

**Mt. San Antonio Collge**

# **CTE Job Developer Reference Guide**

**Work Experience, Faculty, Industry, Foundation**

**Rachael Brown (SPC)**



**'15**

# CTE Job Developer Reference Guide

## Table of Contents

---

### Introduction - 2

### Work Experience - 4- 12

- What Is It & Title V
- Difference between Work Experience & Internships
- Unit to Hours Chart
- Forms
- Timeline – Office of Instruction & Calendar of WE check points
- Student Eligibility & Qualifications
- Student Selection
- Incorporating Employer Requirements/Protocols
- Orientation & Binders
- Tracking semester progress

### Employer Relations - 14

- Multiple options for partnership
- Red flags
- Donations
- Visits

### Faculty Relations - 16

- Activities
- Services
- Expectations – “The Grid”

### Foundation - 17

### Getting Started - 19

- Preliminary meetings
- Reading
- Job Developer reports
- Training
- Access

## Introduction

The purpose of this guide is to provide a framework for the many functions of the Job Developer. The Job Developer is a representative of the college, bridge to the employer, advocate of the student and an extension of the foundation.

The Job Developer's main responsibilities are to:

- Improve tracking and feedback mechanisms
- Increase publicity for work experience and employment success stories
- Increase industry partnership
- Re-energize work-based and experiential learning campus wide
- Increase equipment and monetary donations

This guide will provide tools to accomplish the above functions.

# WORK EXPERIENCE

## **Work Experience - What Is It & Title V**

### What Is Work Experience?

Work Experience is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skill development in a professional setting.

Work Experience gives students the opportunity to gain valuable experience and make connections in professional fields they are considering for career paths.

Work Experience students are supervised by professionals in the field who function as a co-educator with college staff and faculty to insure that academically related learning is taking place.

### What Is an Internship?

Although similar in nature to Work Experience, Internships are often paid and are open to all students regardless of their major or unit completion. The company's focus is the job functions and requirements, not the student's declared major. Internships may or may not offer college credit. Lastly, internships contractual agreement with the college is optional. This is because most companies classify Interns as "temporary employees" to avoid breaking any Federal Fair Labor Standard Act (FLSA) requirements.

Internships can be unpaid, but must meet the following 6 criteria under the FLSA determined by the U.S. Department of Labor:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and intern understand that the intern is not entitled to wages for the time spent in the internship.

## **Difference between Work Experience and Internships**

### **Difference #1 – TITLE V Occupational Learning**

Work Experience is occupational learning set by California law Title V which meets all six criteria set by the US Department of Labor for UNPAID INTERNSHIPS. Title V allows for legal unpaid hours. It also makes provision for paid hours.

The US Department of Labor states:

In general, the more an internship program is structured around a classroom or academic experience as opposed to the employer's actual operations, the more likely the internship will be viewed as an extension of the individual's educational experience (this often occurs where a college or university exercises oversight over the internship program and provides education credit.).

California law Title V specifically outlines the requirements for and governs the operational use of Work Experience through the community college system. Community Colleges must abide by Title V. Title V allows for the classroom to expand to the professional industry for experiential learning.

**Difference # 2** – Work Experience requires the student to be in academic program related to professional field the student intends to gain experiential learning in. Student must also have completed 1/3 of units required for declared major or enrolled in or completed SAMC course.

**Difference #3** – The College is required to provide Worker Compensation Insurance for the student

**Difference #4** – Work Experience offers protection for the Employer and Student by requiring Learning Contracts between Student, College, and Employer.

**Difference #5** – Students are required to enroll into a Work Experience course and receive credit upon successful completion

## Title V

As stated above, Title V is a California law which governs community colleges and occupational learning. The state chancellor's office has determined the requirements, restrictions and the reporting process for Work Experience.

Under Title V there are 2 classifications of Work Experience:

1. General Work Experience (currently not offered by Mt. SAC)
  - a. Open to all students. Targeted student population first semester
2. Occupational Work Experience
  - a. Open to students who are "clearly occupational" in their focus of study

Companies have no obligation to hire the Work Experience student.

