

## Program Description

The Cooperative Work Experience Education program provides systematic methods for students enrolled in a planned program of study to gain educational experience at a work site under realistic employment conditions.

### General Work Experience:

A program stressing the acquisition of good work habits, attitudes and career awareness, through on-the-job training experience.

### Occupational Work Experience:

An opportunity to extend occupational learning experiences through employment in a field directly related to the students occupational program.

## Staff

Please dial (661) 722-6300, then the 4 digit extension.

Division:

Nate Dillon, Dean	x.6275
Casey Farris, Administrative Assistant	x.6482
Bettie Negrete, Clerical Assistant III	x.6482

## Certificate Program

Many of the certificate programs require or recommend the completion of work experience. Check the specific certificate program for details.

## Associate Degree

No more than 4 units of work experience credit may be applied toward the 18 units required in a major for the associate degree. Additional units of work experience may be used as elective credit toward the associate degree. (See Graduation/Associate Degree Requirements.)

## Transfer

### California State University System

Acceptance of Work Experience units at the CSU varies for each campus. Please check with the Transfer Center for detailed information.

## Prerequisite Completion

All prerequisite courses must be completed with a satisfactory grade in order to enroll in the next course. According to Title 5, Section 55200(d), a satisfactory grade is a grade of "A," "B," "C" or "P". Classes in which the Pass/No Pass option is available are indicated with an asterisk (\*) before the course title. See "Pass/No Pass Option" in the catalog for full explanation.

## Work Experience Courses

### WE 197 \*GENERAL WORK EXPERIENCE

1-6 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

General Work Experience is supervised employment that is designed to assist students to acquire desirable work habits, attitudes and skills so as to enable them to become productive employees. This course also provides students with career awareness for jobs. General work experience is available to students whose jobs are not related to their college major. Credit may be accrued at the rate of one to six units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) **(R3)**

### WE 199 \*OCCUPATIONAL WORK EXPERIENCE

1-8 units

hours vary

**Prerequisite:** To participate in work experience, students must have a job or internship which is either paid or voluntary and have the approval of the supervisor and instructor supervising work experience in the specific subject area. **PRIOR TO ENROLLING**, students must attend a scheduled orientation or meet individually with the supervising instructor for an individual orientation.

Occupational Work Experience Education is supervised employment designed to provide students a realistic learning experience through work. The ultimate goal is to teach students those skills and attitudes that will equip them to function and adapt as an employee in a variety of situations and jobs. 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 major or occupational goal. Credit may be accrued at the rate of one to eight units per semester. For the satisfactory completion of all types of Cooperative Work Experience Education (WE 197 and WE 199), students may earn up to a total of sixteen semester credit hours. (CSU, AVC) **(R3)**