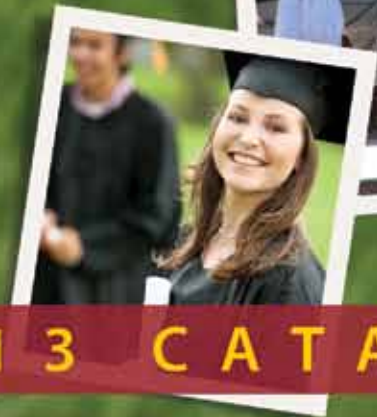
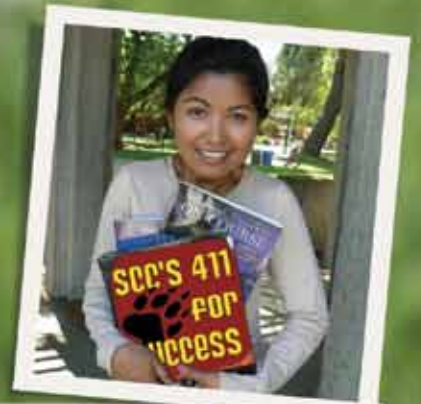


SACRAMENTO CITY COLLEGE



2012-2013 CATALOG

Work Experience

Work Experience WEXP Cooperative Work Experience Education and Internship Program

Division of Counseling and Student Success
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Placements

Students interested in an internship, a volunteer work experience, a paid work experience, or any type of work-learn experience may secure assistance from the Work Experience office.

Enrollment

Students may enroll in a Work Experience class as listed in the Schedule of Classes during the class registration process. The individual instructor determines the student's eligibility for the course. Students may not be enrolled in more than one Work Experience course at a time. Consult the Work Experience office for assistance.

Qualifications

- a) The student must be enrolled in and complete a minimum of seven (7) units, including Work Experience. Example: four (4) units of Work Experience plus one three (3) unit class for a total of seven (7) units.
- b) Occupational Work Experience 498 or 298: The student must be working in a job or internship related to the student's major or planned college program.
- c) General Work Experience 198: The student is employed but has no declared major or the job is unrelated to the major. General Work Experience 198 is not acceptable for Veterans Administration benefits.
- d) The student who is already working will have his or her job evaluated by the Work Experience instructor. The methods of evaluation will include learning experiences that contribute to the student's educational or occupational goals.
- e) Self-employed students must name a designated evaluator who is acceptable to the instructor. The evaluator must have educational or experiential background necessary to judge student-learning experiences.

Credit

One unit of credit is granted for each 75 hours of paid work experience or for 60 hours of volunteer experience. General Work Experience students can earn up to three (3) units each semester for a total of 12 units. Occupational Work Experience students can earn up to four (4) units each semester for a total of 16 units. General and Occupational Work Experience credits can be combined but no student can earn more than 16 units total. Students will be issued time sheets on which to record their work hours. A work experience course may be repeated for credit when there are new learning experiences possible on the job.

Course Work

Credit will only be given through enrollment in a work experience course. Attendance is required. Each student will be required to develop job-related learning objectives in coordination with the supervisor and the instructor. Other course material will be related to career development and the labor market or the workplace in general. Work Experience students will attend a weekly class session. Classes are available online as well as in a traditional classroom venue.

Involvement of the Employer

The employer will be asked to cooperate with the student employee and the instructor to develop meaningful learning objectives. The employer and the coordinator will also evaluate the student's progress both in writing and in a personal conference during each semester.

Summer Session

Students may enroll in a Work Experience course during the summer without having to enroll in other courses.

Alternate Semester Work Experience

This plan is for students who attend school full time one semester and work full time the next semester, for example as in the Federal Cooperative Education Program. Students must complete seven (7) units at a Los Rios Community College District college before they may enroll and may earn up to eight (8) units for each semester of Work Experience. Students cannot be enrolled in more than one other course while enrolled in the Alternate Semester Plan. They must complete seven (7) additional units before enrolling again in Cooperative Work Experience. Enrollment in Alternate Semester Work Experience is possible only through special arrangements with the Work Experience Coordinator.

