

# WBL

Work-Based Learning at  
Coastline Community College



## Student

# *Handbook*



COASTLINE  
COMMUNITY COLLEGE

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This ad was funded fully or in part by Carl D. Perkins Career and Technical Education Act of 2006 grant #08-C01-010 for \$1,075,349, awarded to Coast Community College District and administered by the Chancellor's Office, California Community Colleges.

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# Welcome to Work-Based Learning



Dear Work-Based Learning Student,

Welcome to the Coastline Community College Work-Based Learning Program(WBL)! The WBL Program is designed to help you relate your college courses with your future career goals. Your Faculty Advisor and resources of the WBL office are available to help you obtain the maximum benefits of this experience.

This handbook has been prepared to provide you with all of the forms and information necessary to meet the course requirements. For the activities listed in your student handbook, please follow the directions outlined in the "Student Guidelines" section. The "Student Guidelines" and The "Student Timeline" pages serve as your course syllabus; all assignments listed are to be submitted to your Faculty Advisor by the due dates.

Work-Based Learning is a valuable and significant part of your college education. Each member of the staff will help make this goal a reality. Please feel free to contact us at any time during the semester for assistance, either in person or by telephone at (714) 241-6209 x17318.

On the following page you will find a letter to your employer/supervisor from our office. Please remove this letter from the handbook and give it to the supervisor who directly oversees your work.

Best of luck!

Coastline Community College's Work-Based Learning staff

11460 Warner Avenue  
Fountain Valley, CA 92708-2597  
T (714) 546-7600  
<http://coastline.edu>  
President: Ding-Jo H. Currie, Ph.D.

Dear Employer:

The employee presenting this letter to you is a Coastline Community College student enrolled in a Work-Based Learning Program.

Work-Based Learning is a unique method of instruction which enable student's who are employed in a job related to their career goal to earn college units for new learning experiences they obtain in the performance of their job. To qualify, the student must be enrolled in at least three other college units and independently pursue identified learning objectives during the 16-week semester.

Initially, we ask you to assist the student in preparing the performance objectives worksheet. This worksheet must contain a minimum of three measurable learning objectives that will involve the student in new learning activities of expanded job responsibilities related to the student's career goal. Projects above and beyond the normal duties of the employee/student are heartily encouraged.

The employer or supervisor signs the college-approved Student Objectives Form, which is verification that the objectives represent valid learning experiences worthy of academic credit for the student/employee. The Student Objectives Form simply serves as an assessment tool and is not a binding contract. When signed by you, the employee/student and the college Faculty Advisor, it shows your willingness to cooperate with the college and your employee/student in this educational program, barring any unforeseen obstacles.

The Faculty Advisor from Coastline Community College will visit you by appointment (30 minutes or less) at the end of the semester to ascertain your evaluation of the student's accomplishment of his/her stated goals. It is strongly recommended that the employee/student also be in attendance at this meeting. This contact will allow the college to properly evaluate the student and will provide career and educational guidance to your employee. It is also your opportunity to access the resources of our college programs and staff.

Please call (714) 241-6209 x17318 if you need further information about this program or if you would like any assistance the college may provide.

Sincerely,



Dr. Joumana H. McGowan, Ed.D  
Dean of Instruction, Career and Technical Education  
Coastline Community College

# *Table of* **Contents**

## **Section 1**                      **Guidelines and Objectives**

Section 1 serves as an orientation to Coastline's Work-Based Learning Program and the foundation for the development of your performance objectives. Your Faculty Advisor will review your responsibilities and his/her commitment to you.

## **Section 2**                      **Writing Learning Objectives**

Section 2 serves as a guide for writing individual performance objectives. Your present job and career plans will be reviewed to prepare you to develop your performance objectives. Your Faculty Advisor will then review your rough objectives sheet and establish an evaluation plan with you.

## **Section 3**                      **Student Performance Objectives**

Section 3 serves as a format to establishing an official written record of the agreement between the Work-Based Learning student, the student's employer/supervisor, and the Coastline Faculty Advisor. The student's performance objectives are an official record of the student's learning experiences during the semester.

## Overview of Work-Based Learning (WBL)

### What is it?

Work-Based Learning is a non-traditional delivery system that incorporates work into the curriculum. This program provides a cooperative effort for the college, its staff, the work supervisor, and the student to establish and accomplish learning objectives toward the student's career goals.

### What is the purpose of WBL?

Work-Based Learning will help students:

- Improve on the job.
- Prepare for advancement.
- Retrain on the job.
- Prepare for a new occupation.

