

WORK G100: WORK EXPERIENCE EDUCATION

Item	Value
Curriculum Committee Approval Date	02/04/2025
Top Code	493200 - General Work Experience
Units	.5-4 Total Units
Hours	27-216 Total Hours (Lab Hours 27-216)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 3
Open Entry/Open Exit	Yes
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

Course Description

This course enables students to earn college unit(s) for supervised on-the-job learning and work-based experience related to any type of job whether paid or unpaid. This is intended to assist students in acquiring and developing desirable work habits, attitudes, and career awareness. Work Experience Education (WEE) allows a student's experience during a work or service based learning activity to be used as a basis for assigning up to 14 credits per enrollment period. 1 semester unit of credit will be awarded for every 54 hours of work experience. This course aligns with updates to California Education Code (Title 5) related to work experience education, revised August 2023. Open Entry/Open Exit Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Course Outcomes
2. Formulate learning objectives and work goals by communicating and collaborating with instructors, co-workers, and job site supervisors.
3. Apply knowledge, attitudes, and skills needed to achieve learning objectives and work goals.
4. Evaluate progress by a process of self-examination by making use of supervision and feedback.

Course Objectives

- 1. Create a minimum of three college-level work-related learning objectives.
- 2. Identify the learning process and resources required for the attainment of the objective(s).
- 3. Accomplish job related learning objectives according to course and work supervisor standards.
- 4. Reflect and align education goals, as needed, with career goals.
- 5. Develop a portfolio of work experience and employment information.
- 6. Demonstrate job readiness skills such as workplace communication, team collaboration, leadership, cultural diversity, time management, problem solving, and work ethics.

- 7. Obtain hands-on work-based training that benefits both the student and employer, enhancing the student's value as an employee.

Lab Content

Faculty Advisor Meeting - Student schedules appointment(s) with assigned faculty mentor. Discuss educational and career goals in relationship to proposed learning objectives. Draft a minimum of three work-related learning objectives in conjunction with approved learning objectives by job supervisor. Submit reviewed, approved, and signed required forms. Mid-Program Site Visit Meeting Assess and evaluate progress with employer, student, and faculty advisor. Verify student's timesheet for timely progression for meeting set learning objective goals. Review learning objectives with employer, faculty advisor, and student input. End of Semester Evaluation Student submits final time sheet to faculty advisor with employer/supervisor's signature. Three-way evaluation of work-based learning experience, including assessments by student, employer/supervisor, and faculty advisor.

Method(s) of Instruction

- Work Experience (20)

Reading Assignments

As assigned by the instructor - Books, related articles, case studies of workplace scenarios, etc. As assigned by the employer/supervisor - Employee handbook, code of conduct, rules and regulations related to the position, state and local laws regarding employment and the position, manuals related to use of office technology and/or equipment etc. Depending on the nature of the job and learning objectives, students may be required to read additional work-related materials assigned by the faculty advisor and/or employer/supervisor.

Writing Assignments

Record keeping in accordance with course requirements (i.e., timecards, projects, reports).

Out-of-class Assignments

Besides the faculty advisor meeting, all assignments are out-of-class assignments, including completion of forms and documents required by the course and the on-the-job activities in order to achieve individualized student learning objectives.

Demonstration of Critical Thinking

Ability to develop, document, and accomplish student learning objectives in order to acquire on-the-job work-based knowledge and skills. Completion of tasks/projects that provide new/expanded learning for the student, including cost/time benefits to the employer. Self-evaluation of progress towards attainment of the objectives.

Required Writing, Problem Solving, Skills Demonstration

Identification and writing of specific measurable, achievable, relevant, and time-based (SMART) student learning objectives. The writing of the program evaluation, self-evaluation, and support data for the identified student learning objectives.

Textbooks Resources

1. Required Mruk, C.J., Moor, J.C. Succeeding at Your Internship: A Handbook Written for and with Students, ed. Bowling Green State University Libraries (OER), 2020

Other Resources

1. Handouts: Program guidelines, student responsibility forms, and/or other forms as designated by instructor. 2. Supplies: Depending on the nature of the job and learning objectives, students may be required to have specialized clothing, tools, and/or equipment.