## WORK EXPERIENCE INTERN ASSIGNMENTS

<table>
<thead>
<tr>
<th></th>
<th>ORIENTATION</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Complete orientation before your first job site visit. See page 1 for instructions to receive 10 points for completion of orientation.</td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>LEARNING OBJECTIVES</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2</strong></td>
<td>Give your supervisor the letter. See pages 3-4. Talk with your supervisor to develop your four objectives. See pages 5-6. Have your draft worksheet pages 7-8 completed for your first job site visit with your instructor.</td>
<td>80</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>YOUR ASSIGNED INSTRUCTOR &amp; JOB SITE VISITS</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3</strong></td>
<td>Your Instructor’s Name ________________________________</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Phone #   ____________________________________________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Email:_______________________________________________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Date of 1st job site visit _______________________________</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>SEMINARS, ACTIVITIES AND/OR PROJECT HOURS</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>4</strong></td>
<td>Four hours required for the semester. See pages 14-22 for details. Last days for most activities are JULY 22.</td>
<td>20</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>STUDENT REPORT AND RESUME</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>5</strong></td>
<td>Write a two-page essay and resume. See pages 23-24 for essay instructions and pages 25-31 for resume. Submit report and resume to your instructor. Date due: July 23, 2015</td>
<td>25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>FINAL JOB SITE VISIT &amp; WORK HOURS</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6</strong></td>
<td>Track your hours of work during the semester on the Worksheet. Report total hours to your instructor at the final job site visit. Hours worked equal number of units. Last day to increase units is JULY 24.</td>
<td>150</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>GRADING</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>7</strong></td>
<td>Grading is explained on page 35.</td>
<td></td>
</tr>
</tbody>
</table>
INTERN ORIENTATION

Orientation will explain the course requirements and must be completed at the beginning of the course prior to your FIRST JOB SITE VISIT with your ASSIGNED INSTRUCTOR.

STEP ONE

- View Intern online orientation video at workexperience.santarosa.edu

STEP TWO

- At the conclusion of the online orientation, complete the Internship Orientation Credit Form for 10 points.

- Second semester Internship students may skip viewing the Internship 99i Orientation Video and go directly to the Internship Orientation Credit Form for Continuing Internship students at workexperience.santarosa.edu. Complete a brief quiz for the 10 points of orientation credit.
MESSAGE FROM THE WORK EXPERIENCE FACULTY TO OUR STUDENTS

What does our department expect you to learn after completing this course?

We have identified three specific instructional goals SRJC calls Student Learning Outcomes:

- Demonstrate application of discipline-specific skills and knowledge at the job site.
- Write a resume targeted to a discipline-specific career that includes the new skills acquired in the internship.
- Demonstrate improvement of discipline-specific job skills at the job site.

How will you know if you were successful in achieving these outcomes?

To assess, measure and evaluate your performance in this course, we have developed seven course requirements that are listed on the inside front cover of this Handbook. Each one is designed for students to learn, practice and demonstrate new/improved skills on the job.

PORTAL MESSAGES

- You will receive periodic email messages from the Work Experience Department on course reminders, due dates and special announcements.

CONTACT US

- Santa Rosa Work Experience Office
  Bertolini Student Center 3rd floor, Room 4842
  (707) 527-4329  Monday - Thursday  8:00 - 5:00 (Summer Hours)
  (707) 524-1712  FAX

- Petaluma Work Experience Office CLOSED DURING SUMMER

- workexperience.santarosa.edu

NON-DISCRIMINATION POLICY

The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This nondiscrimination policy covers admission, access and treatment in District programs and activities—including but not limited to academic admissions, financial aid, educational services and athletics—and application for District employment.

The Sonoma County Junior College District is an equal opportunity employer
TO: Employer (Supervisor)

FROM: Work Experience Intern program

DATE: Summer 2015

The employee (intern) delivering this letter to you has demonstrated an interest in improving job skills by enrolling in our Work Experience Intern Program. The purpose of our course is to help the student obtain on-the-job training so the student will be a more efficient and valuable employee, while providing a practical education that supplements and enhances classroom theory. The program gives you the opportunity to make a contribution to the employee’s college education in a way that will directly benefit you and your organization. Your participation in this process includes:

• Active involvement in selection of objectives
• Two meetings with instructor and employee/student
• Evaluation of the objectives and verification of employee/student hours

In order for this contribution to be documented for college course credit, the program requires that four learning objectives be written at the beginning of the semester. Objectives are written to help the student progress and become a more valuable employee. Please discuss the learning possibilities with your employee, accepting only those objectives that meet with this intent. On the back of this letter, you will find information that may assist you in this process.

The student is required to fill out a worksheet of objectives. Within a few weeks an instructor from our office will schedule an appointment to meet with you and the intern at your job site to review the objectives. The objectives will be written in final form, and you will be given a copy for reference and evaluation. The objectives will be used as the basis of evaluation at the end of the semester.

You will be asked to verify employee/student hours at the end of the semester during the evaluation meeting. The student will also be attending Work Experience seminars, self-paced career-related activities or will complete a project. A schedule of the seminars is in the student’s Intern Handbook. You are welcome to attend any seminar of interest to you.

Thank you for your cooperation. Your support of our program is greatly appreciated.
Devising good objectives is a very important part of the student’s Work Experience Intern success. Approximately one half of a student’s grade is dependent upon performance on the objectives. Employer input is essential. Following are some guidelines to help you when considering objectives.

1. Make sure each objective is achievable within the semester time frame and is measurable.

2. Make sure the objective is specific enough for you to evaluate.

   Too general: To do a good job as an intern so that I can get a full time job in drug and alcohol treatment.

   Better: To review and demonstrate knowledge of federal confidentiality regulations for drug and alcohol treatment programs as observed by my supervisor by (date).

3. Some objectives may be more difficult or more valuable than others. Objectives are to involve new learning, new growth or improvement on the job for your employee/student. They are not to describe what the student has already accomplished.