### Work-Based Learning units

1. Earn elective credit for job experiences.
2. Apply toward an A.A. degree (up to 16 WBL unit's maximum in California).
3. Make learning realistic.
4. Apply toward the following certificate programs at Coastline Community College:

Accounting	Law
Biological Technology	Management
Building Codes Technology	Medical Admin Office Tech
Business	Office Support Specialist
Computer Entertainment	Process Tech Fundamentals
Computer Networking	Process Technician
Digital Media Foundation	Real Estate
Emergency Management	Retail Management
Gerontology	Small Business Ownership
Informatics	Supervision

### Does it transfer?

Many four-year institutions (like C.S.U.) will accept some Work-Based Learning elective units. Coastline Community College numbers WBL as a 281- 284 course, which may be student negotiated for transfer to baccalaureate-granting institutions, depending upon the student's major and the transfer college/ university. Please verify the exact number with the college or university you are planning to attend. For additional information please contact the Coastline Transfer Center at (714) 241-6171 for questions or to schedule a counseling appointment.

## Checklist of requirements for enrolling in Work-Based Learning

### Seven units

Work-based Learning (WBL) students are required to enroll in and complete a minimum of seven units per semester. Units earned in WBL may be applied toward this total. Maximum of four WBL units per semester and 16 total WBL units toward AA degree electives may be earned.

Example: Accounting 101 = 3 units  
 Accounting 284\* = 4 units  
 \*WBL class 7 units total / semester

### Related Class

Student's must be concurrently enrolled in an occupational/vocational class that is required or recommended for their major or career goal.

### Relationship of student's job and college major/career goal

Student must be employed/volunteer on a job directly related to their major or career goal. Units earned are determined by the total number of hours employed/volunteered per semester.

PAID POSITION			VOLUNTEER POSITION		
Approx. hours worked per week	Minimum hours completed	Units eligible	Approx. hours worked per week	Minimum hours completed	Units eligible
5	75	1	4	60	1
10	150	2	8	120	2
15	225	4	12	180	3
20	300	4	15	240	4

### New learning opportunities available on the job

There must be an opportunity on-the-job for a student to become involved in a new learning experience that will provide for an expansion of knowledge and/or learning of new skills or improving existing skills.

### Employer participation

The student's job supervisor (manager) must be willing to:

1. Assist student in preparing learning objectives.
2. Meet with the student/employee and his/her WBL Faculty Advisor.
3. Evaluate the learning objectives and verify total hours worked.

### Student benefits

#### Work-Based Learning students qualify by:

- Identifying learning objectives to gain new or expanded knowledge on the job.
- Working or volunteering at least five hours per week for each unit of credit. Up to four units can be earned each semester and 16 total units can be earned.
- Enrolling in at least seven units during the semester, including WBL units.
- Having a job related to occupational/vocational major.
- Having a work supervisor willing to supervise and evaluate student's program and comply with fair employment practices.
- Having earned fewer than 16 units of WBL previously.

#### Work-Based Learning students benefit by:

- Increasing the potential for job advancement or improvement.
- Providing the opportunity to prepare for a new occupation.
- Increasing the student's financial potential.
- Gaining an opportunity to apply knowledge learned in the classroom to actual situations on the job.
- Earning college credit through learning experiences that take place on the job and are related to career/occupational goals.
- Helping the employer become aware of the student's career goals, educational progress and desire for advancement.
- Establishing the foundation for continued learning in higher education.
- Accelerating certification and graduation.
- Awarding Work-Based Learning units applicable toward an A.A. degree. Most certificate programs and transfer units apply to many B.A. degree programs.

## Employer benefits and responsibilities

### Work-Based Learning employers benefit by:

- Providing an opportunity to identify, encourage and motivate career employees.
- Encouraging employees to set job/career performance objectives.
- Strengthening and enhancing employee/supervisor working communications and relationships.
- Preparing employees with the potential of advancement.
- Providing an opportunity for employers to observe and direct employees in the operation and philosophy of their company.
- Minimizing employee turnover through increased job satisfaction.
- Providing the training, facilities and qualified Faculty Advisors to prepare employees for career/occupational opportunities.
- Providing the employer with meaningful contact with the college through the Work-Based Learning Faculty Advisor/coordinator.
- Reducing training costs through the use of educational resources and services, and reducing turnover by having committed employees.
- Providing a direct return from tax dollars through employee utilization of educational resources and facilities.
- Providing individualized programs to meet employer and employee needs.
- Providing the employer with an opportunity to input and advise how college programs and courses can be more meaningful.

