

Irvine Valley College

Administration of Justice

**Cooperative Work Experience
Handbook**

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Cooperative Work Experience Handbook

This handbook was developed to assist with your successful participation and completion of the Administration of Justice's Cooperative Work Experience (CWE) program. This program was developed to further your career and educational preparation in the criminal justice field. This handbook contains all the pertinent information and forms for your successful participation in the CWE program. If you have a question about our program that is not answered in this handbook, please contact the AOJ CWE coordinator Colin McCaughey at cmccaughey@ivc.edu or (949) 451-5402.

The CWE program has a limited number of internship opportunities with program partners. It is recommended that the student contact other possible internship partners to see if these agencies/employers participate in an internship program. If so, contact the Administration of Justice CWE coordinator in order to facilitate a CWE partnership with that agency/employer.

Steps to Getting Started:

1. Read the entire contents of the CWE handbook, which can also be found online at <http://faculty.ivc.edu/cmccaughey/CWE.htm>. Pay particular attention to the section entitled *Course Requirements*.
2. Contact your employer to determine if they would like to participate as a partner in our CWE program. Have them complete the *Employer Application for Internship* found at the end of this handbook and return it to the AOJ CWE Coordinator.
3. If you are not employed, contact the AOJ CWE Coordinator regarding possible internship opportunities with current partners. If none are available, contact agencies/employers in the field that you have an interest and ascertain if they are interested in partnering with the AOJ CWE program. If they are, contact the AOJ CWE Coordinator to set up a partnership with that agency/employer.
4. Once you have established an internship opportunity, determine how many hours you will be able to *complete* during the internship for that semester.
5. Once you have determined the number of hours (see *Credit for Work / Volunteer Experience Distribution* below), locate the correct CWE course section in the IVC Class Schedule that coordinates with the number of hours of your internship. Be conservative on your hour estimate. *If you do not complete the requested hours, you will not receive any credit for the course.* Then, contact the CWE Coordinator and request an Add Permission Code (APC) for the CWE course that you wish to register for.
6. When you receive your APC from the CWE Coordinator, Register for the class via the IVC website (MySite) or at the IVC Admissions office.
7. Once you are registered, contact the CWE Coordinator and schedule a meeting to get started on your internship!

Course Requirements

Student Requirements and Responsibilities:

To be eligible for enrollment in CWE 168, state guidelines require each student participating to be enrolled in a minimum of seven (7) units at Irvine Valley College, which includes CWE 168. A status check will be made at the end of the semester and if you do not meet this requirement, you will be notified of your withdrawal from the Cooperative Work Experience Program.

Students must identify and develop three job-related learning objectives, which will be the student's plan for educational growth and development during the semester. The AOJ CWE instructor will assist the student with the development of the three course objectives during the first meeting between the instructor and the student. These learning objectives do not need to relate specifically to the student's major, but should be based on learning new skills on the job or improving job performance. The student will then meet with their designated job supervisor and discuss the learning objectives. The job supervisor must sign the learning objective form to show agreement with the objectives. After securing the job supervisor's signature, the student will return the learning objectives form to the instructor for his signature. The learning objectives shall be completed and signatures obtained from the job supervisor and course instructor by the end of the fourth week of the semester. The stated learning objectives will be the basis for evaluation and awarding of credit for the semester.

Students are required to meet with the instructor at least two times during the semester. The first meeting will include the development of the learning objectives. The second meeting will be prior to the end of the semester at the student's job site at a mutually agreed upon time.

Students are required to cooperatively develop a work schedule with the employer and keep a record of the hours worked on the IVC CWE Student's Time Report. The Time Report must be kept current and must include the job supervisor's signature, verifying that the student completed the hours listed. The signed Time Report must be returned to the AOJ CWE instructor no later than the last day of the semester. A projection of the last week's hours must be included on the form.

Students are required to submit all paperwork in a timely manner. Late submission of required material will result in the loss of credit for the course.

Students are required to notify their instructor if:

- There is *any* change in job / volunteer status
- There is *any* change in college enrollment status
- You change your phone number, home address, and/or email address

Employer/Supervisor Requirements and Responsibilities:

Employers/supervisors will assist students with the development of learning objectives which can be accomplished during the semester.

Employers will evaluate the student's completion and attainment of the learning objectives, as this evaluation will be used as the basis of the student's grade / credit for CWE 168.

Employers will cooperate with the AOJ CWE instructor in setting two job-site visits with the student's supervisor in order to discuss the student's progress towards and evaluation of the completion of the stated learning objectives.

Instructor Requirements and Responsibilities:

The CWE instructor will assist the student in developing and writing three clearly defined learning objectives.