4. Make the objectives work for you. If there is an area in which your employee/student needs to improve (e.g., reliability, promptness, courtesy, communication, etc.), design an objective around that need.

It is the goal of the Santa Rosa Junior College Work Experience Program that the time you invest in this employee/student be well worth the effort. The result should be a better, more efficient and motivated employee.
A learning objective is a measurable goal that you set with your supervisor to be accomplished at work this semester. You will need to have your direct supervisor’s approval of the objectives. Therefore, you are expected to develop these together.

- You are required to develop four learning objectives, which will then be evaluated by your supervisor and yourself at the final job site visit.

- A learning objective is specific, measurable, limited to a single definite result and has a completion date. Each objective statement starts with the word “To”, has an action word, a description, a measurement and a completion date.

- Each objective must follow the format below:

**EXAMPLE**

*To save and restore user profile for installation of software on 5-8 computer systems to supervisor’s satisfaction by July 10.*

<table>
<thead>
<tr>
<th>To</th>
<th>save and restore</th>
<th>user profile for installation of software on 5-8 computer systems</th>
<th>to supervisor’s satisfaction</th>
<th>by July 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action word</td>
<td>Description</td>
<td>Measurement</td>
<td>Completion date</td>
<td></td>
</tr>
</tbody>
</table>

**ACTION WORDS**

SAMPLE LEARNING OBJECTIVES

HUMAN SERVICES
To observe and assist with the intake and orientation of a residential client to the satisfaction of my supervisor by 7/4.

To improve technical knowledge of case management by keeping appropriate case notes of three clients to be reviewed by supervisor by 7/15.

ADMINISTRATION OF JUSTICE
To participate in at least one ride-along with SRJC or SRPD and submit a 1-to 2-page paper about the experience by 7/1.

To review all new domestic violence reports and enter them into the SRPD database to the satisfaction of my supervisor by 7/14.

FIRE TECHNOLOGY
To complete proper roof removal from a vehicle using the Halmatro tools to the satisfaction of RAFD by 7/15.

To demonstrate to my supervisor a pressure test of an engine’s hose inventory per IFSTA standards by 8/1.

NATURAL RESOURCE MANAGEMENT
To successfully load transport truck with water and supplies for transport of Chinook salmon and prepare a checklist to be used for future transport operations to the satisfaction of my supervisor by 6/21.

To improve on-site fertigation sources in greenhouse and field use by revitalizing the vermicomposting program for leachant and worm tea to the satisfaction of my supervisor by 7/2.

CIVIL ENGINEERING TECHNOLOGY
To update City of Petaluma standards using AutoCAD to my supervisor’s specifications by 7/10.

To revise and reconstruct control set-up on computer system with either GIS or AutoCAD by accurately inputting three jobs into system and incorporating aerial photos by 7/12.

EQUINE SCIENCE
To practice and demonstrate competency in centering myself at the canter to my supervisor’s satisfaction by 7/03.

To apply a standing wrap to a horse’s leg to my supervisor’s satisfaction by 7/1.

BUSINESS OFFICE TECHNOLOGY
To accurately complete court forms using special software to my supervisor’s satisfaction by 7/18.

To prepare and accurately perform 5 monthly bank statement reconciliations throughout the semester by deadlines established by supervisor by 7/3.
LEARNING OBJECTIVES WORKSHEET

- Meet with your supervisor to develop your four learning objectives before your assigned instructor comes to your job site for the first visit, and have this worksheet completed.

- Your assigned instructor may ask you to email your four draft objectives prior to your first job site visit.

- This draft must be ready for your first job site visit with your instructor.

- Your approved learning objectives will be written on the Internship Objectives and Hours form (see page 9) and signed at the first job site visit.

______________________________     ______________________________
Your Name                                Your Instructor

LEARNING OBJECTIVE #1

Write out the objective that includes: an action word, description, measurement and completion date.

<table>
<thead>
<tr>
<th>To</th>
<th>Action Word</th>
<th>Description</th>
<th>Measurement</th>
<th>Completion Date</th>
</tr>
</thead>
</table>

LEARNING OBJECTIVE #2

Write out the objective that includes: an action word, description, measurement and completion date.

<table>
<thead>
<tr>
<th>To</th>
<th>Action Word</th>
<th>Description</th>
<th>Measurement</th>
<th>Completion Date</th>
</tr>
</thead>
</table>
### LEARNING OBJECTIVE #3
Write out the objective that includes: an action word, description, measurement and completion date.

<table>
<thead>
<tr>
<th>To</th>
<th>Action Word</th>
<th>Description</th>
<th>Measurement</th>
<th>Completion Date</th>
</tr>
</thead>
</table>

### LEARNING OBJECTIVE #4
Write out the objective that includes: an action word, description, measurement and completion date.

<table>
<thead>
<tr>
<th>To</th>
<th>Action Word</th>
<th>Description</th>
<th>Measurement</th>
<th>Completion Date</th>
</tr>
</thead>
</table>
**SAMPLE OBJECTIVES FORM**

Santa Rosa Junior College  
Semester Summer  Year 2015

### INTERNSHIP OBJECTIVES AND HOURS

<table>
<thead>
<tr>
<th>Student</th>
<th>Jane Doe</th>
<th>Student ID#</th>
<th>Employer</th>
<th>Your Employer</th>
<th>Supervisor</th>
<th>Your Supervisor</th>
<th>Instructor</th>
<th>Your Instructor</th>
<th>Instructor's Phone</th>
<th>(707) 527-4329</th>
</tr>
</thead>
</table>

### OBJECTIVES

Agreement: The undersigned supervisor, student, and college instructor agree with the validity of the objectives listed below. The supervisor and college agree to provide necessary supervision and counseling to insure maximum educational benefits to the student. The supervisor agrees to meet all employment regulations without regard to race, color, national origin, sex or handicap as required by law. The student agrees to abide by Work Experience guidelines.