### Employer responsibilities:

- Assist in developing and achieving job-related learning objectives that reflect new or expanded learning experiences for the student each semester.
- Evaluate student/employee success in meeting objectives.
- Verify student work hours on the job.
- Comply with all state and federal employment regulations.
- Allow a brief (15-30 min.) site visit by Faculty Advisor to discuss student's performance in the program.
- Furnish supervision and guidance to the student/employee and submit performance evaluations.
- Provide a meaningful work experience and work station.
- Provide safe and healthful working conditions.
- Assist the student by providing the related training so he/she can attain his/her Work Based Learning objectives.

### Student guidelines

#### You will be required\* to:

1. Discuss ideas for objectives with your work supervisor prior to communicating with your Work-Based Learning Faculty Advisor.
2. Consult with your Faculty Advisor to develop one objective for each credit you plan to earn.
3. Have a supervisor willing to participate and available for a short conference with you and your Faculty Advisor to finalize your objectives.
4. Complete all work on your objectives no later than the end of the semester.
5. Evaluate and have your supervisor evaluate your performance on the objectives at the end of the semester in a meeting including your Faculty Advisor.

#### Student **MUST NOTIFY YOUR WBL FACULTY ADVISOR IMMEDIATELY** if you change:

Work assignment(s)  
Supervisor(s)  
Employer(s)  
Hours worked per week

Student's who fail to meet the above requirements of this program will receive a semester grade based on the grading policy of Coastline Community College.

#### Semester grade:

Your Faculty Advisor has the authority and responsibility to make final determination of your grade which will be determined by the following criteria:

- Your self-evaluation of your Job-Related Performance Objectives.
- Your supervisor's evaluation of your Job-Related Performance Objectives.
- The manner in which you fulfill your responsibilities, keep scheduled appointments and submit all necessary paperwork.
- Instructor's evaluation of your written assignments.

\* Additional requirements exist for Veterans earning VA Benefits and vary for qualified self-employed student's.

## Student timeline: Responsibilities to earn WBL units

### It is the students primary goal to:

- Accept responsibility for initiating all contacts and completing requirements.
- Pursue a plan of learning new or expanded responsibilities beyond those of the previous employment period.
- Have an occupational or educational goal related to the Work-Based Learning program in which he/she is enrolled.

<b>Week of semester</b>	<b>Length of time involved</b>	<b>Student Responsibilities</b>
1-2	Varies	Student enrolls in course; Completes paperwork and contacts Faculty Advisor.
1-2	60 minutes	Download (or purchase) and read the Student Handbook; complete the application form and professional growth plan provided.
1-2	30 minutes- on the job	Student meets with work supervisor to get ideas of areas he/she can learn or improve on the job; begin to prepare learning objectives.
2-3	5 minutes- on the phone	Student and WBL Faculty Advisor arrange a conference to have objectives approved prior to Friday of the fourth week of the semester.
3-4	60 minutes	Student consults with WBL Faculty Advisor to finalize objective form.
5-9	30 minutes- on the job	Student meets with supervisor for approval of learning objectives; submits approved form to WBL Faculty Advisor.
10-13	10 minutes- on the phone	Student discusses progress on objectives with WBL Faculty Advisor.
10-15	10 minutes	Student notifies Faculty Advisor of any changes in employment, objectives or hours.
1-16	Varies- on the job	Reflects minimum of 16 hours of learning/32 hours application for each unit. Student completes the learning objectives on the job to the satisfaction of the supervisor and the WBL Faculty Advisor.
14-16	30 minutes- on the job	Student meets with supervisor and Faculty Advisor to evaluate performance of learning objectives. Turns in Student report to Faculty Advisor.
15-16	10 minutes- online	Student completes program evaluation survey.

It is the student's on-going responsibility to notify the Work-Based Learning Faculty Advisor IMMEDIATELY of any change in home /work address OR home /work telephone number.

### Getting started: WBL student “to-do” list:

1. Be enrolled in a related class (career and/or educational goal), total enrollment for a semester must be at least seven (7) units, including Work-Based Learning.
2. Be employed (paid or volunteer) in a job directly related to your career and/or educational goal.
3. Download the WBL Student Handbook (to download the complete Work-Based Learning handbook, visit <http://www.coastline.edu/degrees/> and click on the “Work-Based Learning” link at the bottom of the page.) Students must submit completed Work-Based Learning Student Application Form and Work and Class Schedule to your Faculty Advisor.
4. Contact the WBL office at (714) 241-6209 x17318. This is an INDEPENDENT STUDY class and it is your responsibility to make contact with the WBL office and the faculty advisor. We suggest that you leave phone or e-mail messages until you have made contact.
5. Develop and deliver the employer letter to the Work-Based Learning Faculty Advisor or the WBL office by the 5th week of the semester.
6. Establish your objectives including new learning opportunities available on the job. Establish these objectives with your direct supervisor. Have your direct supervisor’s consent and willingness to participate.
7. Complete your objectives by the end of the semester. Schedule meeting with supervisor and Faculty Advisor to ascertain completion of your objectives. Submit completed Student Objectives Form and Final Report to Faculty Advisor at the evaluation meeting.
8. Student’s must complete the Work-Based Learning Program Evaluation online.

