



# IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618 | T: 949-451-5100 | www.ivc.edu

## Cooperative Work Experience (CWE)

### Instructor - End of the Semester Check List & Evaluation

<b>Faculty Name:</b>		<b>STUDENT CWE COURSE INFORMATION</b>	
<b>Employer ID:</b>		<b>Term:</b>	
<b>Faculty Email:</b>		<b>CWE Course #:</b>	
<b>Faculty Phone:</b>		<b>CWE Ticket #:</b>	
<b>Student Name:</b>		<b># of Units:</b>	
<b>Student ID:</b>		<b># of Hours Worked:</b>	
<b>Company Name:</b>		<b>CWE Type:</b>	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid

COMPLETE PACKET MUST INCLUDE:		SUBMITTED
<b>CWE Forms</b>	Enrollment Application	<input type="checkbox"/>
	U.S. Department of Labor Wages and Hour Division Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act	<input type="checkbox"/>
	Learning Objectives	<input type="checkbox"/>
	Student Time Report	<input type="checkbox"/>
	Student - Evaluation of CWE Experience	<input type="checkbox"/>
	Employer - Evaluation of CWE & Student	<input type="checkbox"/>
	Faculty – End of the Semester Check List & Evaluation	<input type="checkbox"/>
<b>Faculty Forms</b>	Final Roster (Including data on drops)	<input type="checkbox"/>
	Grade Sheet	<input type="checkbox"/>
	Payroll Timesheet	<input type="checkbox"/>
<b>Misc. Forms</b>	List all additional forms required for this specific CWE: (i.e. Operating company vehicle, heavy equipment, or working with hazardous materials; working with minors, etc.)	
Did the CWE student achieve all Learning Objectives?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the CWE student offered a Part-time or Full-time employment?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the CWE process/paperwork easy to understand and complete?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the employer accessible and cooperative as a CWE co-educator?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Please share any suggestions or comments you may have to help us improve IVC CWE program:		

FOR CWE OFFICE USE ONLY			
<b>Received by:</b>		<b>Date:</b>	
<b>Comments:</b>			