THE COUNCIL OF COMMUNITY COLLEGES OF JAMAICA

COURSE NAME: Work Experience Programme
COURSE CODE: WOEP 1100
CREDITS: 3
CONTACT HOURS: 240 hours (minimum)
PRE-REQUISTE(S): None
CO-REQUISTE(S): None
SEMESTER:

COURSE DESCRIPTION:

Work Experience (WE) is designed to provide learners with ‘hands-on’ experiences in a real world professional setting prior to completion of their degree program. It is intended to prepare learners for the rapidly changing social, economic and technological environment of the modern workplace and allow learners to translate theory into practice for professional growth and development. Learners will also be exposed to team-building, interpersonal, customer service, communication, decision-making and other work related skills.

GENERAL OBJECTIVES:

Upon successful completion of the Work Experience Program students should:

1. transfer skills, knowledge and abilities learned in the classroom to a practical workplace settings
2. acquire relevant work experience to enhance their employability skills
3. demonstrate appropriate professional behaviours and effective communication in the workplace
4. promote self-discovery through experiential learning in their respective career fields

PROCESS

Work Experience Program applies to all learners pursuing a CCCJ’s Associate or Bachelor of Science Degree. On successful completion of the following requirements learners will be awarded three (3) credits:
Course Requirements:

In order to receive credit, students are required to complete all of the following:

1. Attend a MANDATORY session at their respective college on the Work Experience Program.

2. Placement for WE should be aligned as closely as possible to the student’s area of study in order for the experience to be relevant to his or her career choice.

3. Submit a:
   a. *Work Experience Report*, one week after the end of the work experience exercise to the Work Experience Coordinator/designated faculty supervisor.
   b. *Resume and Cover/Application Letter*, to the Work Experience Coordinator or designated faculty supervisor and the Human Resource supervisor at the work site before WE commences.
   c. *Personal Journal* to the Work Experience Coordinator/designated faculty supervisor (every three [3] weeks) on your WE.
   d. *Daily Work Log/Time Sheet* (typed) showing the dates, hours worked, description of work activities and signature of your assigned workplace supervisor. This log must cover the minimum two hundred and forty (240) hours and included in your WE Report.
   e. *Employer’s Thank you Letter* on the final day of WE given to your employer/work site supervisor and a copy included in your WE Report.
   f. *Complete the required hours* - minimum of two hundred and forty (240) hours.
   g. *Fulfill all responsibilities* at the work site.
   h. *Return all work site materials* where necessary.

Evaluation:

Student performance is monitored by the employer/assigned supervisor and site visits are carried out by the work experience coordinator/designated faculty member. Evaluation of work experience report, Presentation/exhibition, work log and journal are completed by a designated faculty member.

Grading System: pass or fail. Letter grade is based on evaluation criteria of *Section VI Examination Grades, Points and Distribution* in the CCCJ’s Curriculum Guide for the respective program.
WORK EXPERIENCE REPORT

The cover page of the Report should contain the following information: student name, duration of work experience, title of Report, name of supervisor and the location. The entire Report should be a maximum of twelve (12) pages in length (double space).

The content and format of the Report is outlined below:

Registered Name of Business: The official trading name of the business

Job Title(s): The position(s) assigned during the work experience tenure

Location: The address of the work site you did the WE.

Responsibilities: Describe your responsibilities during your work experience tenure

Skills and Knowledge:

1. Describe the skills and knowledge required to fulfill your WE responsibilities.
2. Discuss how your knowledge base and personal skill set evolved during your WE.
3. Explain how your new knowledge and skills are relevant to your academic studies and future goals.
4. What strengths and weaknesses were uncovered by the experience and how will you improve on your strengths or address your weaknesses?
5. Describe how your thinking about career choices has been influenced by this experience.