## Work and class schedule

Name \_\_\_\_\_  
Home Phone \_\_\_\_\_

Student ID# \_\_\_\_\_  
Other Phone \_\_\_\_\_

Directions: This is a rough estimate of your weekly schedule for the semester. Please block out the hours you are in class with the letter "C" and scheduled work hours with the letter "W" in the appropriate day/time slots. If your work schedule varies, fill in your current schedule and write "VARIES" to the side.

C = CLASS HOURS

W = WORK HOURS

VARIES = SCHEDULE VARIES

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# COASTLINE COMMUNITY COLLEGE

## Work-Based Learning Student Application Form

Student Name \_\_\_\_\_ Today's Date \_\_\_\_\_  
(Last) (First) (M.I.)

Student ID # \_\_\_\_\_ Please check: \_\_\_ Fall \_\_\_ Spring \_\_\_ Returning Student \_\_\_ Veteran Benefits? \_\_\_ Yes \_\_\_ No

Grade Option: \_\_\_ Letter \_\_\_ Cr/NCr

Home Address \_\_\_\_\_ CA \_\_\_\_\_  
(Street) (City) (Zip Code)

Student Home Phone (\_\_\_\_) \_\_\_\_\_

Student Business Phone (\_\_\_\_) \_\_\_\_\_

Best time to call: \_\_\_\_\_

Student FAX Phone (\_\_\_\_) \_\_\_\_\_

Student E-mail \_\_\_\_\_

Best time to call Supervisor 8-4:30 \_\_\_\_\_ Day M-F \_\_\_\_\_

Company Name \_\_\_\_\_

Supervisor's Phone (\_\_\_\_) \_\_\_\_\_

Company Address \_\_\_\_\_

Cross Streets \_\_\_\_\_

Company City \_\_\_\_\_ Zip \_\_\_\_\_

Type of Firm \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Supervisor's Title \_\_\_\_\_

Previous Completed Work Experience Units (0-16 max.) \_\_\_\_\_ Work Experience 4-Digit Section # \_\_\_\_\_

Work Experience Faculty Advisor's Name \_\_\_\_\_ Faculty Advisor's Phone \_\_\_\_\_

Educational Level Attained: Below 60 units \_\_\_ Above 60 units \_\_\_ Cert \_\_\_ AA \_\_\_ BA \_\_\_ Other .

Educational Goal: Certificate \_\_\_ A.A. degree \_\_\_ Bachelor's degree \_\_\_\_\_

Major or Occupational Goal: \_\_\_\_\_

Related Classes taken: \_\_\_\_\_

Total number of class units (\_\_\_\_) + (\_\_\_\_)

Work Experience units = Total Semester Units (\_\_\_\_) *Must total 7 or more.*

Your Title and Job Duties \_\_\_\_\_ Years with Employer \_\_\_\_\_

Work Hours & Days: \_\_\_\_\_ M \_\_\_\_\_ T \_\_\_\_\_ W \_\_\_\_\_ T \_\_\_\_\_ F \_\_\_\_\_ S \_\_\_\_\_ Sun \_\_\_\_\_

Training will provide for: ENTRY \_\_\_ RE-ENTRY \_\_\_\_\_ IN-SERVICE/ADVANCEMENT \_\_\_\_\_

1. Please attach a map giving directions to your workplace.
2. Attach one of your supervisor's business cards if available.

*NON-DISCRIMINATION POLICY; It is the policy of the Coast Community College District to provide all persons with equal employment and educational opportunities regardless of race, color, sex, religion, national origin, age, handicap, or marital and Vietnam-era veteran status.*

As a Co-op Work Experience student, I understand my Faculty Advisor will be providing information about my educational activities to my employer, and my employer will be providing information to my Faculty Advisor concerning my educational job-related objectives.

Signature: \_\_\_\_\_  
By typing my name here I am agreeing to all of the above.

If you need help completing all items call your Work Based Learning Faculty Advisor or call the WBL office at (714) 241-6209 x17318.

