

# CTE JOB DEVELOPER TRAINING

WORK EXPERIENCE, FACULTY, INDUSTRY,  
FOUNDATION



# WHAT WE WILL COVER

- A LOT!
- Defining the Role
- Work Experience
- Faculty Relations
- Industry Relations
- Foundation Partnership
- Current Systems in Place

# DEFINING THE ROLE

The Job Developer is a representative of the college, bridge to the employer, advocate of the student and an extension of the foundation.

# RESPONSIBILITIES – BIG UMBRELLA

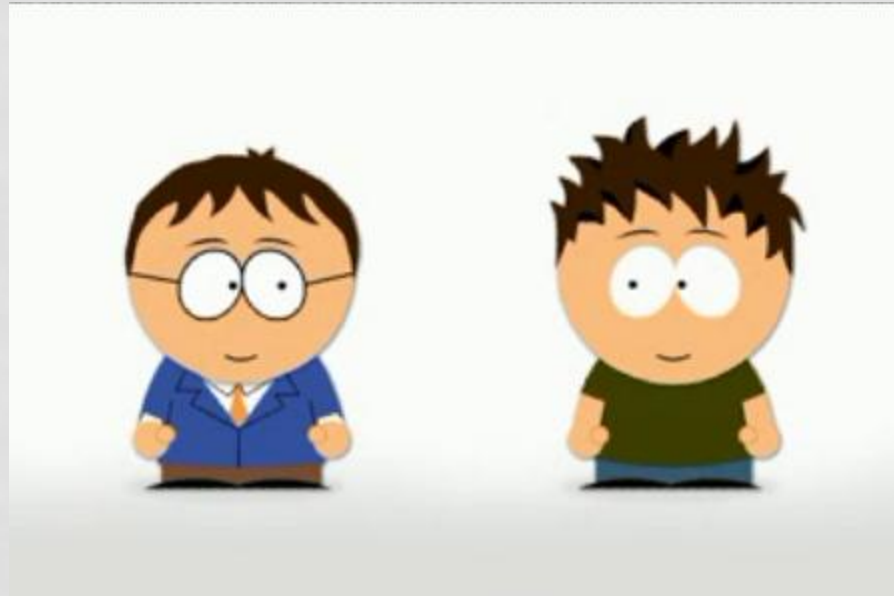


The Job Developer's main responsibilities are to:

- 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 VS INTERNSHIP

- Are they the same?



# 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 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.
- **College term**

# INTERNSHIPS

- Although similar in nature to Work Experience, Internships are often paid and are open to all students regardless of their major or unit completion.
- Internships are driven by the company & not the college
- The company's focus is the job functions and requirements, not the student's declared major.

# INTERNSHIPS (CONTINUED)

- 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 (FSLA) requirements.

# FEDERAL CRITERIA FOR UNPAID “INTERNSHIPS”

Internships can be unpaid, but must meet ALL 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;

# FEDERAL CRITERIA FOR UNPAID “INTERNSHIPS”

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 WE AND INTERNSHIPS

- **Difference #1** – TITLE V Occupational 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 BETWEEN WE AND INTERNSHIPS

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

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# WORK EXPERIENCE

Weeeeeee All The Way Home!

<https://www.youtube.com/watch?v=hxRoXuPjAKc>



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## TITLE V

- 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:
  - General Work Experience (currently not offered by Mt. SAC)
  - Occupational Work Experience
- Companies have no obligation to hire the Work Experience student.



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## TITLE V - 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



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## TITLE V – STUDENT ELIGIBILITY

- 1/3 of required units for declared major must be complete and/or student must be enrolled in SAM C course (clearly occupational)



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## TITLE V - 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.

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## TITLE V - 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.

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## TITLE V – 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:

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



# TITLE V : THE BREAK DOWN – HOURS/UNITS

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

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

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



# TITLE V : THE BREAK DOWN – HOURS/UNITS

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

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

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

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## THE PAPERWORK - 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.



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# THE PAPERWORK - FORMS

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)

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# LET'S REVIEW THE FORMS

- Where are they located...
  - <http://www.mtsac.edu/instruction/officeofinstruction/workexperience/index.html>
- How to complete them
  - Web CMS
  - Sample Forms (handout)



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# TIMELINE – OFFICE OF INSTRUCTION & CALENDAR OF WE CHECK POINTS

Office of Instruction (In the beginning...)

- Due at the end of the second week of the term, but no later than the fourth week. (Submit to the Office of Instruction):
  - General Information
  - Non Paid WE Program Waiver
  - Learning Contract



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# TIMELINE – OFFICE OF INSTRUCTION & CALENDAR OF WE CHECK POINTS

Office of Instruction (In the end...)

- Due the Tuesday following the last day of the term (Submit to the Office of Instruction):
  - Site Visit and Employer Student Contacts Report
  - Work and Hours Report
  - Payroll Report



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# 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



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## STUDENT ELIGIBILITY & QUALIFICATIONS

Eligible students must have:

- Good academic standing
- 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.
- Able to dedicate a specific hour amount every week and keep a weekly schedule with WE supervisor



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## STUDENT ELIGIBILITY & QUALIFICATIONS

Eligible does not mean qualified...

Qualified students must:

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

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# STUDENT SELECTION PROCESS

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

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



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# RECRUITMENT

- Student recruitment for Work Experience takes place the semester prior to the Work Experience course.
- 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.
  - EXAMPLE: HVAC

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# 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.



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# 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.



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# STUDENT ORIENTATION & BINDERS

- 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.

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# STUDENT ORIENTATION & BINDERS

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



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## TRACKING 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.
- What if Professor requires student to complete other assignments?



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# TRACKING SEMESTER PROGRESS

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

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# TRACKING SEMESTER PROGRESS

Tracking Methods – How to track...

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

# EMPLOYER & INDUSTRY RELATIONS

Our goal is to make partnership as simple as possible.

**K.I.S.S.**

**(Keep It Simple Sweetie)**



# EMPLOYER & INDUSTRY RELATIONS

## Multiple Options 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

# EMPLOYER & INDUSTRY RELATIONS

## 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

# EMPLOYER & INDUSTRY RELATIONS

## 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
- Professional Conferences / Trade Shows

# EMPLOYER & INDUSTRY RELATIONS

- Best practices
  - What have been your experiences
  - What has worked
  - What wasn't so successful
- Recommendations for membership & activities

# FACULTY RELATIONS

## 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

# FACULTY RELATIONS - EXPECTATIONS

Job developers report monthly using the objectives grid (“The Grid”).

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

## **Preliminary Meetings**

- Deans
- Department Chairs
- Priority list
- Foundation

## **Education**

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

# GETTING STARTED

## **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
- Any more?

# GETTING STARTED

## **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
- Web CMS
- Shared Folders

# DISCUSSION

- What stays the same?
  - Student contact
  - MCS
  - Eureka
- What existing activities, duties, relationships, protocols can we integrate?