Insights:

1. What are your observations about the organizations and professional roles and norms?
2. How did the WE change your view of yourself and contribute to your professional development?
3. What knowledge and skills (new or enhanced) were developed?
4. How did the WE affect your academic or career plans?
5. How did you think, feel and act in a professional setting and how did others in that setting think, feel and act toward you? What insights did you gain into your attitudes, values and behaviours?
6. Reflect on your approach to problem resolution in organizations.
7. How could you have benefitted more from the WE program?
8. Discuss whether you would recommend this organization to continue in the WE program

Outcomes:

1. Describe your WE achievements
2. Give examples of these accomplishments and the consequences of your work.
3. Describe the personal qualities, professional and technical skills you have developed through the program.
PERSONAL JOURNAL

The journal will be a reflection of your work experience and should bridge practical and theoretical knowledge. Journal will include the following information:

1. Personal observation
2. Speculations, questions and predictions
3. Evidence of developing self-awareness
4. Connections between personal experience and new information – what new knowledge has been gained?

Journals must be submitted to the WE Coordinator or designated faculty supervisor on the end of the first three (3) weeks and the end of the sixth (6th) week or the stipulated dates and times of their respective college. Each submission must be a maximum of two (2) pages doubled space.

GENERAL INFORMATION

1. Attendance – it is expected that the student will not be absent EXCEPT for extreme extenuating circumstances. If you are absent from work, this must be communicated to your employer/designated work supervisor in advance. A doctor’s certificate (in the case of illness) must be presented to the employer/designated work supervisor and a copy attached to your Work Log form.

2. Dress – should be appropriate to the work situation or in accordance with the Dress Code of the respective organization. It is the student responsibility to conform to the stipulated dress code of their employer.

3. Company Regulations – follow all company regulations. Student must observe in particular the health and safety requirements of the organization; if an injury does occur on the job, contact your supervisors immediately.

4. Confidentiality – all business information must be dealt with in a confidential manner. Student must not share business information with internal or external parties.

5. Responsibility and Attitude – the student is expected to act responsible and your attitude should reflect the utmost level of professionalism and ethics required at the workplace. It is your responsibility to ask for clarification of any hazy areas of assignments and have instructions on how to use the materials or tools required for the job. Learn as much as you can about company policy and operations and ask questions where appropriate. Your attitude reflects on the College you are representing so please conduct yourself accordingly and work to the best of your ability. If there are any problems or concerns at the work site please notify the WE Coordinator or designated faculty supervisor as soon as possible. Be proactive in solving any problems. May you be a credit to the success, great tradition and reputation that the program has built up over the many years in the community and business places in Jamaica.
Failure to follow, act with integrity and honour your responsibilities could result in a "Failed/Incomplete Work Experience" decision for the relevant semester, a delay in graduation, or other disciplinary actions by the respective institution.

6. **Working Tips:**

   a. **Respect your supervisors** and listen to their suggestions. Giving respect will ensure you get it back.

   b. Demonstrate a **positive attitude** towards your work.

   c. **Be punctual.**

   d. **Take initiative** and ask for work when you are not busy.

   e. **Complete your tasks** in an organized way.

   f. **Be confident** (by exhibiting good communication skills, asking questions, giving feedback), professional (respect your work and show positive attitude towards it) and reliable (exhibit performance that shows you can be trusted and counted on).

   g. **Be a team player.**

   h. If you are not given enough work; speak with your direct supervisor.

   i. If you have a problem at work; speak first with your employer; if it is not solved then contact the WE Coordinator. Don’t just drop work, or be absent.

   j. **Mobile phones should be placed on silent; and calls should be short and limited to important calls only.** One of the issues that are frequently brought forward by employers as causing problems and wasting time are mobile phone calls made or received by students during work.

7. **Career Exploration** – the student is encouraged to explore and discover as much information as possible about the career areas they are placed in and others that they are interested in.

