



## Course Syllabus

### Work Experience Department (Career Hub)

WRKEX 97 Work Experience  
Fall 2020

Sections: 0359, 0399, 0413, 0430, 0459,  
0358  
Online

Bertolini Student Center 3rd floor, Room 4842  
(Office closed this semester)

#### VIRTUAL HOURS

Monday – Friday (8am – 5pm)  
(707) 527-4329 or [careerhub.santarosa.edu](http://careerhub.santarosa.edu)

Welcome to WRKEX 97 – Work Experience. This syllabus provides information about the course requirements, student learning outcomes, course schedule and more!

#### [Course Outline of Record](#)

**Description:** Work Experience is supervised employment intended to assist students in acquiring desirable work habits, attitudes, and career awareness. The student's employment need not be related to the student's educational goals.

**Recommended Preparation:** Eligibility for ENGL 100 or ESL 100.

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

**Transferability:** CSU

**Repeatability:** 16 Units Total

We have identified specific student learning outcomes. By the end of this course, you will be able to:

1. Identify 21<sup>st</sup> Century Work Skills and their application in the workplace.
2. Demonstrate improvement of job site performance through application of 21<sup>st</sup> Century Work Skills.

#### **INSTRUCTOR INFORMATION:**

In this course, you will be assigned an Instructor for the semester. Your Instructor will contact you through Canvas within the first few weeks of school and will meet with you virtually twice during the semester.

The first virtual meeting will be with **just you and your Instructor**. At that meeting, your Instructor will review your learning goals.

The second/final virtual meeting will be with **you, your supervisor and your Instructor**. Your Instructor wants you to be successful in this course. If there is any information you think they should know, please contact them and share this information.

*Place your Assigned Instructor Contact Information here:*

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Communication with Instructor

Your assigned course Instructor will check email weekly. Instructors will communicate with you via Canvas to communicate important information. It is your responsibility to check Canvas, in order to communicate effectively with your Instructor.

Please **set your notifications** in Canvas to receive correspondence. **Failure to respond to your Instructor's initial messages to set up the first meeting may result in you being dropped from the course.**

You **will also** receive periodic announcements from the Instructor of Record in the Work Experience Department.

Course Resources are located in Canvas.

## COURSE REQUIREMENTS:

To assess, measure, and evaluate your performance in this course, we have developed several course requirements. Each one, is designed for you to learn, practice, and demonstrate your improvement in the workplace using a variety of employability and soft skills.

### Checklist & Grading for Student

Points possible	Description of Activity	Canvas Module	Due Date
5	<b>Completed Orientation (5 points)</b>	1	<b>8/23</b>
15	<b>Completed Got Skills Self-Assessment AND Submit Learning Goals in Canvas</b>	1	<b>9/13</b>
8	<b>Communication/Professional relationship with Instructor</b> ___ Responded to emails/calls/texts ___ Handled scheduling of meetings in a timely manner ___ Informed instructor of changes in job/supervisor ___ Notified instructor if any problems arise/questions <b>Preparation for Meetings</b> ___ Prepared and on time for first meeting ___ Prepared and on time for second/final meeting	1-3      2	Ongoing      Prior to first and second meetings
30 (10 each)	<b>Completion of Three Career Readiness Activities/Seminars</b> ___ 1 <sup>st</sup> Activity ___ 2 <sup>nd</sup> Activity ___ 3 <sup>rd</sup> Activity	2	<b>1<sup>st</sup> 9/27</b> <b>2<sup>nd</sup> 10/11</b> <b>3<sup>rd</sup> 11/8</b>
42	<b>Student Report AND Course Evaluation</b> - Content addressed - Addressed effect of work-based learning on work/future goals - Presentation/Organization - Grammar/Spelling	3	<b>11/22</b>

80	<b>Evaluation of Learning Goals</b> by Supervisor and Student	3	At second meeting at job site
	<b>Submitted Hours Worked</b> at second site visit (with estimate of hours still to complete for the semester)	3	At second meeting at job site
TOTAL 180			

**GRADING SCALE:**

<b>A = 162-180</b> <b>B = 144-161</b> <b>C = 126-143</b> <b>D = 108-125</b> <b>F = 107 &amp; below</b>
--

**Course Policies:**

**1. Course Enrollment Policy**

- Students, must be employed by a licensed business in a paid job to earn Work Experience units.
  - **Students who change jobs or are no longer employed during the semester must inform their Instructor immediately. You will have two weeks to secure another job.**
- General Work Experience (WRKEX 97) students can take from 1-6 units per semester.
  - **Students may increase or decrease units based on hours worked per week during the semester of enrollment. Please contact the Work Experience office (707 527-4329) for more information.**
- Students may take a cumulative maximum of 16 units of any combination of General, Occupational, or Intern units.

To determine the number of units you will receive, please use this chart:

Units	Total Minimum Paid Hours Worked	Units	Total Minimum Volunteer Hours Worked
1 unit	75	1 unit	60
2 units	150	2 units	120
3 units	225	3 units	180
4 units	300	4 units	240
5 units	375	5 units	300
6 units	450	6 units	360

- If hours worked do not meet enrolled unit requirements, an automatic unit decrease at the end of the semester will be made. Example: Enrolled in 4 units (300 hours required); worked 250 hours; student receives 3 units of credit.

## 2. Attendance and Course Meeting Policies

This is not a traditional course with regular weekly meetings. Instead, this course is focused on allowing students to develop skills through learning on the job. This means that completion of all course requirements is self-directed with support from your Instructor. In this course, you are responsible for your own learning process. During the semester, you will have two meetings with your Instructor. You or your Instructor may also request additional meetings to discuss assignments or activities related to the course work. In addition to these meetings, you are required to complete 3 seminars and/or activities from the list of seminars/online activities listed in Module 2.

### Important Information:

- **Students who fail to complete an Employment Information Form will be dropped from the course.**
- **Failure to communicate with your Instructor to establish the first meeting may result in being dropped from the course.**
- **Failure to set up or attend a second meeting at your job site visit will likely result in an “F” in the course.**

## 3. Late Assignment Policy

All assignments are due at midnight PST on the due date. In the event of a missed assignment (and you did not add class late), you will have one week to turn in the assignment for partial half credit. After the one-week period, the assignment will no longer be accepted.

## 4. Standards of Conduct

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the [Student Code of Conduct page](#).

Collaborating on or copying of an assignment in whole or in part will be considered an act of academic dishonesty and result in a grade of “0” for that assignment. I encourage students to share information and ideas, but not their work. See these links on Plagiarism:

[SRJC Writing Center Lessons on avoiding plagiarism](#)

[SRJC's statement on Academic Integrity](#)

## 5. Special Needs

Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (707 527-4278), as soon as possible to better ensure such accommodations are implemented in a timely fashion.

### Important Dates:

**Day Class Begins:** 8/17/20

**Last Day to Drop with refund:** 8/30/20

**Last Day to Drop without a 'W' symbol:** 9/6/20

**Last Day to Add courses with Instructor's approval:** 9/14/20

**Last Day to Drop with a 'W' symbol:** 11/15/20

**Last Day to Increase WE units:** 11/18/20

## **Non-Discrimination Policy**

The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This nondiscrimination policy covers admission, access and treatment in District programs and activities--including but not limited to academic admissions, financial aid, educational services and athletics--and application for District employment.

The Sonoma County Junior College District is an equal opportunity employer.