| 1 | To create an online wine and beverage inventory control system simple enough for bar staff and manager to use effectively to supervisor’s satisfaction by 7/01. | 10 | 9 |
| 2 | To demonstrate my knowledge of all city streets surrounding SRJC to one of my supervisors. In a written response, explain the importance of this knowledge and how it can assist in my role as a Cadet at the JC by 7/27. | 9 | 8 |
| 3 | To save and restore user profile for installation of software on 5-8 computer systems to supervisor’s satisfaction by 7/15. | 10 | 10 |
| 4 | To accurately monitor water quality using all necessary field equipment to my supervisor’s satisfaction by 7/21. | 9 | 9 |

**TOTAL POINTS** 38 36

### PROJECT

Student will complete a 4 hour project

**Description**

To create a written training/procedures manual for my position.

**Project Completed** Yes X No

**TOTAL HOURS WORKED DURING SEMESTER**

From 6/15/15 to 08/06/15 total 300 hours

**Your Supervisor**

6/17/15

**Jane Doe**

6/17/15

**Your Instructor**

6/17/15 date/1st visit

8/4/15 date/evaluation

**Project Hours Completed** 4

**Instructor Evaluation Total Points** 40

Rating Scale

9-10 - Excellent  
7-8 - Good  
5-6 - Fair  
3-4 - Needs Improvement  
0-2 - Poor
YOUR ASSIGNED INSTRUCTOR/ JOB SITE VISITS

- An instructor will be assigned to you, who will be your resource person for the semester.

- Your instructor will contact you by phone, mail or email within the first few weeks of school. Please respond promptly.

- Your instructor will meet with you at your job site twice during the semester. He/she will review your objectives and facilitate the meetings with you and your supervisor.

- At the first job site visit, the Internship Objectives and Hours Form (see page 9) will be completed and signed by you, your supervisor and your assigned instructor.

- At the second job site visit, you and your supervisor will evaluate your four learning objectives and verify hours worked (bring page 33 completed).

- There are 15 points possible for timely planning and good communication with your instructor. In addition, your instructor will be grading your student report using the grading scale on page 24.

### INSTRUCTOR GRADING SCALE

<table>
<thead>
<tr>
<th>Based on Student Communication/Planning</th>
<th>Highest Possible Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed orientation by 1st meeting. Came prepared for 1st appointment; cooperatively wrote realistic objectives with supervisor.</td>
<td>4</td>
</tr>
<tr>
<td>Responsive to instructor’s contacts; kept instructor’s appointments or handled reschedule in a timely manner; informed instructor of changes in job, contact information, etc.</td>
<td>7</td>
</tr>
<tr>
<td>Prepared at 2nd appointment to evaluate objectives and to report hours worked</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL</td>
<td>15</td>
</tr>
<tr>
<td>STUDENT REPORT - Essay and Resume (see pages 23 -24)</td>
<td>25</td>
</tr>
<tr>
<td>TOTAL POSSIBLE INSTRUCTOR’S EVALUATION</td>
<td>40</td>
</tr>
</tbody>
</table>
Four Seminar/Activity and/or Project hours are required
1 hour of activity or seminar = 5 points

- Choose from any combination of scheduled seminars and/or the activity selection list on pages 14 - 22 for a total of 4 hours per semester.
  - Work Experience seminars are listed on pages 14.
  - Each activity listed on pages 15 - 22 includes a description of the activity, the date that it is due and the amount of credit you are eligible to receive for completion.

- Extra Credit: You may complete up to 2 additional hours for a total of 10 points.

- No seminar credit will be granted to students arriving late to a seminar or leaving a seminar early. Seminars are limited to available seats. Come early to ensure your credit.

QUESTIONS
If you have any questions, please call the Santa Rosa campus office:

- Santa Rosa Work Experience Office
  Bertolini Student Center 3rd floor, Room 4842
  Monday - Thursday 8:00 - 5:00 Summer Hours
  (707) 527 - 4329
  (707) 524 - 1712  FAX

- workexperience.santarosa.edu
<table>
<thead>
<tr>
<th>#</th>
<th>Seminar Topic</th>
<th>Speaker(s)</th>
<th>Location</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Deciding on Your Career: Identifying Interests and Preferences</td>
<td>Jill Mead, Career Advisor, SRJC</td>
<td>Santa Rosa Campus Bertolini Student Center 3rd Floor/Rm 4875</td>
<td>Tuesday June 23 2:00 - 3:00 pm</td>
</tr>
<tr>
<td>2</td>
<td>Calming the Storm</td>
<td>Marianne Schwarz-Kesling, Employment Advisor/ CalWORKS SRJC</td>
<td>Santa Rosa Campus Bertolini Student Center 3rd Floor/Rm 4875</td>
<td>Thursday June 25 2:00 - 3:00 pm</td>
</tr>
<tr>
<td>3</td>
<td>Career Vision Board</td>
<td>Angela Davis, Employment Advisor/ CalWORKS SRJC</td>
<td>Santa Rosa Campus Bertolini Student Center 3rd Floor/Rm 4875</td>
<td>Tuesday June 30 2:00 - 4:00 pm</td>
</tr>
<tr>
<td>4</td>
<td>Finding your Strengths</td>
<td>Angela Davis, Employment Advisor/ CalWORKS SRJC</td>
<td>Santa Rosa Campus Bertolini Student Center 3rd Floor/Rm 4875</td>
<td>Tuesday July 7 2:00 - 3:00 pm</td>
</tr>
<tr>
<td>5</td>
<td>Resume and Cover Letter Development</td>
<td>Jill Mead, Career Advisor, SRJC</td>
<td>Santa Rosa Campus Bertolini Student Center 3rd Floor/Rm 4875</td>
<td>Thursday July 9 2:00 - 3:00 pm</td>
</tr>
<tr>
<td>6</td>
<td>First Impressions and Interviewing Skills</td>
<td>Jill Mead, Career Advisor, SRJC</td>
<td>Santa Rosa Campus Bertolini Student Center 3rd Floor/Rm 4875</td>
<td>Tuesday July 14 2:00 - 3:00 pm</td>
</tr>
<tr>
<td>7</td>
<td>Success in the Workplace and Beyond</td>
<td>Marianne Schwarz-Kesling, Employment Advisor/ CalWORKS SRJC</td>
<td>Santa Rosa Campus Bertolini Student Center 3rd Floor/Rm 4875</td>
<td>Thursday July 16 2:30 - 3:30 pm</td>
</tr>
</tbody>
</table>

