

SRJC Work Experience Class

“Your Job Site is Your Classroom”

The Class for the Busy Student that is Working and Balancing School Schedule and Life!

Enroll TODAY in one of the sections below. Select the section that matches the average hours you work each week. The class assignments are the same for each section. If you have questions about the class, please reach out to the Work Experience Instructor: Kim Kinahan – kkinahan@santarosa.edu

What Section Should I Sign-Up For?

Class Orientation – students are required to attend one zoom or in-person on Santa Rosa Campus 1 hour.

<u>Course Sections</u>	<u>Orientation Schedule</u>
Working average 10 hrs/week = 2 units (Section 5562)	Wed. 1/19 (9am-on campus & noon)
Working average 15 hrs/week = 3 units (Section 5564)	Thurs. 1/20 (9am & 5:30 pm)
Working average 20 hrs/week = 4 units (Section 5571)	Friday 1/21 (9am)
Working average 25 hrs/week = 5 units (Section 5572)	Mon. 1/24 (9am-on campus & noon)
Working average 30 hrs/week = 6 units (Section 6590)	Tues. 1/25 (noon- on-campus & 5:30 pm)
	Wed. 1/26 (9am- on-campus & noon)

ASSIGNMENTS	Due Date	Total Points Possible	Completed
1: ATTEND Live (zoom or in-person) Orientation and Complete Work Experience Orientation & Career Competency Assessment	1/31	10	
2. Meet w/ Your Assigned Work Experience Instructor & Complete Draft of 3 Work Goals Together (upload completed form to Canvas)	2/21	20	
3: Work Goals Agreement Form Job Site Supervisor Signature Required (upload completed form to Canvas)	2/28	10	
4: First Draft Resume	3/14	5	
5: Final Draft Resume	4/04	5	
6: Career Activity or Attend Live Zoom or In-person On- Campus Workshop	4/18	10	
7: Student Report	4/29	30	
OTHER CLASS REQUIREMENTS			
Submit Hours Tracking Form prior to your Final Evaluation Meeting (Student upload to Canvas)	Prior to final meeting	N/A	
Final Evaluation Meeting w/ Assigned Work Experience Instructor, Job Supervisor and Student to Evaluate Work Goals (Student DOES NOT submit)	5/13	60	
Communication & Engagement w/ Assigned Work Experience Instructor (Student DOES NOT submit)	5/13	10	