Work Experience courses are available in several divisions and will be listed in the catalog and the class schedule as follows:

Administration of Justice - ADMJ 498
Aeronautics - AERO 498
Art - ART 498
Business - BUS 498
Computer Information Science - Core - CISC 498
Early Childhood Education - ECE 498
Electronics Technology - ET 498
Engineering Design Technology - EDT 498
Gerontology - GERON 498
Graphic Communication - GCOM 498
Journalism - JOUR 498
Library and Information Technology - LIBT 498
Marketing – MKT 498
Music, Specializations in Music - MUSM 498
Photography - PHOTO 498
Real Estate – RE 498
Surveying - SURVY 498
Theatre Arts - TA 498

Internship courses are available in several divisions and will be listed in the catalog and the class schedule as follows:

Kinesiology - KINES 497
Political Science - POLS 497
Railroad Operations - RAILR 297
Real Estate - RE 497

Work Experience (WEXP)

Students who are interested in combining practical work experience with classroom training, either for pay or as volunteers, and students who are working full-time or part-time, as volunteers for pay, may enroll in a Work Experience class. College credit is granted for the following: 1) WEXP 198 - when the student is working in a job unrelated to the student's college program or if the student has not declared a major; 2) WEXP 298 - when the student is working in a job or internship related to the student's major or planned occupational or transfer education program; 3) WEXP 498 - when the student is working in a job or internship related to the student's major, or planned occupational or transfer education program. This course is transferable to CSU campuses.

WEXP 198 Work Experience - General 1-3 Units

Prerequisite: None

General Education: AA/AS Area III(b)

Enrollment Limitation: According to Education Code Title V regulations, a student cannot earn academic credits in a Work Experience class unless s/he has either a job or an internship.

Hours: 18 hours LEC; 225 hours LAB

This course is designed to provide students with effective job development skills that will assist them in obtaining and keeping a volunteer position or a job. Course content will include understanding the application of education to the workforce; the responsibilities of a volunteer position or a job; completion of Title V Education Code papers (the student's Application, Learning Objectives, Time sheet, and Evaluations), which document the student's progress and hours spent at the workplace or the volunteer site; and developing workplace (soft) skills relevant to the 21st century workplace. In addition, the student is required to fulfill 18 hours lecture and 75 hours of related, paid work experience or 60 hours of volunteer work experience for one unit; and 75 or 60 hours of related work experience for each additional unit. The program allows the student to combine practical, paid or non-paid work experience with college training. The course may be taken up to two times when there is new or expanded learning on the job for up to 6 units. In addition the student and the Work Experience instructor may tailor the course to meet the student's specific professional needs by identifying 1-4 workshops, trainings, or conferences that the student may attend as part of the curriculum of the Work Experience 198 class. Only one Work Experience course may be taken per semester.

**WEXP 298 Work Experience
in (Subject)****1-4 Units***Prerequisite: None**General Education: AA/AS Area III(b)**Enrollment Limitation: According to Education Code Title V regulations,
a student cannot earn academic credits in a Work Experience class
unless s/he has either a job or an internship.**Hours: 18 hours LEC; 300 hours LAB*

This course is designed to provide students with effective job development skills that will assist them in obtaining and keeping an internship or a job in the student's major area. Course content will include understanding the application of education to the workforce; the responsibilities of an internship (where applicable) or a job; completion of Title V Education Code papers (the student's Application, Learning Objectives, Time sheet, and Evaluations), which document the student's progress and hours spent at the workplace or internship site; and developing workplace (soft) skills relevant to the 21st century workplace. In addition, the student is required to fulfill 18 hours lecture and 75 hours of related, paid work experience or 60 hours of volunteer work experience for one unit; 75 or 60 hours of related work experience for each additional unit. The program allows the student to combine practical, paid or non-paid work experience with college training. The course may be taken up to four times when there is new or expanded learning on the job for up to 16 units. In addition, the student and the Work Experience instructor may tailor the course to meet the student's specific professional needs by identifying 1-4 workshops, trainings, or conferences that the student may attend as part of the curriculum of the Work Experience 298 class. Only one Work Experience course may be taken per semester.

**WEXP 498 Work Experience
in (Subject)****1-4 Units***Prerequisite: None**General Education: AA/AS Area III(b)**Enrollment Limitation: According to Education Code Title V regulations,
a student cannot earn academic credits in a Work Experience class
unless s/he has either a job or an internship.**Course Transferable to CSU**Hours: 18 hours LEC; 300 hours LAB*

This course is designed to provide students with effective job development skills that will assist them in obtaining and keeping an internship or a job in the student's major area. Course content will include understanding the application of education to the workforce; the responsibilities of an internship (where applicable) or a job; completion of Title V Education Code papers (the student's Application, Learning Objectives, Time sheet, and Evaluations), which document the student's progress and hours spent at the workplace or internship site; and developing workplace (soft) skills relevant to the 21st century workplace. In addition, the student is required to fulfill 18 hours lecture and 75 hours of related, paid work experience or 60 hours of volunteer work experience for one unit; 75 or 60 hours of related work experience for each additional unit. The program allows the student to combine practical, paid or non-paid work experience with college training. The course may be taken up to four times when there is new or expanded learning on the job for up to 16 units. In addition, the student and the Work Experience instructor may tailor the course to meet the student's specific professional needs by identifying 1-4 workshops, trainings, or conferences that the student may attend as part of the curriculum of the Work Experience 498 class. Only one Work Experience course may be taken per semester.