This information is **DUE NOW!**



## Writing Objectives

An objective is simply a statement of what you want to do and should be stated in terms of results. **What do you expect to accomplish?**

Establishment of Job-Related Performance Objectives:

At the beginning of each semester of Work-Based Learning, you are to establish Job-Related Performance Objectives. The objectives should:

- Reflect discussion with your work supervisor of on-the-job activities to be accomplished. These are beyond your regular on-the-job duties.
- Be written so that you can control their completion.
- Be achievable within the semester.
- Relate specifically to your job and/or college major.
- Be specific and measurable.
- Be stated in terms of results you will achieve – not generalities.

**Before writing your objectives, you must first prepare your own professional growth plan and rough objectives worksheet.**

**Your faculty advisor will help you to refine your objectives and complete the statement of job-related performance objectives.**

## Quick tips for writing meaningful objectives

Although the rules are difficult to establish, the following guidelines may be useful when writing your learning objectives.

Use the worksheet on the next page to develop objectives by filling in each section of the "Rough Objectives Worksheet" using the following tips:

**"OBJECTIVES TO BE COMPLETED BY":** Date stated must be by or before the end of the semester.

**"WHAT" (will be accomplished):** Identify a single key result for each objective such as...

Attain competency for a job promotion to...  
Increase job proficiency by...  
Attain better working relations by...  
Create a procedure for...

Increase productivity by...  
Acquire better job attitude by...  
Obtain new knowledge of...  
Improve the system for...

**Avoid vague or general results such as:**

To believe...      To understand...  
To enjoy...        To appreciate...

**"HOW" (this will be done):** Use action verbs! Some examples are in the following list.

organize	compute	install
compare	recognize	introduce
develop	analyze	determine
inspect	assemble	calculate
write	revise	establish
change	read	investigate/research
solve	select	evaluate
apply	collect	summarize

**"PERFORMANCE STANDARD":** Identify how the accomplishment can be measured and verified. State the outcome that will signal when the objective has been completed (report, log, finished product, form, etc.) and state who will verify that the objective has been completed (i.e. "Supervisor will verify").

## Rough Student Objectives Form

Student Name: \_\_\_\_\_

Complete this before your first consultation with your Faculty Advisor.

**DIRECTIONS:** Please write one (1) objective for each unit of Work-Based Learning desired.

**YOU MUST GAIN AGREEMENT WITH YOUR SUPERVISOR AND FACULTY ADVISOR BEFORE PROCEEDING TO THE NEXT SECTION OF THIS HANDBOOK!**

**Objectives to be completed by:** \_\_\_\_\_  
(Date)

**Objective number 1:** What will be accomplished?

How (will this be done)?

Performance Standard (finished product that will verify accomplishment of objective):

**Objective number 2:** What will be accomplished?

How (will this be done)?

Performance Standard (finished product that will verify accomplishment of objective):

**Objective number 3:** What will be accomplished?

How (will this be done)?

Performance Standard (finished product that will verify accomplishment of objective):

**Objective number 4:** What will be accomplished?

How (will this be done)?

Performance Standard (finished product that will verify accomplishment of objective):

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Faculty Advisor Signature

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## Section 2: Writing Learning Objectives

# SAMPLE

## Work-Based Learning Student Objectives Form

<p><b><u>ACCOUNTING:</u></b>  <b>What:</b> Develop ability to apply job cost principles to Sales Journal.</p>	Student Rating	Supervisor Rating
<p><b>How:</b> By distributing invoices according to type of expense/contract using methods acquired in class.</p>		
<p><b>Performance Standard:</b> Ability to accurately close Sales Journal with no assistance as verified by job cost report to supervisor and supervisor's verification.</p>		
<p><b><u>BUSINESS:</u></b>  <b>What:</b> Develop skill in completing monthly, quarterly, and semi-annual reports.</p>	Student Rating	Supervisor Rating
<p><b>How:</b> Research sources of necessary information and proper preparation of pertinent facts.</p>		
<p><b>Performance Standard:</b> Meeting report deadlines and having reports accepted without revisions; verification by supervisor.</p>		
<p><b><u>MANAGEMENT/SUPERVISION:</u></b>  <b>What:</b> Define line of authority within department.</p>	Student Rating	Supervisor Rating
<p><b>How:</b> By developing an organizational chart showing subdivisions and units within the department.</p>		
<p><b>Performance Standard:</b> Accurate organizational chart completed as verified by supervisor.</p>		
<p><b><u>OFFICE SUPPORT SPECIALIST:</u></b>  <b>What:</b> Update correspondence filing procedures.</p>	Student Rating	Supervisor Rating
<p><b>How:</b> Create a system utilizing reference numbers for each piece of outgoing correspondence generated by individual departments.</p>		
<p><b>Performance Standard:</b> Supervisor will review proposed system for efficiency and feasibility.</p>		
<p><b><u>REAL ESTATE:</u></b>  <b>What:</b> Research, compare, and evaluate five methods of creative financing to increase sales.</p>	Student Rating	Supervisor Rating
<p><b>How:</b> By attending seminars, reading, and researching professional literature; contacting banks and loan companies; applying classroom learning to on-the-job situations.</p>		
<p><b>Performance Standard:</b> At least one completed creative financing transaction with all appropriate records and information.</p>		

Rating Scale: Student and employer rate each objective using the following numbering system after joint review to determine the degree of accomplishment of each objective.