Above seminars sponsored by Career Center and CalWORKS
# ACTIVITY SELECTION LIST

Note the various due dates and amount of activity/seminar credit hours.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Student Description</th>
<th>Must be completed by:</th>
<th>Seminar Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Plan</td>
<td>Projects should be something new to you and may relate to your job, career area or college/academic program. Your proposal must be approved by your Work Experience instructor at the beginning of the semester before you begin the project. See page 19 of this handbook.</td>
<td>Turn in to your instructor by date requested.</td>
<td>1 - 6 hours</td>
</tr>
<tr>
<td>Cover Letter **</td>
<td>Sample cover letter available in this Handbook on pg. 18. Turn in typed cover letter to our office. Full credit is not guaranteed. If submitted by July 6, you will have the opportunity to redo and resubmit.</td>
<td>July 22, 2015 No late papers accepted</td>
<td>1 hour</td>
</tr>
<tr>
<td>Career Development Services:</td>
<td>The Career Development Services has useful information and services on resume preparation and interview techniques. Come in to research jobs or take an assessment test to identify your best career fit. Career Development Services is located in Bertolini Student Center/3rd Floor. Career Exploration: Using Eureka Internet: Use the lab sites to explore financial aid, school information and career guidance</td>
<td>Career Center</td>
<td></td>
</tr>
<tr>
<td>Informational Interview **</td>
<td>Interview a professional in the career field that interests you. Obtain an Informational Interview Form from the Work Experience office. Follow instructions located on the form.</td>
<td>July 22, 2015 1 hour</td>
<td></td>
</tr>
<tr>
<td>OTHER ACTIVITIES/SEMINARS</td>
<td>Examples: College Skills workshops Job in-service trainings</td>
<td>July 22, 2015 1 - 6 hours</td>
<td></td>
</tr>
<tr>
<td>NOT LISTED IN HANDBOOK</td>
<td>BEFORE THE ACTIVITY HAPPENS YOU ARE REQUIRED TO: 1. Go to the Work Experience web site: workexperience.santarosa.edu Click on FORMS 2. Fill out the ACTIVITY PRIOR APPROVAL FORM 3. Click SUBMIT 4. Approval/Disapproval will be sent to you via email 5. If approved and when activity is complete, SUBMIT a typed 1-page report to the Work Experience office OR <a href="mailto:cmyers@santarosa.edu">cmyers@santarosa.edu</a>.</td>
<td>1 - 6 hours</td>
<td></td>
</tr>
<tr>
<td>Course Evaluation **</td>
<td>See pg. 21-22 in Handbook or visit the Work Experience web site. Do not turn in before 2nd meeting with your instructor.</td>
<td>August 5, 2015 1 hour</td>
<td></td>
</tr>
</tbody>
</table>

** You may do this activity or the online version of it. You may NOT do both.
**ONLINE ACTIVITY SELECTION LIST**

1. Go to the Work Experience web site - workexperience.santarosa.edu.
2. Select the Online Activity menu at the Work Experience web site.
3. Select the link for the Online Activity you would like to complete.
4. Follow the directions listed on the activity site to earn credit.

**IF** you have questions: contact Online Coordinator **Kim Kinahan** - kkinahan@santarosa.edu

<table>
<thead>
<tr>
<th>Title</th>
<th>Description</th>
<th>Must be completed by:</th>
<th>Activity Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Online Cover Letter**</td>
<td>Sample cover letters available on web site. To receive credit, your cover letter must be sent electronically. <strong>Full credit is not guaranteed.</strong> If submitted by July 6, you will have the opportunity to redo and resubmit.</td>
<td>July 22, 2015</td>
<td>1 hour</td>
</tr>
<tr>
<td>Online Resume Tutorial</td>
<td>This self-paced activity is designed to assist you in developing and/or improving your resume. Resources and guidelines will be provided.</td>
<td>July 22, 2015</td>
<td>1 hour</td>
</tr>
<tr>
<td>Mastering Soft Skills for Workplace Success</td>
<td>Employers want employees with good communication skills, a strong work ethic, initiative, interpersonal skills, and problem solving abilities. Soft skills are essential for workplace success.</td>
<td>July 22, 2015</td>
<td>2 hours</td>
</tr>
</tbody>
</table>

** You may do this online activity or the “printed copy” version of it. You may NOT do both. **
**ONLINE ACTIVITY SELECTION LIST**

