

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

Biology – BIOL 498

Business – BUS 498

Computer Information Science – Core – CISC 498

Computer Information Science – Web – CISW 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

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

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 5 regulations, a student must be in a paid or unpaid job or volunteer position.

Hours: 225 hours LAB

According to Title 5, code 55252, General Work Experience Education is supervised employment that is intended to assist students in acquiring desirable work habits, attitudes, and career awareness. General Work Experience need not be related to the students' educational goals. This course is designed for students working in a paid or unpaid job or volunteer position unrelated to their major. The student must have a job or volunteer position secured to remain enrolled in the course. The course will provide students with a structured program designed to teach them new soft skills and employability skills in a real world work environment that will assist them in securing a volunteer position or job in the future. Course content includes understanding the application of education to the workforce; responsibilities of a volunteer or employee in a workforce setting; completion of Title 5 Education Code documents (i.e. Student Application, Learning Objectives, Time Sheet, and Evaluation), that document the student's progress and hours spent in the workplace; and development of workplace soft skills and employability skills relevant to the 21st century workplace. Learning objectives will be developed between the student, employer, and Work Experience Instructor to best meet the student's level of learning. The student will be required to attend an orientation at the beginning of the course. The student must also complete a minimum of 75 hours to a maximum of 225 hours of paid work; or a minimum of 60 hours to a maximum 180 hours of unpaid or volunteer work per unit per semester. Students may take up to 16 units total across all Work Experience course offerings. This course may be taken up to four times when there are new or expanded learning objectives. 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 5 regulations, a student must be in a paid or unpaid job, volunteer position, or internship.

Hours: 300 hours LAB

According to Title 5, code 55252, Occupational Work Experience Education is supervised employment extending classroom – based occupational learning at an on-the-job learning station related to the student's educational or occupational goal. This course is designed for students working in a paid or unpaid job, volunteer position or internship directly related to their major in Career and Technical Education. The course will provide students with a structured program designed to teach them new soft skills and employability skills that will assist them in securing a job in the future and an opportunity to explore occupational interests that will assist them in the academic major and career decision making process. The student must have a job, volunteer, or internship position secured to remain enrolled in the course. Course content includes understanding the application of education to the workforce; responsibilities of an intern or employee in a workforce setting; completion of Title 5 Education Code documents (i.e. Student Application, Learning Objectives, Time Sheet, and Evaluation), that document the student's progress and hours spent in the workplace; and development of workplace soft skills and employability skills relevant to the 21st century workplace. Learning objectives will be developed between the student, employer, and Work Experience Instructor to best meet the students level of learning. The student will be required to attend an orientation at the beginning of the course and complete a minimum of 75 hours to a maximum of 300 hours of paid work; or a minimum of 60 hours to a maximum 240 hours of unpaid work per unit per semester. This course may be taken up to 4 times when there is new or expanded learning on the job for up to 16 units. 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 5 regulations, a student must be in a paid or unpaid job, volunteer position, or internship.

Course Transferable to CSU

Hours: 300 hours LAB

According to Title 5, code 55252, Occupational Work Experience Education is supervised employment extending classroom – based occupational learning at an on-the-job learning station related to the student's educational or occupational goal. This course is designed for students working in a paid or unpaid job, volunteer position or internship directly related to their major. The course will provide students with a structured program designed to teach them new soft skills and employability skills that will assist them in securing a job in the future and an opportunity to explore occupational interests that will assist them in the academic major and career decision making process. The student must have a job, volunteer, or internship position secured to remain enrolled in the course. Course content includes understanding the application of education to the workforce; responsibilities of an intern or employee in a workforce setting; completion of Title 5 Education Code documents (i.e. Student Application, Learning Objectives, Time Sheet, and Evaluation), that document the student's progress and hours spent in the workplace; and development of workplace soft skills and employability skills relevant to the 21st century workplace. Learning objectives will be developed between the student, employer, and Work Experience Instructor to best meet the students level of learning. The student will be required to attend an orientation at the beginning of the course and complete a minimum of 75 hours to a maximum of 300 hours of paid work; or a minimum of 60 hours to a maximum 240 hours of unpaid work per unit per semester. This course may be taken up to 4 times when there is new or expanded learning on the job for up to 16 units. Only one Work Experience course may be taken per semester.