## Enrollment

Under Title V, enrollment into a work experience course can be unrestricted. It is up to the faculty, college staff and office of instruction to determine restrictions, if any.

- Work Experience can be offered in half and whole unit increments.
- Work Experience must be performed and completed during the scheduled term
- Block and restrict WE course registration

## Repeatability

- Students may repeat Work Experience up to 4 times or 16 units, whichever comes first.
- Students can select to return to the same Work Experience Site or choose a new location.
- Students must submit Petition for Exceptional Action to Dean Bradshaw (Dean of Admissions). Example is included.

## Supervision

- Student must have a Work Experience supervisor at the Work Experience site. Full time classified staff can direct or supervisor WE student.
- The professor of the WE course cannot also be the WE supervisor on record.

## Paid Work Experience

Work Experience can be paid or non-paid hours. All documentation for Paid Work Experience remains the same as non-paid Work Experience with the exception of:

1. Workers' Comp is covered and provided by the Employer
2. Number of hours per unit increases

## **Hours to Units Charts**

The charts below list the unit to hours requirement for both Paid and Non-Paid Work Experience within a 16 week semester. Hours per week will need to be re-calculated for Intercessions.

### **Hours To Units Chart – Unpaid (16 week semester)\***

<b>Number of Units</b>	<b>Required Hours</b>	<b>Hours per Week</b>
<b>1</b>	<b>60</b>	<b>4</b>
<b>2</b>	<b>120</b>	<b>8</b>
<b>3</b>	<b>180</b>	<b>12</b>
<b>4</b>	<b>240</b>	<b>16</b>

**\*60 hours per 1 unit is required for Non-paid Work Experience**

### **Hours To Units Chart – Paid (16 week semester)\***

<b>Number of Units</b>	<b>Required Hours</b>	<b>Hours per Week (actual hours)</b>
<b>1</b>	<b>75</b>	<b>4.75 (4.69)</b>
<b>2</b>	<b>150</b>	<b>9.5 (9.38)</b>
<b>3</b>	<b>225</b>	<b>14.25 (14.06)</b>
<b>4</b>	<b>300</b>	<b>19 (18.75)</b>

**\*75 hours per 1 unit is required for Paid Work Experience**



## **Forms**

There are a total of 8 forms associated with Work Experience. 6 out of the 8 are required by Title V and are submitted to the Office of Instruction.

1. General Information
2. Non Paid WE Program Waiver
3. Learning Contract
4. Site Visit and Employer Student Contact Report (Mid-Evaluation)
5. Work and Hours Report (Final Evaluation)
6. Payroll Report
7. Time Sheet (optional)
8. Student Evaluation of WE Program (optional)

Examples of each form are included. Current writable PDF forms are available on the Office of Instruction webpage, under the Work Experience link.

### **Learning Contracts**

Learning contracts list the learning objectives for the student and are agreed upon by the professor, dean, supervisor and student.

Learning objectives should be selected from a pre-determined list specific to the industry. Professor and job developer create the list. WE site selects 1 – 5 learning objectives from the list.

Objectives must be quantifiable and/or measureable.

### **Site Visit and Employer Student Contact Report**

College staff must visit the WE site in person if the WE site is:

- Within a 15 mile radius
- A new partner

In person visits are not required for locations more than 15 miles away from the college or for returning WE partner with a good student review.

Other alternatives to in-person visits are:

- Email
- Phone
- Skype/Video Conference
- On campus office visit

## Work and Hours Report

Final assessment and evaluation of student's progress with verified completed hours.

Job Developer copies learning objectives from the signed learning contract and inserts to Work and Hours Report.

WE Supervisor completes the form (with Learning Objectives preloaded on form) and grades student on a 1-5 scale. Supervisors who rate a student a 1 or 2 must provide a written explanation for a low evaluation score.

Work and Hours Report must have "wet signatures".

Results of report are shared by the job developer with student in person.