- 1= Did not meet performance standards—Less than 50% Completion.
- 2= Attempted to meet performance standards—50% Completion.
- 3= Partially met performance standards—75% Completion.
- 4= Satisfactorily met performance standards—100% Completion.

### Preparing the professional student growth plan

Through the Work-Based Learning Program, it is necessary that you include new or expanded responsibilities or learning activities beyond those experienced during previous periods of employment.

These new experiences are to be written in an objective format and must be approved by your employer/supervisor and the college Faculty Advisor that is assigned to you. The educational value of Work-Based Learning will depend on how realistic and meaningful these objectives are.

Simply stated, learning objectives are your plan for learning that will occur on your job. Progress towards meeting these objectives will be the most important factor in determining your satisfactory completion of the course.

#### The following areas should be explored prior to preparing your objectives:

1. **ROUTINE DUTIES**—Describe ways to expand, revise, update and develop these assigned responsibilities. Improve your efficiency in completing routine duties. Organize your time and method of doing routine duties. What is the main activity of your department or work area? (Example: During the semester I will develop a system (using the computer or other means) to take over specific routine duties presently being performed by other workers so that these workers can be assigned more meaningful duties.)
2. **PROBLEM SOLVING**—Take apart some existing problem and find a solution. Example: Perhaps a number of customers have complained of waiting for service. You seek a solution through a new employee scheduling system or a new way of processing orders. Perhaps equipment is breaking down too often and you seek a solution through an improved maintenance procedure or through a new piece of equipment.) While you may not be in a position to actually make the change, you can go through all the problem-solving steps to be prepared to present your ideas to management.
3. **PERSONAL IMPROVEMENT**—Develop personal attitudes and attributes that will enhance your human relations skills. (Example: You may improve communication skills with co-workers and supervisor. You would become more assertive in your dealing with vendors.)
4. **CREATIVE OPPORTUNITIES**—Do things in a new way, investigate strategies that could be implemented which would result in savings of time, costs, etc. (Example: Make a study of the installation of a new bookkeeping system or on the application of a computer to some aspect of company operation, such as inventory control. Prepare a report on the study.)
5. **CAREER ADVANCEMENT/NEW ASSIGNMENT**—Develop new competencies that would be essential to receive next promotion. (Example: Learn procedures utilized by senior inspectors in quality assurance. Learn competencies necessary for position as senior buyer.)

## Section 2: Writing Learning Objectives

### Student professional growth plan

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Type of Business \_\_\_\_\_

#### Identifying On-The-Job Opportunities

Identify those parts of your job which offer professional growth or learning opportunities in the following categories:

I. ROUTINE DUTIES: List specific areas for improvement. (Example: expand, revise, update, develop)

\_\_\_\_\_

II. PROBLEM SOLVING OPPORTUNITIES: Identify specific problems to be solved with measurable results. (Example: analyze, determine, differentiate)

\_\_\_\_\_

III. PERSONAL IMPROVEMENT: How can human relations be improved on the job? List personal attitudes/attributes which would enhance your career development. (Example: assertiveness, development or verbal communication skills)

\_\_\_\_\_

IV. CREATIVE OPPORTUNITIES: What creative strategies can be implemented which will result in savings in time, costs, etc.? (Example: surveys, comparisons, total quality management processes)

\_\_\_\_\_

V. CAREER ADVANCEMENT/NEW ASSIGNMENT: What is the next promotion you would like to seriously plan for, either within your company or by moving to another company?

Immediate \_\_\_\_\_ Long Term \_\_\_\_\_

What are your new opportunities for learning? List competencies which need to be developed in order to achieve a promotion and/or a new job assignment. Review the above learning opportunities for professional growth. Select four (4) areas which would have the highest priority.

