



***OCCUPATIONAL* WORK EXPERIENCE Program**

Spring 2025
12 Weeks (02/17/2025 to 05/16/2025)

Student Report Forms
Program Information and Assignments

San Joaquin Delta College

5151 Pacific Avenue
Stockton, California 95207-6370
Workforce Development Center
Shima Building, Room 217
Phone: (209) 954-5728

Please print single-sided; forms have varying deadlines!

OCCUPATIONAL WORK EXPERIENCE PROGRAM

Fields of Interest and Required Job Hours

The Occupational Work Experience (OWE) program is designed to help students earn college credit while working as a **Paid** or **Non-Paid/Volunteer** employee. As a participant in this program, a student may earn from 1-4 units of general college credit per participating semester up to a maximum of 16 units for the program. The goal is to help students develop marketable skills, abilities, attitudes, and work habits.

The following Fields of Interest are available for OWE pending instructor availability.

Administration of Justice <ul style="list-style-type: none"> ➤ Administration of Justice ➤ Correctional Science Agricultural Business Animal Husbandry Sciences Auto Body Technology Auto Mechanics Business Administration <ul style="list-style-type: none"> ➤ Accounting ➤ Advertising ➤ Banking ➤ Business Information Mgmt ➤ Customer Service ➤ Logistics & Transportation ➤ Marketing ➤ Merchandising ➤ Pathway to Law ➤ Real Estate ➤ Retail Management Pathway to Law	Child Development <ul style="list-style-type: none"> ➤ Child Care Development ➤ Elementary ➤ Preschool Computer Science <ul style="list-style-type: none"> ➤ Computer Networking ➤ Database Design ➤ Programming ➤ Website Development Culinary Arts <ul style="list-style-type: none"> ➤ Baking ➤ Culinary ➤ Customer Service ➤ Food Production ➤ Management & Operations Diesel Mechanics Electronics Graphic Arts Digital Media	Health Sciences <ul style="list-style-type: none"> ➤ Dentistry ➤ Hospitals ➤ Nutrition ➤ Pharmaceutical Sciences ➤ Public Health History & Political Science Horticulture <ul style="list-style-type: none"> ➤ Greenhouse ➤ Landscaping ➤ Nursery Machine Tool Technology Physical Education Theory Radio / Television / Mass Communications <ul style="list-style-type: none"> ➤ Audio/Video Production ➤ Broadcasting ➤ Journalism
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In order to qualify for the OWE program, a student **MUST BE EMPLOYED** in a job **prior** to submitting the Application. The student must enroll in one course at San Joaquin Delta College in a discipline **related** to his/her employment, which may be taken concurrently or may have been taken in the semester immediately prior. The number of units that can be requested on the application is determined as shown below. PAID employment requires 75 hours per unit; UNPAID/VOLUNTEER employment requires 60 hours per unit.

The student may not earn OWE units under both PAID AND UNPAID/VOLUNTEER categories simultaneously.

Paid Employment Status	Unpaid/Volunteer Employment Status
75 hours completed on the job = 1 unit	60 hours completed on the job = 1 unit
150 hours completed on the job = 2 units	120 hours completed on the job = 2 units
225 hours completed on the job = 3 units	180 hours completed on the job = 3 units
300 hours completed on the job = 4 units	240 hours completed on the job = 4 units



OCCUPATIONAL WORK EXPERIENCE PROGRAM

Assignment Forms and Criteria

Listed below are the required documents and assignments for this program:

OWE DOCUMENT DUE DATES

- OWE APPLICATION PACKET
- OWE STUDENT REPORTS
 - Student Learning Objectives
 - Learning Objective - Report #1
 - Learning Objective - Report #2
 - Learning Objective - Report #3
 - Employer Evaluation

DUE DATES

Fri	Jan 31, 2025
Mon	Feb 24, 2025
Fri	Mar 21, 2025
Fri	Apr 18, 2025
Fri	May 9, 2025
Fri	May 9, 2025

CRITERIA

In order to receive a **PASS** for this program, the following criteria must be met:

- **Complete and submit** the Application in its entirety
- **Complete and submit** all Handbook assignments
- **Submit** the Employer Evaluation (completed by employer, not student)
- **Complete the required on-the-job hours** for the number of units requested
- **Retain copies** of your assignments until your grade is posted

All of your OWE documents are to be submitted on-time and with the appropriate signatures to the Workforce Development Center, Shima 217.

