



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

Spring 2023 Work Experience Online Forms Checklist

Student Name:	Faculty Phone:
CSID #:	Faculty Email:
Student Phone #:	Company Name:
Student Email:	Site Supervisor Name:
Work Experience Course:	Site Supervisor Email:

PRIOR TO ENROLLMENT IN WORK EXPERIENCE (BEFORE ADD CODE):

Steps to Enroll:

- Be a current SDCCD student (Apply online at <https://www.sdccd.edu/apply/>)
- Secure a job, internship, or volunteer position (Paid or Unpaid)
- Watch the [Work Experience Orientation](#) and complete the [Orientation Quiz](#) (Upload into WE Application)
- Complete the [Online Work Experience Application](#) for the semester you wish to enroll
 - Provide details about WE placement
- Completion of **Employer Agreement by Site Supervisor** (emailed to Site Supervisor automatically once student WE Application has been submitted)
- [SDCCD Volunteer Form](#) - Only required of students working in an ON-CAMPUS department in an UNPAID position.
- **CHIL 270 + 151 Students ONLY** - Complete the [Child Development Vaccination Form](#) as proof of immunization.
- Attend **mandatory Faculty Work Experience Orientation** with Work Experience Instructor (dates vary)

BEGINNING OF SEMESTER – ONCE ENROLLED:

Student Learning Agreement

- **When to Complete:** At 1st site visit
- **Who Completes:** Electronic signatures on form by Student, Site Supervisor, and Work Experience Instructor (all 3 sign the same form)
- **Description of Form/Activity:** Student provides placement details, identifies 3 SMART learning objectives, how they will be accomplished, and evaluated with deadlines
- **Notifications:** Confirmation emails sent to Student, Site Supervisor, and Work Experience Instructor
 - Student Learning Agreement completed and electronically signed by Student
 - Student Learning Agreement electronically signed by Work Experience Instructor
 - Student Learning Agreement electronically signed by Site Supervisor

Canvas Online Sexual Assault & Harassment Training

- **When to Complete:** Once enrolled, prior to the withdrawal deadline
- **Who Completes:** Student
- **Description of Form/Activity:** San Diego City, Mesa, Miramar Colleges and the College of Continuing Education Work Experience students are required to complete a mandatory online training to help

understand and prevent sexual harassment in the workplace.

- *NOTE: The SDCCD Sexual Harassment Training is no longer required in order to receive an add code to enroll in a Work Experience course. Students are encouraged to complete this training prior to beginning work experience hours, but must complete it prior to the end of the term. Students will automatically receive emails from the San Diego Community College District (SDCCD) outlining steps to complete the training upon enrollment in a Work Experience 270/272 course.*

END OF SEMESTER:

Final Evaluation

- **When to Complete:** At or before 2nd site visit
- **Who Completes:** Student AND Site Supervisor both complete and electronically sign form separately **(2 separate forms completed and submitted by both Student AND Site Supervisor)**
- **Description of Form/Activity:** Student and Site Supervisor both individually rate student progress, completion of SMART learning objectives, and post 21st Century Skills growth
- **Notifications:** Confirmation emails sent to Student, Site Supervisor, and Work Experience Instructor
 - Final Student Evaluation completed and signed electronically by Student
 - Final Student Evaluation completed and signed electronically by Site Supervisor

Cumulative Work Record

- **When to Complete:** Student completes by 2nd site visit or end of the semester
- **Who Completes:** Student records hours and both Student and Site Supervisor electronically sign same online form (all sign the same form)
- **Description of Form/Activity:** Student provides accurate record of hours worked each week of the Work Experience course dates
- **Notifications:** Confirmation emails sent to Student, Site Supervisor, and Work Experience Instructor
 - Cumulative Work Record electronically completed and signed by Student
 - Cumulative Work Record electronically completed and signed by Site Supervisor

Student Work Experience Post Survey

- **When to Complete:** Student completes at the end of the semester
- **Who Completes:** Student
- **Description of Form/Activity:** Form is anonymous and optional. Student rates their WE experience, whether they felt academically and professionally prepared, whether they were supported, what they learned, etc. Results are used as an opportunity to assess the WE placement and program as a whole.
- **Notifications:** Confirmation emails sent to Work Experience Coordinator

****Please complete to provide feedback of Work Experience!****

Employer Work Experience Post Survey

- **When to Complete:** Site Supervisor/Employer completes at the end of the semester
- **Who Completes:** Site Supervisor/Employer
- **Description of Form/Activity:** Form is anonymous and optional. Site Supervisor/Employer rates WE experience, whether they felt student was academically and professionally prepared, whether student was supported, whether they would hire WE student full-time or take on future SDCCD WE students, etc. Results are used as an opportunity to assess the WE placement and program as a whole.
- **Notifications:** Confirmation emails sent to Work Experience Coordinator