1. Go to the Work Experience web site - workexperience.santarosa.edu.
2. Select the Online Activity menu at the Work Experience web site.
3. Select the link for the Online Activity you would like to complete.
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<table>
<thead>
<tr>
<th>Activity</th>
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<th>Must be completed by:</th>
<th>Activity Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leadership: A Master Class - Create to Innovate</td>
<td>Teresa Amabile is the Edsel Bryant Ford Professor of Business Administration and Director of Research in the Entrepreneurial Management Unit at Harvard Business School. This hour-long video includes five sections: Creativity and Innovation, Managing For Creativity, How To Optimize The Creative Environment, Motivating Creativity, Developing Your Own Creativity.</td>
<td>July 22, 2015</td>
<td>1 hour</td>
</tr>
<tr>
<td>A Video Collection Inspiring Better Teamwork</td>
<td>These TED Talks are great reminders how to be a better team member and how to inspire better teamwork in your workplace.</td>
<td>July 22, 2015</td>
<td>1 hour</td>
</tr>
<tr>
<td>Improve your Intercultural Skills</td>
<td>Employers today place a very high emphasis on intercultural skills which include being comfortable working with colleagues, customers, and/or clients from diverse cultural backgrounds.</td>
<td>July 22, 2015</td>
<td>2 hours</td>
</tr>
<tr>
<td>Social Networking For Your Job</td>
<td>Social networking sites have become essential for anyone who wants to be visible to others in their business community. Find out which sites to use and how to best present yourself online.</td>
<td>July 22, 2015</td>
<td>2 hours</td>
</tr>
<tr>
<td>Course Evaluation **</td>
<td>See pages 21-22 in Handbook or visit the Work Experience web site. <strong>Do not turn in before 2nd meeting with your instructor.</strong></td>
<td>August 5, 2015</td>
<td>1 hour</td>
</tr>
</tbody>
</table>

** You may do this online activity or the “printed copy” version of it. You may NOT do both. **
INSTRUCTIONS FOR COVER LETTER

(See Activity Selection List on pages 15 & 16 for due date and seminar/activity credit available.)

- To submit a printed cover letter, follow the sample on the left; to submit an email cover letter, follow the sample on the right.

- Any spelling or grammatical error will result in 0 points.

PRINTED COPY SAMPLE LETTER

Your Address
City, State Zip
Date of Writing

Name of Person, Title
Name of Company
Street Address
City, State Zip

Dear _________________________:

Tell why you are writing; name the position, or field, or general vocational area about which you are asking—be as specific as possible. Tell how you heard of the opening or organization.

Summarize your qualifications which you think would be of greatest interest to the employer, slanting your remarks to their point of view. Cite relevant experience. Sincerely state your interest in their organization, location or type of work. Make reference to the application or resume you are including.

Request the next step in the employment process. Indicate that you are looking forward to discussing your qualifications with the employer in person. “Thank you for your consideration. I look forward to hearing from you soon.” Make sure your closing is not vague but makes a specific action from the reader likely.

Sincerely,

(Your Handwritten Signature)
Typed Name

EMAIL COPY SAMPLE LETTER

To: hiring@ABCprep.com
Subject: Instructional Assistant - Cindy Garcia

Dear Gail Ahlas,

I am writing you in regards to the Instructional Assistant Position at ABC University Prep. I heard about this position from a co-worker.

I am a self-driven, hardworking, organized, friendly individual who enjoys working with youth and helping the community build a strong education system. I have worked with low-income and at-risk youth in Santa Rosa afterschool programs, community centers and summer camps for three years. I am a great fit for this position because I have worked as an instructional assistant for four years and because I genuinely care about the effect education has on youth. My experience and skills are presented in detail in my attached resume.

Please let me know what the next step should be for obtaining this position. I am looking forward to meeting with you and discussing my qualifications in person. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Cindy Garcia
INTERN PROJECT PROPOSAL

Name__________________________________________ Instructor________________________________

Project Hours Requested_________________

This project should require learning new skills and be beyond the scope of your work objectives; it could be a workshop, seminar or in-service training provided by your employer or relevant professional association. Specific examples might be: designing/constructing a display area for new marketing products; attending trainings and then sharing that information with co-workers; developing and producing an online/written new manual or handbook; interviewing professionals within your career field or completing a few hours of job shadowing.

Complete this form to describe your project and discuss it with your instructor at the first job site visit.

Your instructor must approve the project before you begin.

• Describe the project

______________________________________________________________________________________
______________________________________________________________________________________

• Describe the new skills/knowledge you will gain from the project

______________________________________________________________________________________
______________________________________________________________________________________

• Date of completion_______________

Note: See page 24 for details regarding your required report.
Evaluate the Work Experience Course — Intern

Seminar/ Activity Credit = 1 hour / 5 points

Student ID# ___________________________  DUE AUGUST 5, 2015

DIRECTIONS: Please complete ONLINE at workexperience.santarosa.edu or submit this evaluation form to the Work Experience office by the date above. Do not turn in before meeting with your instructor for the 2nd time.

COURSE COMPONENTS

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 4 3 2 1</td>
<td></td>
</tr>
</tbody>
</table>

1. After completing orientation did you understand the program requirements?
2. Did writing an objective at orientation help you understand the process?
3. After completing the objectives, did you learn new or improved skills on the job?
4. Was writing the student report helpful in identifying what you accomplished while enrolled in this course?
5. Were you able to apply knowledge gained from the seminars/activities to your job or personal life?
6. Did this course help contribute to your receiving increased responsibilities, higher salary or a promotion?
7. As a result of this course, did communication with your supervisor improve?
8. Overall, was your enrollment in this course valuable or beneficial?
9. Please comment on seminar topics, scheduled times, and the seminars you attended.
   __________________________________________________________
   __________________________________________________________
10. Please comment on any activities you completed.
    __________________________________________________________
    __________________________________________________________
11. If you completed a project, what skills or knowledge can you use in the future?
    __________________________________________________________
    __________________________________________________________

YOUR INSTRUCTOR

<table>
<thead>
<tr>
<th>Strongly Agree</th>
<th>Strongly Disagree</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 4 3 2 1</td>
<td></td>
</tr>
</tbody>
</table>

12. The instructor was available and responsive to you either by phone, email or in person.
13. The instructor was helpful in the review/revision of your objectives.
14. The instructor explained clearly what is expected of students in this course.
15. When asked, the instructor was helpful in providing information useful to your job, career planning or available college resources.
16. The instructor returned your student report in a timely manner.
17. Overall, my learning experience with this instructor has been positive and rewarding.
18. My instructor visited my job site _______ times.
19. General comments regarding instructor ________________________________
I ENROLLED...