## **Timeline – Office of Instruction & Calendar of WE Check Points**

### Office of Instruction

Due at the end of the second week of the term, but no later than the fourth week. (Submit to the Office of Instruction):

1. General Information
2. Non Paid WE Program Waiver
3. Learning Contract

Due the Tuesday following the last day of the term (Submit to the Office of Instruction):

1. Site Visit and Employer Student Contacts Report
2. Work and Hours Report
3. Payroll Report

### Calendar of WE Check Points

- 6 – 4 weeks prior to term – Student Selection & Interviews
- 6 – 4 weeks prior to term – Restrict and block WE course registration
- 1 week prior to term – Orientation
- Week 1 of term – Check in call to employer
- Week 4 & 5 – Schedule Mid check point appointment
- Week 8 & 9 – Conduct Site Visit Student Report (Mid check point)
- Week 13 – Schedule Work & Hours Report Review with Student ( Final Evaluation)
- Week 13 – Send Instructions and blank Work & Hours Report Review to WE Supervisor
- Week 15 & 16 – Conduct Work & Hours Report (Final Evaluation) with Student. Have Student complete evaluation of WE program.
- Week 16 – Complete Payroll Report

## **Student Eligibility & Qualifications**

Eligible students must have:

1. Good academic standing
2. 1/3 of required units for declared major/program completed; Or currently enrolled or completed a SAM C course. A SAMC course is a “clearly occupational” course. Check Web CMS to determine if a class is SAMC.
3. Able to dedicate a specific hour amount every week and keep a weekly schedule with WE supervisor

Qualified students must:

1. Meet the WE site requirements (i.e. computer skills, clean driving record, etc.)
2. Meet deadlines for selection process (selection process determined by professor and job developer)

## **Student Selection Process**

Selection process is ultimately determined by the WE professor and job developer. However the following steps are strongly recommended.

1. Have student complete an WE Interest Card
2. Have student submit resume
3. Devise a point system and assign point/rank to student (GPA, Units completed, Resume, etc.)
4. Interview each student
5. Create a wait list, if necessary

## **Recruitment**

Student recruitment for Work Experience takes place the semester prior to the Work Experience course. For example, recruitment for Spring Work Experience happens during the Fall semester.

Industry recruitment is on-going. Industry partners are encouraged to first participate in a main semester (Fall or Spring) before committing to short intercession. However, this may not be ideal for some industries, such as HVAC, where the demand for assistance is highest in the summer. Job Developer and faculty member determine when an exception needs to be made.

## **Incorporating Employer Requirements/Protocols**

Time lines and student requirements may need to be adjusted to accommodate the WE Site. However, WE Site accommodations still need to fit within Title V requirements and the Office of Instruction deadlines.

Have the WE site complete an Employer Request for Work Experience Student Form to determine specific requirements, skills, and needs.

## **Student Orientation & Binders**

Purpose of the Orientation is to familiarize the student with all required forms, expectations of the program, soft skills, and work etiquette. Orientation is also the last step before registering students into the WE course.

- Orientation happens one to two weeks prior to start of the term
- Students selected and on wait list participate in Orientation
- General Information and Waiver are completed at Orientation and left with the Job Developer
- Learning Contracts are signed by the professor and student at Orientation. Learning Contracts are not collected at Orientation. Student keeps Learning Contract and obtains the WE Supervisor's signature their first day at the WE site. Job Developer collects Learning Contract with student, professor and supervisors signatures first week of term and obtains Dean's signature before submitting Learning Contract to Office of Instruction.
- Returning students receive a completed Petition for Exceptional Action. Petition is submitted to Admissions by student.
- Upon completion of Orientation, enter override code for each student registering for WE course in Banner.

Binders are given to students at orientation. Binders are returned to job developer at the completion of the course.

Binders contain:

- All WE forms
- Timesheets
- Work etiquette information
- Calendar of events and deadlines
- Specific industry vocabulary and vernacular
- Daily Journal
- Required assignments by professor
- Professor, job developer, and supervisor contact information
- Additional information can be added as needed

## **Tracking Work Experience Semester Progress**

Work Experience is a Pass /No Pass course. To receive a passing grade, students must meet the minimum hour requirement for the units enrolled. There is no penalty for student completing more than the required hour amount.