\_\_\_\_\_

\_\_\_\_\_  
Student Signature DATE

\_\_\_\_\_  
Employer Signature DATE

\_\_\_\_\_  
Faculty Advisor Signature DATE

## Student and Employer's Testimonial

*Fill out this page for EXTRA CREDIT!*

### Student and Employer:

The Work-Based Learning Program is in the process of collecting testimonials from businesses, organizations, and students to be used in the future marketing materials. By signing this testimonial, you agree to the following: I give Coastline College permission to quote me in any print and electronic media.

### Student:

You will receive extra credit points only if a testimonial is provided by both you and your employer/supervisor. Write a brief statement describing what you learned and how you benefited from participating in the Work-Based Learning Program.

Print Student's Name \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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### Employer/Supervisor:

Write a brief statement regarding your experience with the Work-Based Learning Program and how the student/employee benefited your organization by participating in our Work-Based Learning Program.

Company Name \_\_\_\_\_

Print Supervisor's Name \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Date \_\_\_\_\_

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<b>Final Grade</b>
Fall _____
Spring _____
Year _____

### Work-Based Learning Program Student Objectives Form

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_ Student ID Number \_\_\_\_\_  
 CRN #/Units \_\_\_\_\_/\_\_\_\_\_ Faculty Advisor's Name \_\_\_\_\_ Company Name \_\_\_\_\_  
 Phone # \_\_\_\_\_ Supervisor's Name/Title \_\_\_\_\_/\_\_\_\_\_

#### A. Work Experience Student Objectives

To be completed by: \_\_\_\_\_

**Objective number 1:** What will be accomplished?

How?

Performance Standard:

**Objective number 2:** What will be accomplished?

How?

Performance Standard:

**Objective number 3:** What will be accomplished?

How?

Performance Standard:

**Objective number 4:** What will be accomplished?

How?

Performance Standard:

Student Rating	Supervisor Rating

**Rating Scale:** Student and employer rate each objective using the following numbering system after joint review to determine the degree of accomplishment of each objective: 1= Did not meet performance standards—Less than 50% Completion. 2= Attempted to meet performance standards—50% Completion. 3= Partially met performance standards—75% Completion. 4= Satisfactorily met performance standards—100% Completion.

#### B. Work Record

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Date																
Hours worked per week																

**C. Agreement:** It is necessary for the Work-Based Learning student to identify new performance objectives each semester. These objectives should relate to the student's vocational goals, major field of study, and present position of employment. The objective should be specific and measurable to be valid. We, the undersigned, agree with the validity of the learning objectives listed above. The student agrees to abide by the Work-Based Learning guidelines. The employer and college agree to provide the necessary supervision and counseling to insure that a maximum educational benefit may be achieved for the student's work experience.

**D. Employer Statement:** The employer does hereby assert the company, in compliance with civil rights legislation, does not and will not discriminate against any student in its employ because of race, color, gender, sexual orientation, religion, national origin, age, handicap, or martial and Vietnam-era status.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Faculty Advisor's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

## Required Work-Based Learning Assignments

225 points possible

Assignment	Due Date	Points Possible
Submit: <input type="checkbox"/> Student Application Form <input type="checkbox"/> Student Objectives Form <input type="checkbox"/> Student Professional Growth Plan		10 10 10
Submit Timesheets		15
Written Assignments <input type="checkbox"/> Weekly or Monthly Journal <input type="checkbox"/> Final Written Report <input type="checkbox"/> Timesheets <input type="checkbox"/> Other		45
Assignment #1- Email Worksite Driving Directions		10
Assignment #2- Online Student Program Evaluation		20
Final Student Performance Evaluation signed by both Employer and Student		100
Total Required Points		220
Extra Credit- Student & Employer Testimonial		5

**Total Possible Points:**

**225**

### Coastline College Work-Based Education Program Student Learning Outcomes Agreement

CRN # \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_ Student ID# (not Social Security) \_\_\_\_\_

Student's Name \_\_\_\_\_ Home Phone (\_\_\_\_\_) \_\_\_\_\_-

Faculty Advisor \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_-

Supervisor \_\_\_\_\_ Bus. Phone (\_\_\_\_\_) \_\_\_\_\_-

Company Name \_\_\_\_\_

## **Sample title page for Student Report**

**Student Report**

**Presented to**  
**<Faculty Advisor's/ Name>**

**To fulfill partial course requirements for**  
**Work-Based Learning**

**By**  
<Your Name>

**On**  
<Due Date>

## Sample report page

Your Report and Title Page must be typed and proofread for spelling, grammar and content. This report should be double spaced. No folders please, just staple. If applicable, attach support material such as diagrams and photographs that better demonstrate your objectives/goals and what you have learned.

