attendance Record: In the box below, record the **TOTAL NUMBER OF WORK HOURS** the student/employee completed during the period of **1/14/18 through 5/22/18.**

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