If professor requires assignments in addition to the required hours, assignments can help determine if the student is eligible to return to the program, but cannot determine if student passes the Pass/No Pass course.

What to track:

- Student Hours
- Copies of all WE forms submitted to Office of Instruction with date of submittal
- Additional assignments
- Notes – WE site, job developer
- Number of students interested in program
- Number of students interviewed
- Number of students placed
- Number of students successfully complete
- Number of Industry partners

How to track:

- Excel spread sheet
- Individual student files with copies of all completed forms
- Database
- Job Developer Objective reports

# **EMPLOYER / INDUSTRY RELATIONS**

## **Employer & Industry Relations**

Our goal is to make partnership as simple as possible.

### **Multiple Options for Partnership**

In building positive relationships with Industry partners, offer multiple avenues for partnership. Goal is to keep the Company engaged with the college.

Possibilities are:

- Job Postings & Resume Submittal
- Classroom Visits
- Lunch and Learns
- Career Panels & Fairs
- Work Experience Site
- Advisory Member
- Speed Interviews

### **Red Flags**

Pass on the opportunity to partner with the Company, if:

- Students who are interested cannot perform tasks/projects required by the Company
- Company decides to partner later than the first two weeks of the semester
- Company is experiencing management change or restructuring
- Company does not have a local office location
- Company is a “home” based business

### **Donations**

All Donations must be directed to the Foundation. Donations include any monetary gift, scholarship, grant, and equipment.

### **Visits**

Off-campus and on-campus Company visits are dual purposed:

- Informational - learn more about a specific Industry and/or company
- Courting – how and where can the college partner with the company

Industry specific conventions and affiliation training is important to stay current with trends, laws, industry needs and technology. Identify what affiliations and trainings are necessary to attend with Dean and Faculty.

Recommended memberships – California Placement Association (CPA) & California Internship & Work Experience Association (CIWEA)

# Faculty Relations / Foundation



## **Faculty Relations**

Job Developers participate in various activities to stay connected with faculty and to extend the reach of the job developer into the classroom.

### Faculty Activities

- Department meetings
- Advisory meetings
- One on One meetings with Department Chairs

### Services Offered to Faculty

- In class resume workshops
- Mock Interviews
- Website development
- Message boards
- Schedule employer visits
- Social media presence and content
- Assistance with WE forms and documentation
- Student listservs
- Job announcements
- Student Success stories

### Expectations of Faculty and Deans – Reporting progress/projects/challenges

Job developers report monthly using the objectives grid (“The Grid”). An example has been included.

Reported items are divided by department and activity. “The Grid” includes:

- Department Contact
  - Dept. Meetings
  - Advisory Meetings
- Info Boards & Webpage
- Social Media (where applicable)
- Industry Outreach, Work Experience and Employment Activities
- Optimizing Industry Connections
  - Foundation
  - Affiliations
- Panels, Speakers, Workshops
- Database upkeep

## **Foundation**

Extend the reach of the foundation in efforts to increase equipment and monetary donations

- Donations
- Networking Events
- Industry Visits
- Referring Alumni to Foundation

# Getting Started

## Getting Started - What Happens Now Checklist

### Preliminary Meetings

- Deans
- Department Chairs
- Priority list
- Foundation

### Education

- Catalogue
- Webpage
- Work Experience Forms
- Supplemental paper work (i.e interest cards, employer informational flyers)

### Job Developer reports and systems

- Job Developer Objective Report Grid
- Database

### Training

- Omni
  - Schedule and attend beginner and advance Omni training
- Banner
  - Attend POD training
  - Request access to student records, grades, contact information, class/course override and special approval
- Title IX Internships Webinar
  - Calendar & Attend - Oct. 13, 2015

### Access

- All Division web pages
  - Request administrative access to all webpages related to your division
- All existing listservs
  - Request to be added as an administrator to existing listservs.
  - Request permission to create listservs