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Y</td>
<td>N</td>
<td>20. ...because it is required.</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>21. ...to earn credit towards a certificate or degree.</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>22. ...because it was recommended by my supervisor.</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>23. ...to qualify for financial aid.</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>24. ...to earn units to transfer to another college.</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>25. ...to improve myself as an employee.</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>26. Other ______________________________________________________________</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>27. Do you plan on enrolling in Work Experience in future semesters?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>28. If no, why not? ____________________________________________________________________</td>
</tr>
<tr>
<td></td>
<td></td>
<td>____________________________________________________________________</td>
</tr>
</tbody>
</table>

29. What recommendations do you have that would make the course more valuable to you?
___________________________________________________________________________
___________________________________________________________________________

HOW I LEARNED OF THE COURSE

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Y</td>
<td>N</td>
<td>30. Campus news publications</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>31. Friends</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>32. Counselors</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>33. Student Employment office</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>34. Instructors</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>35. In-class presentations</td>
</tr>
<tr>
<td>Y</td>
<td>N</td>
<td>36. College web site</td>
</tr>
</tbody>
</table>
Your Student Report and Resume are due to your assigned instructor by: THURSDAY, July 23, 2015

Questions regarding your report should be directed to your assigned instructor.

- Report must be typed, double spaced and in essay format.
- 2 page minimum
- 12-point font
- PROOFREAD your work

AND

- Create or update your resume and include your internship. See pages 25 - 31 for assistance.

- In the upper left corner of the first page of your report, include the following:

<table>
<thead>
<tr>
<th>Your Name</th>
<th>Work Experience Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Experience Internship</td>
<td>Assigned Instructor’s Name</td>
</tr>
</tbody>
</table>

All students must write a report in essay format addressing all items below:

1. EVALUATE YOUR OBJECTIVES:
   - Describe your objectives and discuss your progress or accomplishments for each objective
   - Assess any problems or challenges you encountered
   - Compare and contrast your skill levels from the beginning of the semester to the end
   - Identify one or two new objectives you could develop for the next semester
   - Evaluate how this course and internship relates to your educational and career goals
   - Recommend any specific changes in the course to make it more effective for you and other students

2. IF YOU CHOSE TO DO A PROJECT, you must also include in your essay the following:
   - Briefly describe your project
   - Evaluate your project results and the value that it added to your experience

GRADING SCALE:

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<th>Possible Rating</th>
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<td><strong>Student Report</strong></td>
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</tr>
<tr>
<td>DUE DATE - Thursday, July 23</td>
<td></td>
</tr>
<tr>
<td>Content (addressed all areas as outlined above)</td>
<td>4</td>
</tr>
<tr>
<td>Creativity (addressed effect on work and future goals)</td>
<td>3</td>
</tr>
<tr>
<td>Presentation and Organization</td>
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<tr>
<td>Grammar/Spelling</td>
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<tr>
<td><strong>Total for Report</strong></td>
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<tr>
<td><strong>Resume</strong></td>
<td></td>
</tr>
<tr>
<td>DUE DATE - Thursday, July 23</td>
<td></td>
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<tr>
<td>Job Objective</td>
<td>1</td>
</tr>
<tr>
<td>Format and Organization</td>
<td>3</td>
</tr>
<tr>
<td>Education &amp; Experience (include your current internship)</td>
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</tr>
<tr>
<td>Skills &amp; Qualifications</td>
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<tr>
<td>Grammar/Spelling/Proofreading</td>
<td>2</td>
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<tr>
<td><strong>Total for Resume</strong></td>
<td>12</td>
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<tr>
<td>TOTAL Report/Resume</td>
<td>25</td>
</tr>
</tbody>
</table>
RESUME INFORMATION
Guidelines to Help You Prepare a Resume

A resume is a one- or two-page summary of your qualifications, which should include your education, skills, accomplishments and experience. A resume is a self-marketing tool, designed with the goal of obtaining a job interview.

_The resume is often the first impression an employer will have about you, so make it a good impression!_

RESUME FORMATS

There are a number of resume formats. The two most common formats are the chronological and the functional combination. Each format is suited for certain employment histories and/or employment goals. Ideally, the format you choose should emphasize your strengths and uniqueness that best present your qualifications for a specific job. Regardless of the format you choose, all resumes should be targeted for a specific position whenever possible.

What is the Best Format or Style?

It depends; choose the format that works for you and the job you are interested in pursuing. You may have several versions of your resume to be used for different positions.

Chronological

This format is considered the traditional format and is preferred by many employers. It lists your background in a reverse chronological sequence, starting with the most recent experience. You may arrange your headings in various ways, depending upon which aspects of your background you wish to emphasize. If your job titles relate to your current job objective, start each position description with job titles. If not, begin with the name of the organization. Follow job title and organizational information with the organization’s city and state. Whatever you choose, be consistent in listing your experience. Use the first and last month and year to describe dates of employment. For example: Coordinator, Student Employment office, Santa Rosa Junior College, Santa Rosa, CA - September 2002 - January 2006. Job duties and accomplishments are described under each employer with emphasis on those requiring the highest degree of skill and judgment.

**Chronological format effective if:**

- Work, volunteer and academic experience relate directly to the type of job for which you are applying
- You can demonstrate accomplishments related to work you have done
- Employment history shows continuous upward progression with no significant gaps
- Job titles or places of employment are impressive

Functional Combination

This format highlights your most important skills or functions. Headings are built around these areas. Job titles, employers and dates of employment are listed in a brief section at the bottom of the page. This format allows you to highlight skills, knowledge and abilities relevant to the position regardless of where and when you obtained them. Choose two to four headings to summarize each area of functional skill or expertise. Develop the functional skill headings based on the skills you want to market to employers and/or that are most related to your targeted objective. Describe your skills in short phrases and place under the appropriate functional skill categories. Place the most important skill or accomplishment first.
RESUME INFORMATION
CHECKLIST FOR REVIEWING YOUR RESUME

First Impression
☐ Do you want to read it?
☐ Is your resume free of spelling, punctuation and grammatical errors?

Layout and Appearance
☐ Does it appear clean and easy to read?
☐ Are margins adequate on all four sides?
☐ Are headings easy to find and consistent in capitalization, bolding and underlining?
☐ Is the information clear and concise?
☐ Has the resume been carefully edited to eliminate irrelevant data?
☐ Is the paper of good quality?
☐ Is the type size and resume format easy to read? Did you use 11- to 12-size font and allow for white space?

Format and Organization
☐ Is your resume 1-2 pages maximum? Could the resume be shortened and still present the same qualifications?
☐ Do phrases begin with action verbs?
☐ Are past tense verbs used consistently throughout the resume (as appropriate)?
☐ Did you use the same style and format in listing the employment and education dates...e.g. years, or month and year?
☐ Did you list dates, job titles, employer names, cities and states in your work history?
☐ Are the main qualifications easy to find as first glance?

Job Objective
☐ Is a brief and clear job objective included?
☐ Did you use the same title as the job announcement?
☐ Is the level and function of the desired position specified?
☐ Does the objective match or support the content of the resume?

Accomplishment Statement
☐ Is there an accomplishment statement or summary of accomplishments?
☐ Are skills emphasized?
☐ Did you use action verbs? See page 28.

Content Relevance
☐ Does the content support the job objective?
☐ Does the content stress relevant skills, accomplishments and results?
☐ Did you list your education and relevant training?
☐ Do the computer or technical skills reflect current understanding?
☐ Did you list relevant volunteer and/or non-paid work?
☐ Does the resume include all information necessary to prove ability to do the job?
ELECTRONIC RESUMES

In today’s electronic world, job seekers need to have both hard-copy and electronic versions of their resume. Submitting a resume online or via email is common, and for an increasing number of employers, it is the only way they will accept a resume.

It is recommended that you send e-resumes in both PDF and Word formats.

Be sure to follow whatever instructions you are given by an employer!

Refer to these sites for more information on electronic resumes:

http://www.susanireland.com/

http://www.careerealism.com/category/resume/
### Action Verbs

Transferable (Functional) Skills - from “The Damn Good Resume Guide”

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<th>COMMUNICATION</th>
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<th>HELPING</th>
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</tr>
</tbody>
</table>

More verbs for Accomplishments:
Cindy Garcia  
Santa Rosa, CA  95405  
cgarcia@yahoo.com  707- 341-1245

OBJECTIVE: Bookkeeper

PROFESSIONAL EXPERIENCE

BOOKKEEPING SKILLS
• Analyze, prepare and enter transactions in general journal
• Maintain Accounts Receivable and Accounts Payable ledgers
• Generate invoices, sales orders and purchase orders in QuickBooks
• Perform bank functions such as deposits and bank reconciliation
• Generate various financial reports – Balance Sheet, Profit & Loss and Cash Flow Statements
• Track payroll deductions and taxes
• Set up payroll in QuickBooks
• Operating procedures for setting up a company

PAYROLL PROCESSING SKILLS
• Prepare and perform payroll processing functions
• Generate financial and tax reports
• Assist accountant and auditors with annual audits
• Verify contract employee timesheets
• Reconcile, verify and resolve vendor invoice discrepancies
• Track employee health benefits deductions and retirement plan contributions
• Prepare expense reports
• Manage records retention for government reporting

COMPUTER AND OFFICE TECHNOLOGY SKILLS
• Proficient in Word, Excel, PowerPoint and MS Outlook
• Familiar with QuickBooks, Paychex and Advance Data Processing (ADP)
• Operate 10-key electronic calculator by touch
• Keyboard accurately 65 wpm

EMPLOYMENT HISTORY

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<tr>
<th>Position</th>
<th>Company</th>
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<th>Dates</th>
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<td>Santa Rosa, CA</td>
<td>2015 – Present</td>
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<tr>
<td>HR Representative</td>
<td>DCI Cheese Company</td>
<td>Santa Rosa, CA</td>
<td>2011 – 2014</td>
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<td>HR Associate</td>
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EDUCATION

<table>
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<th>Institution</th>
<th>Location</th>
<th>Date</th>
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<tbody>
<tr>
<td>Bookkeeper Certificate</td>
<td>Santa Rosa Junior College</td>
<td>Santa Rosa, CA</td>
<td>2015</td>
</tr>
</tbody>
</table>
CHRONOLOGICAL RESUME

Resume in Garamond Font

PETER SMITH
807-123-3456
www.petersmithdesign.com

CAREER OBJECTIVE
Highly motivated, creative and technically skilled individual seeks opportunities to design and develop high-quality web sites with a forward-thinking team.

QUALIFICATIONS

Technical
Photoshop
ImageReady
Dreamweaver
Flash 5
HTML
CSS

Jasvascript
JQuer y
XML/XSLT
MS Access 2010
Visual Basic 6
Illustrator 8

Personal

- Strong sense of layout design and balance
- Detail oriented, highly organized, creative and resourceful
- Demonstrated excellent client, customer and team relationship skills
- Self-motivated and eager to take on new challenges

EMPLOYMENT HISTORY
2014 - present
Senior Web Producer, O'Reilly Media, Inc., Sebastopol, CA
2013 - present
Freelance Web Developer, Sebastopol, CA
2009 - 2011
Programmer Analyst, County of Sonoma, Santa Rosa, CA

EDUCATION
AA and AS Degree from Santa Rosa Junior College, 2014, Highest Honors.

