

# Work Experience Cooperative Work Experience Education and Internship Program

## WEXP

Division of Counseling and Student Success  
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### Program Description

Cooperative Work Experience (WEXP) is an experiential academic program where students apply what they have learned in the classroom to a work environment. The program offers students the opportunity to develop technical skills, explore possible career choices, build confidence, network with people in the field, and transition into the world of work.

### Enrollment Eligibility

Students must be working in a job, internship or volunteer position, paid or unpaid, by the second week of a full semester or first week of a second-eight week or summer session. The student must have a cooperating employer to remain enrolled in a WEXP course. Positions must be in the greater Sacramento region for instructor site visits. Students needing assistance in finding a qualifying position should go to the WEXP Program website [www.scc.losrios.edu/work-experience/](http://www.scc.losrios.edu/work-experience/) or the WEXP Program office located in the Counseling Department – Rodda Hall North, room 147. Students may be enrolled in only one Work Experience course at a time.

### Qualifications

- 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.
- Occupational Work Experience 498: The student must be working in a job, internship, or volunteer position related to the student's major.
- 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 or unpaid work experience. General Work Experience students may earn up to three (3) units each semester for a total of 12 units. Occupational Work Experience students may earn up to four (4) units each semester for a total of 16 units. General and Occupational Work Experience credits may be combined but no student can earn more than 16 units total. Students will be issued time sheets for recording 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 at a mandatory orientation at the beginning of each semester. All courses are online, but is subject to change each semester. Consult your class schedule before enrollment. Each student will be required to develop job-related learning objectives in coordination with the employer and the instructor. Other course material will be related to career development and the labor market or the workplace in general.

### Summer Session

Work Experience courses are available during the summer session.

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

Kinesiology – KINES 497

Political Science – POLS 497

Real Estate – RE 497

## Work Experience (WEXP)

### 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; 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 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 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 student's 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.