### Work-Based Learning Student Report

#### Introduction

This semester I signed up for \_\_\_\_\_ units of Work-Based Learning. My future career goal is \_\_\_\_\_ and my current job title is \_\_\_\_\_. Following are my objectives and how I achieved them, as well as my letter grade for how I would rate my achievement of each objective.

#### Objectives

Objective One: (State Objective 1 from your Objectives Form.)

How I achieved Objective One: (State how you accomplished the objective. If you have attachments, indicate that in your statement/s. Be sure you include your letter grade/self evaluation as the last sentence in the paragraph.)

Objective Two: (State Objective 2 from your Objectives Form.)

How I achieved Objective One: (State how you accomplished the objective. If you have attachments, indicate that in your statement/s. Be sure you include your letter grade/self evaluation as the last sentence in the paragraph.)

Objective Three: (State Objective 3 from your Objectives Form.)

How I achieved Objective One: (State how you accomplished the objective. If you have attachments, indicate that in your statement/s. Be sure you include your letter grade/self evaluation as the last sentence in the paragraph.)

Objective Four: (State Objective 4 from your Objectives Form.)

How I achieved Objective One: (State how you accomplished the objective. If you have attachments, indicate that in your statement/s. Be sure you include your letter grade/self evaluation as the last sentence in the paragraph.)

#### Summary

SAMPLE: "The Work-Based Learning objectives helped me focus on improving my job performance and productivity by \_\_\_\_\_. Work-Based Learning has ...(State the effect WBL has had on your job success) Work-Based Learning has given me \_\_\_\_\_ skills I did not have before enrolling in the program, as well as new found confidence that I can use throughout my career..."

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Faculty Advisor Signature

\_\_\_\_\_  
DATE



# Coastline Community College Work-Based Learning Program

## Time Sheet

Month \_\_\_\_\_ Year \_\_\_\_\_

Student Name \_\_\_\_\_

Faculty Advisor Name \_\_\_\_\_

Supervisor Name \_\_\_\_\_

<i>Day of the Month</i>	<i>Hours Worked</i>	<i>Day of the Month</i>	<i>Hours Worked</i>
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16			

**Monthly Total**

I certify that I have worked the hours indicated above:

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Employment Supervisor's Signature

Coastline Community College Work-Based Learning Program

# Time Sheet

Month \_\_\_\_\_ Year \_\_\_\_\_

Student Name \_\_\_\_\_

Faculty Advisor Name \_\_\_\_\_

Supervisor Name \_\_\_\_\_

<i>Day of the Month</i>	<i>Hours Worked</i>	<i>Day of the Month</i>	<i>Hours Worked</i>
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16			

Monthly Total

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Student's Signature

\_\_\_\_\_  
Employment Supervisor's Signature

Coastline Community College Work-Based Learning Program

# Time Sheet

Month \_\_\_\_\_ Year \_\_\_\_\_

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Monthly Total

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Student's Signature

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Employment Supervisor's Signature

# Coastline Community College Work-Based Learning Program

## Time Sheet

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Student's Signature

\_\_\_\_\_  
Employment Supervisor's Signature

# Coastline Community College Work-Based Learning Program

## Time Sheet

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Faculty Advisor Name \_\_\_\_\_

Supervisor Name \_\_\_\_\_

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14		30	
15		31	
16			

**Monthly Total**

I certify that I have worked the hours indicated above:

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Employment Supervisor's Signature

# Coastline Community College Work-Based Learning Program

## Time Sheet

Month \_\_\_\_\_ Year \_\_\_\_\_

Student Name \_\_\_\_\_

Faculty Advisor Name \_\_\_\_\_

Supervisor Name \_\_\_\_\_

<i>Day of the Month</i>	<i>Hours Worked</i>	<i>Day of the Month</i>	<i>Hours Worked</i>
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15		31	
16			

**Monthly Total**

I certify that I have worked the hours indicated above: \_\_\_\_\_

Student's Signature

\_\_\_\_\_  
Employment Supervisor's Signature



## COASTLINE CAMPUSES

Garden Grove Center  
12901 Euclid St.  
Garden Grove  
(714) 241-6209

Costa Mesa Center  
2990 Mesa Verde Drive East  
Costa Mesa, CA  
(714) 241-6213

Le-Jao Center  
(Westminster Center)  
14120 All American Way  
Westminster, CA  
(714) 241-6184

## ADMINISTRATIVE OFFICES

11460 Warner Ave.  
Fountain Valley, CA  
(714) 546-7600

## COASTLINE ART GALLERY

*Free admission and parking!*  
10156 Adams Ave.  
Huntington Beach  
(714) 963-8475

## ON THE WEB

[www.coastline.edu](http://www.coastline.edu)

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