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Semester Effective: Fall 2016

Work Experience (WKEX) 1014 General Work Experience (1-3 units per semester; limit 12 units) CSU
[formerly Work Experience Education 14ABCD; WKEX 1514]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Note: Units of Work Experience cannot be included as part of a student's study load for Veterans Educational benefits.

Total Hours: 60 hours of unpaid work OR 75 hours of paid work equals one unit of credit; maximum 180-225 hours

Catalog Description: Application and orientation required prior to enrolling in course. Please contact the Cooperative Work Experience Coordinator. This work experience course of supervised employment is designed to assist students to acquire desirable work habits, attitudes and skills so as to enable them to become productive employees. This course also provides students with career awareness for jobs. Credit may be accrued at the rate of 1 to 3 units per semester for a maximum of 12 units. Students must work 75 paid hours or 60 non-paid hours per unit earned. This course is offered on a pass/no pass basis. Note: Units of Work Experience cannot be included as part of a student's study load for Veterans Educational benefits.

Type of Class/Course: Degree Credit

Course Objectives: By the end of this course, a successful student will be able to:

1. Demonstrate desirable work habits, attitudes, and skills,
2. Achieve satisfactory progress towards their individual learning objectives, and
3. Obtain a heightened sense of career awareness towards jobs

Course Scope and Content:

1. Verification of completion of a Cooperative Work Experience Education (CWEE) Student Form and participation in a CWEE Orientation
2. Create in collaboration with TC CWEE Coordinator/Faculty and employer, on-the-job learning objectives outlined in Learning Objective Contract (at least one objective per unit enrolled).
3. Maintain an accurate timesheet, to be verified by employer/supervisor, and kept by CWEE Coordinator/Faculty.
4. Meet, in-person, with CWEE Coordinator/Faculty at least once during term to discuss progress towards on-the-job learning objectives.
5. Complete a mid-term and end-of-term self-evaluation and evaluation of employer/jobsite.

Methods of Evaluation:



Evaluation is the responsibility of CWEE Coordinator/Faculty. Assistance in determining the correct evaluation is provided by recommendations from supervisors as well as by student self-evaluation. End of term evaluation should be based upon a predetermined learning plan, or a set of objectives, which everyone clearly understands and approves.

1. Completion of all forms and appropriateness of meeting assigned appointments and deadlines
2. Completion of learning objectives
3. Job-related appropriateness/responsibility
4. Grade assigned and units granted based on total hours worked during semester

Supplemental Data:

TOP Code:	493200 General Work Experience
SAM Priority Code:	C: Clearly Occupational
Funding Agency:	Y: Not Applicable
Program Status:	2: Stand alone
Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	Y: Course is a part of a cooperative education program
Eligible for Credit by Exam:	No
Eligible for Pass/No Pass:	No