

<p style="text-align: center;">Directed Work Experience ADED 4610 Auburn University - College of Education Educational Foundations, Leadership, and Technology Department</p>

Class Time: To Be Arranged
Location: To Be Arranged
Professor: Maria Martinez Witte, Ed.D.
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1. **Title:** ADED 4610 Directed Work Experience
2. **Credit:** 1-6 semester hours (S/U)
3. **Prerequisites:** Junior standing, or Department permission.
4. **Date:** Prepared April 2005
5. **Special Accommodations:** Any student needing special accommodations should contact Dr. Kelly Haynes, Director of the Program for Students with Disabilities, located in 1232 Haley Center. If you need assistance in contacting Dr. Haynes, please let me know.
6. **Textbook:** None. Supplementary resources will be provided by the instructor.
7. **Course Description:** In-service, supervised work experience individually designed for part-time and/or summer work experience.

OBJECTIVES, REQUIREMENTS, ORGANIZATION OF NOTEBOOK, AND STUDENT EVALUATION

8. **Course Objectives:** In accordance with this syllabus and individual instruction the student will:
 - a. Describe the company or organization's structure and prepare an organizational chart.
 - b. Draw a floor plan/map of the organization containing a detailed, scaled plan of the immediate work area.
 - c. Prepare an analysis of work responsibilities (occupational analysis or task analysis).
 - d. Prepare a training manual for the job currently held.
 - e. Describe the divisions and/or departments employment and training process in the organization.
 - f. Prepare a resume.
 - g. Prepare a log sheet of meetings attended.
 - h. Interview a manager / supervisor of the company and prepare a report.

9. **Course Requirements:**
Work a minimum of 150 clock hours in an agency or organization approved by the instructor. Turn in a notebook with all projects or assignments prior to TBD . In conjunction with the instructor and work site supervisor arrange for a minimum of three (3) on site visits with the instructor and worksite supervisor. Complete a formal end of course interview with the instructor.

10. **Contents and Organization of Project Notebook**

- a. Description of the Organization
- b. Organizational Structure (organization chart)
- c. Floor plan of your immediate work area
- d.. Analysis of Work Responsibilities
- e. Training Manual
- f. Describe the Organizational activities involving:
 - (1). The Employment Process
 - (2). The Training Process
- g. Resume
- h. Student evaluation of work experience
- i. Worksite supervisor's evaluation

11. **Evaluation:**

Academic dishonesty is an offense that will be reported to the Academic Honesty Committee. (See page 86 of the Tiger Cub.)

Participation assumes attendance on the job. Absences not due to illness will be given consideration only if in accordance with University policy and the policies of the employer. Should there be variance in the policy standards, the highest standard of the two will be maintained. Improper absenteeism from the workplace will result in unsatisfactory course evaluation.

The final class grade will be based on the following:

- | | |
|---|--------|
| a. Description of the Organization, Organization Chart | 5 pts |
| b. Floor Plan of immediate work area | 5 pts |
| c. Analysis of work responsibilities | 20 pts |
| d. Training Manual | 40 pts |
| e. Description of the employment and training processes | 20 pts |
| f. Personal Resume | 5 pts |
| g. Written report of manager/supervisor interview | 5 pts |

The following grading scale will be used:

A minimum of 80 earned points (80%) is required for successful course completion.

**NOTE!!! AS A TRUSTED EMPLOYEE, IT IS YOUR ETHICAL RESPONSIBILITY TO
BE SURE THAT NO CONFIDENTIAL INFORMATION ABOUT YOUR EMPLOYER
AND/OR YOUR EMPLOYER'S ORGANIZATION IS REVEALED IN YOUR PROJECT
NOTEBOOK OR IN ANY OTHER WRITTEN OR VERBAL COMMUNICATION.**

WORK DATA SHEET
ADED 4610 Directed Work Experience - Auburn University
Semester:_____

Student's Name	
Student's Address	
Student's Tel #	
Employed by: (Organization's Name)	
Organization's Address	
Organization's Work Tel #	

THIS DATA SHEET IS TO BE TURNED IN TO THE INSTRUCTOR BY_____

TBD

Supervisor's Evaluation

Evaluation of _____
(name of student-employee)

WORK PERFORMANCE RATING SCALE
(to be completed by employer or immediate supervisor)

Directions: Please evaluate the student-employee by circling the appropriate rating number. The scale ranges from a LOW of 1 to a HIGH of 5. If an item does not apply, do not check it. If this job has special requirements not listed, please indicate below.

