



WE Online Checklist/Forms At-A-Glance



Prior to Semester

WE Coordinator:

- Adds WE courses to EmailMe Form Account
- Updates any forms/letters or email responses in EmailMe Form Account

Start of Semester

WE Student:

- Completes online *WE Application* and other requirements outlined during the online application process
- Watches online orientation video
- Completes online Quiz

WE Instructor:

- Receives student's *WE Application* and provides Add Code to Student
- Provides a WE course-orientation to Student

WE Student:

- Receives Add Code from Instructor and enrolls in course
- Completes the *Gender Equity, Sexual Harassment, and Violence Prevention Training* and sends screenshot of completion to Instructor
- Schedules and completes 1st Site Visit with Supervisor and Instructor
- Completes online *Learning Agreement*

End of Semester

WE Student:

- Schedules and completes 2nd Site Visit with Supervisor and Instructor
- Completes the Final Evaluation
- Completes and submits *Cumulative Work Record* to Instructor
- Completes online Post Survey

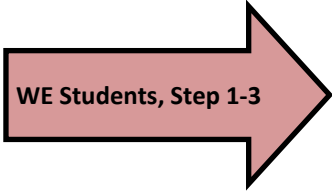
WE Instructor

- Provides Grade to Student

1. **In the EmailMe Form account, WE Coordinator:**
 - Adds courses to drop down menu
 - Uploads/Edits Student and Employer Emails for auto responses, forms, and resource links
2. **Makes any corrections in EmailMe Form account as applicable (correct student typos, etc.)**
 - For instructions on how to use EmailMe Form contact the District Career Education and Workforce Development Department

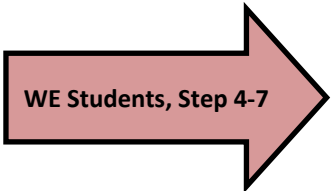


WE Coordinators



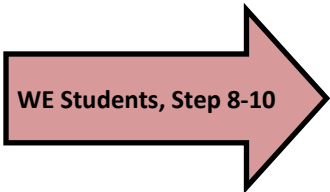
WE Students, Step 1-3

1. **Student obtains a WE internship placement** (Paid, Unpaid, or Volunteer position)
2. **Student completes online WE Application** (NOTE: New WE form links each semester)
 - If "Unpaid" placement, notification email sent to SDCCD Risk Management
 - Email notification sent to Student & WE Instructor
 - Email notification sent to Site Supervisor requesting *Employer Agreement*
3. **Student watches the WE Online Orientation and completes the online Quiz**



WE Students, Step 4-7

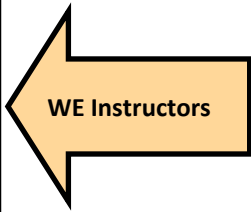
4. **Student ensures Site Supervisor completes the online WE Employer Agreement**
 - Email notification sent to WE Instructor and Student when Site Supervisor submits form
 - Confirmation email sent to Site Supervisor with 'thank you for supervising intern', letter from Dean, and WE Site Supervisor Checklist
5. **Student receives Add Code from WE Instructor and enrolls in WE**
6. **Student completes the Canvas online Gender Equity, Sexual Harassment, and Violence Prevention training and sends proof of completion to WE Instructor**
 - Students will automatically receive an email from the SDCCD outlining steps to complete the training. Students are encouraged to complete this training prior to beginning work experience hours.
7. **Student meets with WE Instructor for course-orientation to review the syllabus, expectations, learning objectives, and site visits**



WE Students, Step 8-10

8. **Student coordinates site visits at organization with Site Supervisor and WE Instructor**
 - 1st site visit to review WE support, confirm learning objectives, discuss evaluation process and forms, answer questions, and complete the *Learning Agreement*
 - Student coordinates 2nd Site Visit at company with Site Supervisor and WE Instructor to review completion of learning objectives and discuss student skill progression.
9. **Student completes online Cumulative Work Record**
 - Electronic signatures on form by Student and Site Supervisor on same form at end of semester.
 - Notification email sent to WE Instructor and Student
10. **Student completes the online WE Post Survey**

1. **WE Instructor receives online the:**
 - *WE Application* from Student
 - *WE Employer Agreement* from Student Site Supervisor
 - Proof of completion of the *Gender Equity, Sexual Harassment, and Violence Prevention* training
2. **WE Instructor sends email to Student with Add Code**
3. **WE Instructor meets with student to review syllabus, course expectations, learning objectives, and plans for site visits**
4. **WE Instructor submits syllabus to the Dean's Office & WE Coordinator with the**
 - Subject: Term Year – WE Class (CRN #) – Last Name, First Initial
5. **WE Instructor submits census online via MySDCCD portal by census date**
6. **If applicable, WE Instructor submits Alternate Site Visit Request to Dean (only as needed by add/drop deadline)**
 - Faculty must provide alternative method and justification for not making an in-person site visit
 - To be approved/denied by WE Coordinator & WE Dean
7. **WE Instructor completes 1st & 2nd site visits to review Learning Objectives and Outcomes**
8. **WE Instructor final steps:**
 - Sends email to student to complete student progress, completion of the online SMART learning objectives, and post 21 Century Growth Skills, and Survey/Assessment
 - Sends email to Supervisor to complete online Survey/Assessment
 - Receives online *Cumulative Work Record*, signed by Student and Supervisor
 - Receives final evaluation forms completed by both Student and Supervisor
 - Posts student grade via Faculty Web Services/Campus Solutions



WE Instructors