The instructor will provide instructions for completing the required paperwork /forms to the student and employer.

The instructor will visit the student's job site at least twice during the semester (a phone call will suffice for one visit) to discuss and finalize the students learning objectives with the employer and to discuss the students progress and completion of the learning objectives.

The instructor will meet with the student near the end of the semester to evaluate the student's progress towards completion of the learning objectives.

Credit for Work / Volunteer Experience Distribution:

Students can earn college credit for career-oriented work and or volunteer experience. The amount of credit awarded is based upon the hours of volunteer or paid work as follows:

<i>Units of Credit</i>	Paid Work Hours	Volunteer Service
4	300	240
3	225	180
2	150	120
1	75	60

Students will contact the CWE instructor prior to registering for the course. Students will select the CWE section depending on their number of predicted hours of paid work or unpaid work/volunteer service. Students need to be attentive when signing up for the course, as you will need to complete the number of hours required to obtain the units requested.

Student CWE Application

You may be eligible to earn college credit towards your degree and/or certificate for current work or volunteer experience. Complete the following application in order for us to help find potential internship opportunities and determine if your current employment qualifies for this program.

NAME (Last, First, MI):			
ADDRESS:		CITY	STATE ZIP CODE
HOME PHONE ()	CELL PHONE ()	WORK PHONE ()	
EMAIL		IVC STUDENT ID#	
CURRENT EMPLOYER (IF REQUESTING CWE CREDIT FOR CURRENT POSITION): PAID <input type="checkbox"/> VOLUNTEER <input type="checkbox"/>			
EMPLOYER ADDRESS		CITY	STATE ZIP CODE
SUPERVISOR'S NAME		SUPERVISOR'S PHONE NUMBER ()	
JOB TITLE	JOB DESCRIPTION/DUTIES		
IVC MAJOR		NUMBER OF UNITS COMPLETED TOWARDS MAJOR	
NUMBER OF UNITS CURRENTLY ENROLLED AT IVC		PREVIOUS CWE UNITS EARNED	
PLEASE LIST SPECIFIC TIMES YOU ARE AVAILABLE TO WORK EACH DAY (<i>May not exceed 20 hours per week</i>)			
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
IN WHICH AREA(S) OF THE CRIMINAL JUSTICE SYSTEM ARE YOU MOST INTERESTED IN WORKING?			
LIST ANY PARTICULAR SKILLS YOU POSSESS THAT WOULD BE USEFUL TO POTENTIAL EMPLOYERS (<i>For example; basic and advanced computer skills, fluency in other languages, any other special training or skills</i>):			
LIST ANY OTHER INFORMATION ABOUT YOURSELF THAT MAY HELP ME MATCH YOU WITH POTENTIAL CWE OPPORTUNITIES:			

Return completed application to:
 Colin McCaughey
 Administration of Justice
 Irvine Valley College
 5500 Irvine Center Drive, B263
 Irvine, CA 92618

Employer Application for Internship

NAME OF ORGANIZATION:			
ADDRESS:	CITY	STATE	ZIP CODE
NAME OF INTERNSHIP SUPERVISOR:	TITLE:		
EMAIL	PHONE NUMBER: ()		EXT.
PLEASE PROVIDE A DESCRIPTION OF THE DUTIES EXPECTED OF AN INTERN:			
PLEASE LIST ANY SPECIAL SKILLS, ABILITIES, REQUIREMENTS THAT ARE REQUIRED FOR POTENTIAL INTERNS:			
DO YOU REQUIRE A BACKGROUND OR CRIMINAL HISTORY CHECK FOR POTENTIAL INTERNS: YES <input type="checkbox"/> NO <input type="checkbox"/>			
IF SO, WHAT ARE POTENTIAL DISQUALIFIERS:			
PLEASE LIST ANTICIPATED WORK SCHEDULE FOR INTERN (<i>May not exceed 20 hours per week</i>)			
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

The California Community College Chancellor’s Office has mandated that all college students participating in a college-level Cooperative Work Experience Program must obtain verification from their employer that they are an Equal Employment Opportunity Employer.

In order for your employee or intern to obtain college credits, would you be kind enough to sign the following statement:

“It is the policy of this company to provide equal opportunity for all employees and applicants for employment. In addition, employment decisions are made without regard to race, religion, color, sex, national origin, disability, or any other status protected by federal, state, or local law.”

Company _____

Signature _____

Position _____

Date _____

Please return completed form to:
Colin McCaughey
Irvine Valley College
5500 Irvine Center Drive B263
Irvine, CA 92618