PERSONAL QUALITIES:

- | | |
|----------------------------|-----------|
| 1. Appearance | 1 2 3 4 5 |
| 2. Stamina | 1 2 3 4 5 |
| 3. Standards of sanitation | 1 2 3 4 5 |
| 4. Emotional maturity | 1 2 3 4 5 |
| 5. Enthusiasm | 1 2 3 4 5 |
| 6. Intellectual curiosity | 1 2 3 4 5 |
| 7. Attitude toward job | 1 2 3 4 5 |

HUMAN RELATIONS:

- | | |
|--|-----------|
| 1. Relationships with employer or supervisor | 1 2 3 4 5 |
| 2. Relationships with fellow employees | 1 2 3 4 5 |
| 3. Relationships with the public | 1 2 3 4 5 |
| 4. Ability to accept & follow directions | 1 2 3 4 5 |
| 5. Ability to accept criticism | 1 2 3 4 5 |
| 6. Ability to communicate | 1 2 3 4 5 |

WORK PERFORMANCE:

- | | | | |
|---|-----------|--|-----------|
| 1. Attendance & Punctuality | 1 2 3 4 5 | 7. Ability to develop & use work simplification techniques | 1 2 3 4 5 |
| 2. Efficiency & Productivity | 1 2 3 4 5 | 8. Improvement of skills | 1 2 3 4 5 |
| 3. Initiative | 1 2 3 4 5 | 9. Improvement of knowledge | 1 2 3 4 5 |
| 4. Adaptability | 1 2 3 4 5 | 10. Gets good results (productivity) | 1 2 3 4 5 |
| 5. Dependability in completing assigned tasks | 1 2 3 4 5 | 11. Creativity (if applicable) | 1 2 3 4 5 |
| 6. Accuracy of performance | 1 2 3 4 5 | | |
| 7. Attitude toward job | 1 2 3 4 5 | | |

Comments:

Supervisor's Evaluation
(continued)

Evaluation of _____
(name of student-employee)

General Comments and Impressions

Please discuss any outstanding qualities, weaknesses or difficulties. Summarize the overall performance of the student-employee (use the back of sheet if necessary).

Rating

Please check the category which best describes the student-employee's overall work performance. The check may be placed at any point of the scale.

1	2	3	4	5
Unsatisfactory	Marginal	Adequate	Good	Excellent

I (have, have not) discussed these ratings with this employee.

Evaluator's signature	Position/Title	Date
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ADED 4610 Directed Work Experience - Auburn University**Semester:** _____**STUDENT EVALUATION**

Directions: After completing the work experience, please fill out this form. A form for each work experience selected or completed must be on file to receive credit.

Student Name	Address	City
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Employer's Name	Firm	Student's Job Title
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Address of Firm	City	State	Zip Code
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Dates of Work Experience: From _____ to _____ **No. Hrs. Completed** _____

Self Evaluation

Evaluate your strengths and/or weaknesses relative to the following qualities pertaining to job success. Use space on back if needed. Circle the appropriate rating, from a low of one (1) to a high of five (5).

Job Qualities	Low					High
1. Personal qualities - relations punctuality, initiative	1	2	3	4	5	
2. Employee supervisor relations-adaptability	1	2	3	4	5	
3. Relations with fellow employees	1	2	3	4	5	
4. Accuracy of work performance	1	2	3	4	5	
5. Speed of technical skills - use appropriate work simplification skills	1	2	3	4	5	
6. Professionalism	1	2	3	4	5	
7. Level of learning from this experience	1	2	3	4	5	

Student Comments:

Faculty Instructor Comments: