**FAQs Regarding Posting Program**

**What is the deadline for employers to submit job descriptions for Fall 2017**?

* Monday, August 31, 2017

**What is the deadline for students to apply for internships for Fall 2017**?

* Tuesday, September 5, 2017
* (Employers may offer an earlier or later deadline if they choose, as long as the candidate for unpaid internships is selected by Monday, September 8, 2017.)

**What is the deadline for selecting a candidate for unpaid internships for Fall 2017?**

* Monday, September 8, 2017

**What is the potential start date for interns for Fall 2017?**

* Monday, September 11, 2017 (The semester is 14 weeks.)

**How many work hours of Paid or Voluntary employment must a student work to receive units of credit in COPED?**

Total Hours of Paid Work Exp. Hours of Unpaid (voluntary) Work Exp.

during the 14 week Semester during the 14 week Semester

75-149 = 1 unit 60-119 = 1 unit

150-224 = 2 units 120-179 = 2 units

225-299 = 3 units 180-239 = 3 units

300 or more = 4 units 240 or more = 4 units

**Do you have a sample job description we could see?**

See link below for current job postings.

<http://www.berkeleycitycollege.edu/wp/business/internships/>

**How many internship opportunities may I post?**

Due to classroom space limitations, each company is asked to post no more than three unpaid internship opportunities.

**Where do we get more details and who do I contact to get started?**

Contact:

Jayne Matthews, Instructor, Berkeley City College

[jmatthews@peralta.edu](mailto:jmatthews@peralta.edu) or BCC-CISBUSECON@peralta.edu

510 981 2913

**Or just send your job description to Jayne Matthews as soon as possible.**

Format:

PDF document: Naming protocol: Position Title—Paid or Unpaid--Company Name.pdf

Job description must also include:

Specific information regarding to whom resumes/applications should be submitted

Whether the position is paid or unpaid

Last Date to Apply

Note: The standard last date for students to apply will be Tuesday, September 5, 2017. You can give an earlier date (recommended), you can use September 5, or you can wait as late as September 8 to accept applications and make your decision on that date.

**FAQs Regarding COPED Courses**

**General Information**

**Cooperative Work Experience Education (COPED)**

* **What is Cooperative Work Experience Education (COPED)?**

COPED is a working partnership among student, college, and employer which allows students to earn college credit for learning on the job.

* **Who is eligible for COPED?**

Any Berkeley City College student who has a paid job or unpaid volunteer position could be eligible to receive 1 to 4 units of COPED credit per semester. Students can elect to take up to a maximum of 16 units of COPED over a two-year period [16 units for occupational or a combination of general (3 units) and occupational (13 units) work experience education)]. Twelve units of COPED credits are transferable as elective units to the California State University System (CSU) and some private colleges and universities.

* **How does COPED work?**

**Employer Responsibilities**

* Review participant’s handbook (provided by student after Day 1 of course).
* Review and sign Application Form (provided by student after Day 1 of course).
* Ensure student has a current job description.
* In cooperation with the student, develop one to four specific, measurable learning objectives to be accomplished on the job during the semester. These objectives should allow the student to improve his or her current skill levels. They are intended to provide the student with worthwhile work and a planned program for educational and on-the-job growth that will result in a significant new learning experience for the student throughout the semester.
* Contact the cooperative work experience instructor if you need additional assistance or information at any time during the semester.
* Supervise the student’s work, help the student learn on the job, and write a one to two paragraph, end-of-semester evaluation, summarizing the student’s accomplishments and certifying the total number of hours the student worked during the semester. A form is provided for this purpose.
* Respond to an online or phone survey (very brief) at the end of the semester to help us further develop and improve our program.

**Student Responsibilities**

* Read the syllabus and participant’s handbook
* Attend scheduled class meetings (one general orientation, a mid-semester meeting, and an end of semester meeting)
* Complete the Application Form and return it to the instructor
* Write a Job Description (or, if one currently exists, obtain it from your Supervisor). Provide the instructor with a copy, signed by you and your supervisor.
* In cooperation with your Supervisor, develop one to four learning objectives to be accomplished on the job during the semester.
* Meet the job-related learning objectives
* Notify instructor if you change your work place or schedule, your supervisor, your college classes, or your contact information, or if you need additional assistance or information during the semester.
* Provide instructor with end of semester paperwork and regular homework assignments as outlined in the syllabus and in the online portion of the course.
* Meet the course learning objectives and student performance expectations outlined in the syllabus.
* Log into the course website at least weekly to participate in the online portion of the course, including submitting assignments through the course online website.
* **How will the student be graded and evaluated?**

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| --- | --- |
| **Requirement** | **Points Possible** |
| **General Orientation Meeting**  Review syllabus and course requirements, including, but not limited to, application/contract, writing learning objectives, use of course online website, and Pass/No Pass grading option. | 5 |
| **Application/Contract Forms**  Signed by student and supervisor. Submitted in hard copy, online, or via email attachment. | 5 |
| **Job description.**  Written by student and/or supervisor, or provided by employer. Signed by student and supervisor. Submitted in hard copy, online, or via email attachment. | 5 |
| **Job-related, measurable learning objectives**  Mutually agreed upon and signed by student and supervisor. Submitted in hard copy, online, or via email attachment. | 10 |
| **Final written evaluation from supervisor**  Employer Input regarding Achievement of Learning Objectives; Hours worked verified by supervisor. Signed by student and supervisor. Submitted in hard copy,online, or via email attachment. | 35 |
| **Written assignments**   * For each class topic, students must complete a written assignment and/or forum posting discussing its relationship to their current and/or future jobs. Assignments are posted by the instructor no later than one week before they are due. * Sample topics may include: Time Management, Stress Management, Working with Difficult People, Ethics on the Job, Effective Communication, and Resume Writing * Students must complete the assignment and submit it using the course online website ***before*** 11:55 p.m. on the due date. * No late assignments accepted. * Assignments are evaluated on Completeness, Organization, and Depth of Analysis. | 40 |
| Total Points Possible | 100 |

At the end of the semester, total points earned will be expressed as a percentage and converted to a letter grade as follows:

A 90.00% and above D 60.00% - 69.99%

B 80.00% - 89.99% F 59.99% and below

C 70.00% - 79.99%

For students who choose Pass/No Pass:

Pass 70.00% and above No Pass 69.99% and below