PROFESSIONAL DESIGNATIONS/CERTIFICATES
- Adobe Certified Expert in Photoshop 5.0
- Web Site Development: Web Graphic Design Certificate
- HTML Web Content Developer Certificate
- XML Web Developer Certificate
- Dreamweaver Web Content Developer Certificate
- Adobe Applications Specialist Program Certificate
- Adobe Certified Training Certificate in PageMaker

COMMUNITY INVOLVEMENT
Redesigned Paddy Moore's Anthropology site for use in the SRJC Media Library. Reduced file size by 75% and created a more efficient and attractive interface.
Jesse Chen
Santa Rosa, CA
987-654-3210
jchen@email.com

Objective: Administrative Assistant

Administrative Assistant Qualifications

• Compose and prepare business letters and memos using Microsoft Word
• Create spreadsheets to track data using Microsoft Excel
• Prepare presentational materials using Microsoft PowerPoint
• Keyboard accurately at approximately 45 words per minute
• Design flyers and marketing documents
• Coordinate meetings, appointments and interviews
• Respond to inquiries through internet email and social networks

Accomplishments

• Organized training program for supervisors to provide excellent customer service
• Created database to track employees’ compensation and complaints

Professional Characteristics

• Communicate effectively with people from diverse backgrounds
• Capable of managing time to complete more than one task as necessary
• Well organized and detail oriented
• Hardworking, motivated and conscientious
• Fluent in English and Spanish

Education

Santa Rosa Junior College, Santa Rosa, CA
AA Degree and Certificate in Human Resource Administration May 2015
AS Degree in Administrative Office Professional December 2014

Related Work Experience

2015-present County of Sonoma, Santa Rosa, CA
Human Resource Intern

2013-2014 Santa Rosa Junior College, Santa Rosa, CA
Human Resource/Clerical Assistant

2011-2013 New York Camera, San Rafael, CA
Assistant Manager
WORKSHEET FOR HOURS WORKED

Santa Rosa Junior College Work Experience Summer 2015

Student’s Name ___________________________  Instructor ___________________________

Employer _______________________________________________________________________

Keep track of hours worked throughout the semester on this worksheet
Report total hours worked to your instructor at 2nd job site visit.
You will be reporting your hours before the end of the semester; please project hours
worked to end of semester.
Bring this page completed to your 2nd job site visit.

Note the total hours worked each week for the eight-week period of June 15 - August 6.
If needed, you may count your hours worked between May 23 - June 14.

05/23 - 06/14  ____________

Week 1 06/15 - 06/20  ____________
Week 2 06/21 - 06/27  ____________
Week 3 06/28 - 07/04  ____________
Week 4 07/05 - 07/11  ____________
Week 5 07/12 - 07/18  ____________
Week 6 07/19 - 07/25  ____________
Week 7 07/26 - 08/01  ____________
Week 8 08/02 - 08/06  ____________

TOTAL HOURS WORKED  ____________

Important college dates to remember:

- Thursday, June 25 last day to drop without “W”
- Friday, July 24 last day to drop with “W” and request increase in Work Experience units

NOTE: On-campus student employees please meet with your supervisor if you are taking Work Experience for your Step C pay raise.
COURSE REQUIREMENTS

This is a graded course. Grades are determined from course requirements as indicated below:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation</td>
<td>10</td>
</tr>
<tr>
<td>Evaluation of Your Four Objectives</td>
<td>80</td>
</tr>
<tr>
<td>Instructor’s Evaluation (refer to page 11)</td>
<td>40</td>
</tr>
<tr>
<td>Seminars/Activities/Project/Four hours</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total Possible Points</strong></td>
<td><strong>150</strong></td>
</tr>
</tbody>
</table>

THE GRADING SCALE

- 135-150 pts = A
- 120-134 pts = B
- 105-119 pts = C
- 90-104 pts = D
- 0-89 pts = F

Students must be employed by a licensed business in a paid job or be an occupational volunteer (see chart below) to earn the following Work Experience units:

- Internship (WEOC 99I or other 99I): 1-8 units per semester up to a maximum of 16 units
- Students may use any combination of General (WRKEX 97), Occupational (WEOC 99), or Intern units to reach the maximum of 16 units

<table>
<thead>
<tr>
<th>Paid Average hours/week</th>
<th>Semester Hours</th>
<th>Volunteer Average hours/week</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.5 hrs/wk - 1 unit</td>
<td>75</td>
<td>7.5 hrs/wk - 1 unit</td>
<td>60</td>
</tr>
<tr>
<td>19 hrs/wk - 2 units</td>
<td>150</td>
<td>15 hrs/wk - 2 units</td>
<td>120</td>
</tr>
<tr>
<td>28 hrs/wk - 3 units</td>
<td>225</td>
<td>22.5 hrs/wk - 3 units</td>
<td>180</td>
</tr>
<tr>
<td>37.5 hrs/wk - 4 units</td>
<td>300</td>
<td>30 hrs/wk - 4 units</td>
<td>240</td>
</tr>
<tr>
<td>47 hrs/wk - 5 units</td>
<td>375</td>
<td>27.5 hrs/wk - 5 units</td>
<td>300</td>
</tr>
</tbody>
</table>

NOTE: If worked hours do not meet enrolled unit requirements, an automatic unit decrease will be made.
EXAMPLE: Enrolled in 4 units (300 hrs. required); worked 250 hrs; student receives 3 units’ credit

- Friday, July 24 last day to drop with “W” or request increase in Work Experience units.
Do You Need . . .

- More College Units?
- Improve “Soft Skills”?
- On-the-job Career Experience?

If so, we have courses to match your needs!

To learn more, contact the Work Experience office:
- Santa Rosa (707) 527-4329
- Petaluma (707) 778-3920
- workexperience.santarosa.edu

WORK EXPERIENCE

Internships
Building a career but lack vital on-the-job career experience?
An Internship (paid or unpaid) may be the key to your career success.

Community Involvement
Can’t get a job because you don’t have experience?
Can’t get experience because you don’t have a job?
Through volunteering you can get experience, try out different areas of interest, and earn transferable college credit.