8. **Exemptions** – the following applies to students requesting exemption from work experience:

   Any student who is currently working in their field of study, can quality for exemption. However, the student must apply to the college for the exemption on the prescribed form.
The following applies to students requesting exemption from work experience:

a) A student must be working in his or her field of study for a minimum of six (6) months, for example a Bursar completing the Bachelor of Science Degree in Accounting.

b) The student will submit the following documents to the WE Coordinator:
   i. A letter from his/her current employer confirming their employment and position.
   ii. Job Description
   iii. Resume and Cover/Application Letter
   iv. An essay of his or her core job functions and experiences gained (maximum of three (3) typed pages.

c) Do a presentation/exhibition on the organization and how his or her work helps it to achieve its strategic objectives. This presentation is for a maximum of fifteen (15) minutes to the WE Coordinator or designated faculty supervisor.

NB.
1. The respective college will provide the necessary documents for WE to its students.
2. Students who are granted exemption will NOT receive a letter grade on their transcript for WE. The transcript will reflect their exemption status.

The following will apply to Part-time students are who are currently working, but in a field not related to his or her course of study.

a. The student will be required to complete 80 hours of work experience in an area related to his or her field of study.

b. The student will also be evaluated based on completion of the following:
   i. Work experience attendance
   ii. Work experience report
   iii. Resume and Cover/Application Letter
   iv. Personal Journal

The following will apply to Part-Time Students who ARE NOT working.

a. The student will be required to complete all 240 hours of work experience and complete each evaluation requirement as outlined in the course description.
The student’s evaluation will be based on forty (40%) percent of the employer’s evaluation and sixty (60%) percent on the WE Coordinator or designated faculty supervisor’s evaluation as follow:

<table>
<thead>
<tr>
<th>Evidence Generation</th>
<th>1. Attendance Register</th>
<th>2. Complete 240 hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Experience Attendance</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Work Experience Report</td>
<td>45%</td>
<td>1. typed WE Report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. date submitted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. all attached documents</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. APA Format</td>
</tr>
<tr>
<td>Resume &amp; Cover/Application Letter</td>
<td>15%</td>
<td>1. typed Resume</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. typed Cover Letter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. date submitted</td>
</tr>
<tr>
<td>Daily Work Log/Time Sheet</td>
<td>10%</td>
<td>1. typed weekly Work Log</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. date submitted</td>
</tr>
<tr>
<td>Personal Journal</td>
<td>15%</td>
<td>1. typed Journals (2)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. date submitted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. APA Format</td>
</tr>
<tr>
<td>Employer – Thank you Letter</td>
<td>5%</td>
<td>1. typed letter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. date submitted</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>
# EVALUATION – Part-Time Working Students ONLY

<table>
<thead>
<tr>
<th>Evidence Generation</th>
<th>Percentage (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Experience Attendance</td>
<td>10%</td>
</tr>
<tr>
<td>1. Attendance Register</td>
<td></td>
</tr>
<tr>
<td>2. Complete 240 hrs</td>
<td></td>
</tr>
<tr>
<td>Work Experience Report</td>
<td>45%</td>
</tr>
<tr>
<td>1. typed WE Report</td>
<td></td>
</tr>
<tr>
<td>2. date submitted</td>
<td></td>
</tr>
<tr>
<td>3. all attached documents</td>
<td></td>
</tr>
<tr>
<td>4. APA Format</td>
<td></td>
</tr>
<tr>
<td>Resume &amp; Cover/Application Letter</td>
<td>20%</td>
</tr>
<tr>
<td>1. typed Resume</td>
<td></td>
</tr>
<tr>
<td>2. typed Cover Letter</td>
<td></td>
</tr>
<tr>
<td>3. date submitted</td>
<td></td>
</tr>
<tr>
<td>Personal Journal</td>
<td>25%</td>
</tr>
<tr>
<td>1. typed Journals (2)</td>
<td></td>
</tr>
<tr>
<td>2. date submitted</td>
<td></td>
</tr>
<tr>
<td>3. APA Format</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>