For any questions regarding Occupational Work Experience or for help completing your forms, please feel free to contact the Workforce Development Center, Shima 217.

San Joaquin Delta College

Workforce Development Center, Shima 217
5151 Pacific Avenue
Stockton, CA 95207- 6370
Phone: (209) 954-5728

Office Hours: Mon - Fri 8:00am - 5:00pm



OCCUPATIONAL WORK EXPERIENCE PROGRAM

Student Learning Objectives (SLO)

SLO Requirements

Student Learning Objectives are goals that the student develops with his/her work supervisor. They provide measurable results when achieved and are intended to enhance the student's physical and/or analytical job skills.

These learning outcomes are to be accomplished by the student in the course of the semester.

Therefore, determine which job skills you want to improve and use an action verb to indicate how you will accomplish this.

- Student is required to write a minimum of four (4) SLOs
- SLOs should reflect improvement in job skills/knowledge or job performance
- All reports **must be approved and signed** by the student's work supervisor

SLO Format

For **one** SLO, ask yourself each of the following questions, and put your answers in one sentence:

- **What** job skill do I specifically want to improve during the Work Experience program?
 - **Example response:** *I would like to increase my typing speed to 50 words per minute.*
- **How** do I intend to accomplish this objective?
 - **Example response:** *By doing drills and practice exercises one hour per day.*
- **How** will I measure my progress?
 - **Example response:** *By analyzing my speed with a timed typing test each week.*

Compile your three responses into one sentence as shown in the example below. This is ONE (1) SLO:

I will increase my typing speed to 50 words per minute by spending an hour a day on typing drills and practice exercises and track my progress with weekly timed typing tests.



OCCUPATIONAL WORK EXPERIENCE PROGRAM

Student Learning Objectives

Return to Shima 217 by
Submission Deadline: Monday, Feb 24, 2025

Student Name: _____

I understand that the Student Learning Objectives must be **measurable** and that my OWE instructor and my OWE work supervisor must verify that these are acceptable objectives relating to my job.

A minimum of four (4) objectives are required. If you would like to submit more than four objectives, please attach an additional sheet to this paper.

Each Objective must provide the following information:

- **What** specific job skill do you want to improve?
- **How** do you intend to accomplish this objective?
- **How** will you measure your progress?

Student Learning Objective # 1:

Student Learning Objective # 2:

Student Learning Objective # 3:

Student Learning Objective # 4:

Student Signature

Date

Supervisor Signature

Date



OCCUPATIONAL WORK EXPERIENCE PROGRAM

Learning Objective - Report #1

**Return to Shima 217 by
Submission Deadline: Friday, Mar 21, 2025**

Student Name: _____ Delta ID#: _____

Company: _____ Supervisor: _____

1. Describe the activities or tasks you have done towards accomplishing the learning objectives you set for yourself for this semester.

2. Indicate any problems you have encountered that have prevented you from accomplishing your student learning objective by your timeline.

3. Describe your major accomplishment on the job.

4. Describe or list the types of activities or tasks you have been performing.

Supervisor Signature

Date



OCCUPATIONAL WORK EXPERIENCE PROGRAM

Learning Objective - Report #2

**Return to Shima 217 by
Submission Deadline: Friday, Apr 18, 2025**

Student Name: _____ Delta ID#: _____

Company: _____ Supervisor: _____

1. Describe the activities or tasks you have done towards accomplishing the learning objectives you set for yourself for this semester.

2. Indicate any problems you have encountered that have prevented you from accomplishing your student learning objective by your timeline.

3. Describe your major accomplishment on the job.

4. Describe or list the types of activities or tasks you have been performing.

Supervisor Signature

Date



OCCUPATIONAL WORK EXPERIENCE PROGRAM

Learning Objective - Report #3

**Return to Shima 217 by
Submission Deadline: Friday, May 9, 2025**

Student Name: _____ Delta ID#: _____

Company: _____ Supervisor: _____

1. Review your student learning objectives and describe your accomplishments. If you were unable to meet one of the objectives, describe the status and what circumstance prevented you from reaching your objective.

2. Describe what you feel is the most important knowledge you have gained during your Work Experience this semester.

3. List some new learning objectives you have set for yourself as a result of your experiences this semester.

Supervisor Signature

Date

