



Cooperative Work Experience Education WORKPLACE PROJECT AGREEMENT FORM



Date: _____ Term: _____

Student Name: _____ Student ID: _____
(Print)

Company Name and Supervisor: _____

Company Contact number and/or email: _____

■ INSTRUCTIONS ■

This Workplace Project Agreement must be complete to execute Assignment #2.

The Workplace Project involves the CWEE student approaching his/her employer about addressing an existing issue/concern that would increase efficiency or productivity in the workplace, or to learn or demonstrate a skill that goes above and beyond routine job duties. **Sample workplace objectives are listed on the back of this form** and resources to develop an objective can be found on the CWEE website www.canyons.edu/cwee.

■ WORKPLACE PROJECT OBJECTIVE ■

The employer and student must identify a workplace project that reflects new or expanded job-related responsibilities. The project must be specific, measurable, realistic and achievable within the given semester.

Write your Workplace Project Objective indicating what will be accomplished, how it will be accomplished, how it will be measured, and when it will be complete. This should not exceed two or three sentences:

Employer and Santa Clarita Community College District ("District") agree to provide supervision and guidance to ensure maximum educational benefit from this work experience. District does not discriminate on the basis or race, color, religion, national origin, ancestry, sex, age, medical condition, mental or physical disability, marital status, sexual orientation or Vietnam era veteran status in its acceptance, assignment, treatment, evaluation or compensation of students who participate in programs sponsored or arranged by District. Employers who sign this Agreement are expected to uphold this policy in their selection of prospects for employment, education processes or activities. District shall be considered the employer of unpaid students in the CWEE program for the limited purpose of providing worker's compensation insurance. Students paid by Employer shall be under the Employer's worker's compensation and/or liability insurance as required by law.

Signatures indicate the supervisor, student, and faculty agree to the stated objective:

- 1) Student/Employee Signature _____
- 2) Employer/Mentor Signature _____
- 3) CWEE Faculty Signature _____

■ What's next? ■

- Bring this contract to your faculty meeting for final approval. This agreement complies with the CWEE Department Policy in accordance with Education Code, Title 5.
- Once your project is approved, you should immediately begin executing your objective. Finally, write a 2-3 page essay documenting the results and submit by the assignment due date listed in the syllabus.

EXAMPLES OF WORKPLACE OBJECTIVES

Banking/Finance: Increase equity loan applicants by setting up a display in lobby of Bank for one month. Supervisor will evaluate through examination of percentage of increase in applications.

To be completed by _____.

Research state sales tax audits by using Lese Plus, reviewing files and instruction provided by my supervisor. Information will be entered on a spread sheet with printouts and supervisor *will evaluate results by _____.*

Computer/Website: Redesign company website to increase customer visits and sale of products. To be evaluated by supervisor through increased sales.

To be completed by _____.

Customer Satisfaction: Design a customer service satisfaction survey by developing four questions to measure level of service. Supervisor will evaluate through examination of results.

To be completed by _____.

Dance: Learn to design and plan a dance class for young children by reading new lesson planning books, consulting with my dance studio supervisor, writing lesson plans and using lesson plans I've constructed in class. Results will be measured by submitting a written lesson plan to supervisor for examination.

To be completed by _____.

Drafting: Complete and submit a final drawing package for remodel that will be designed with my client's needs and code restraints in mind by December 6th. My supervisor will evaluate my project through the plan-check corrections he receives.

Complete a design submittal package consisting of a plot plan, fuel modification plan and related design drawings. Project will be completed by October 2nd and will be evaluated by my supervisor prior to submittal for completion and approval for current county codes.

TYPES OF LEARNING OBJECTIVES

New Assignments:

If you use your current job as an internship, you will need to have new learning experiences that can be stated in objective form. To assist you in writing your new objectives you might consider the requirements of the job that is currently a step above yours and what you need to learn in order to be promoted.

Routine Duties:

Think of new and creative ways to improve your daily job duties or create new aspects for improving efficiency. Analyze the end result desired and the steps required to achieve it. How can you improve the process?

Personal Improvement:

Think about your interactions at work and how you could develop personal habits or social skills that would allow you to become a more coveted employee. How could you improve your communication with co-workers that would result in increased knowledge, new ideas, increased production, better cooperation, smoother work flow, etc?

Problem Solving:

Identify and define a problem in your work environment that can be corrected. Develop a plan to solve the problem and benefit your organization. Solutions can relate to processes, systems of operation, communication, teamwork, efficiency, reducing costs, or increasing revenues.

Creative:

Examine present procedures and identify "what" can be done to improve them. List the steps necessary, perform them and report on the outcome. Measure the effectiveness and determine if adjustments are needed.

Critical Thinking:

Brainstorm the possibilities of enhancing or expanding your job responsibilities to add value to your department or organization. Look for the "overlooked" step or procedure that will improve outcomes, decrease errors or prevent problems.

