

WEE 97 Course Outline as of Fall 2024

CATALOG INFORMATION

Dept and Nbr: WEE 97

Title: WORK EXPERIENCE

Full Title: Work Experience

Last Reviewed: 10/23/2023

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	8.00	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	0.50	Lab Scheduled	0	6	Lab Scheduled	0
		Contact DHR	24.00		Contact DHR	420.00
		Contact Total	24.00		Contact Total	420.00
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 420.00

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 25 - 16 Units Total (WrxE only)

Also Listed As:

Formerly: WRKEX 97

Catalog Description:
Work Experience Education (WEE) is a program that integrates paid employment with comprehensive instruction in essential workplace skills. Throughout this course, students will develop a heightened career awareness, acquire valuable work habits, and foster positive workplace attitudes. Students will set work-based learning goals, benefit from job coaching, and receive guidance on resume development. Students are responsible for securing a position before they enroll in the course. Credit for work is determined by hours worked within the semester. 52.5 hours worked equals 1.00 academic unit.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:
Students must have a job in a licensed business to qualify for General Work Experience. Units earned are based on hours worked during the semester.

Schedule of Classes Information:
Description: Work Experience Education (WEE) is a program that integrates paid employment

with comprehensive instruction in essential workplace skills. Throughout this course, students will develop a heightened career awareness, acquire valuable work habits, and foster positive workplace attitudes. Students will set work-based learning goals, benefit from job coaching, and receive guidance on resume development. Students are responsible for securing a position before they enroll in the course. Credit for work is determined by hours worked within the semester. 52.5 hours worked equals 1.00 academic unit. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended:

Limits on Enrollment: Students must have a job in a licensed business to qualify for General Work Experience. Units earned are based on hours worked during the semester.

Transfer Credit: CSU;

Repeatability: 16 Units Total (WrxE only)

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:
IGETC:	Transfer Area	Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Fall 1981	Inactive:
UC Transfer:		Effective:	Inactive:

CID:

Certificate/Major Applicable:

Not Certificate/Major Applicable

COURSE CONTENT

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

1. Demonstrate progress of essential workplace skills and their application at the employment site.
2. Write a resume that includes accomplishments and skills.

Objectives:

At the conclusion of this course, the student should be able to:

1. Identify and utilize essential workplace skills and workplace habits and incorporate into work-based goals
2. Use self-reflective and critical analysis to evaluate a job site experience
3. Complete career and educational pathway activities
4. Keep accurate records of employment
5. Assess new skills and accomplishments learned at the employment site and apply to a resume
6. Demonstrate increased depth and breadth of work goals at their worksite with new learning goals, if they are repeating students

Topics and Scope:

- I. Work-Based Learning Goals

- A. Self-assessment of workplace skills, habits, and attitudes
 - B. Write workplace goals
 - C. Measure workplace skills using self-reflective and critical analysis
 - D. Evaluation of workplace goals
- II. Career Development
- A. Self-assessment
 - B. Resume writing
 - C. Career-readiness activities
- III. Record Keeping
- A. Accurate record keepin
 - B. Timely reporting of hours worked

Repeating students develop new and/or more complex workplace learning goals

Assignment:

1. Write, complete, and evaluate measurable work-based learning goals which includes a meeting with the instructor and job supervisor.
 - A. Repeating students will create new work-based learning goals that are more complex and at a higher level of competency
2. Select, attend, and evaluate career-readiness activities
3. Develop or revise resume
4. Write self-reflective report
5. Keep accurate records of hours worked

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Work-based learning goals; resume; self-reflective report

Writing
20 - 40%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

None

Problem solving
0 - 0%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Complete and evaluate work-based learning goals

Skill Demonstrations
40 - 65%

Exams: All forms of formal testing, other than skill performance exams.

None

Exams
0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

Career activities; record hours worked

Other Category
15 - 35%

Representative Textbooks and Materials:

Instructor prepared materials