

**WEE 97 Course Outline as of Fall 2025****CATALOG INFORMATION**

Dept and Nbr: WEE 97 Title: WORK EXPERIENCE

Full Title: Work Experience

Last Reviewed: 2/24/2025

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: 27 - Exempt From Repeat Provisions

Also Listed As: WEE 497

Formerly: WRKEX 97

**Catalog Description:**

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. To earn college credit within the academic term, students must complete 52.5 hours of work for each 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: 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. To earn college credit within the academic term, students must complete 52.5 hours of work for each 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: Exempt From Repeat Provisions

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>		<b>Effective:</b>	<b>Inactive:</b>
	L8	Student Success and Wellness	Fall 2025	
<b>CSU GE:</b>	<b>Transfer Area</b>		<b>Effective:</b>	<b>Inactive:</b>
<b>IGETC:</b>	<b>Transfer Area</b>		<b>Effective:</b>	<b>Inactive:</b>
<b>CSU Transfer:</b>	Transferable	<b>Effective:</b>	Fall 1981	<b>Inactive:</b>
<b>UC Transfer:</b>		<b>Effective:</b>		<b>Inactive:</b>

**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, through consultation 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