

# **LOS MEDANOS COLLEGE**



**Work Experience Education  
(WRKX)**

## Frequently Asked Questions

### What is the Work Experience Education Program?

The Work Experience Education (WRKX) Program at Los Medanos College grants transferable college credit for what students learn and accomplish on the job. There are three types of participants; those who enroll in Work Experience Education (WRKX-170) where ALL working and volunteering students qualify, Discipline Specific Work Experience (example: ADJUS-170, EMS-170, etc.) is where the student's employment relates to their major and Work Experience in Internship (example: BUS-180, WRKX-180, etc.) is where the student is working in an internship related to their major.

### What qualifies as college-credit eligible learning?

**Only worksite learning that is new, substantive, and measurable can earn college credit.** Your worksite objectives must be attainable by the close of the semester and involve methods that are clear and concrete.

### How much college credit can I earn?

A Work Experience section is a variable unit course with a range between 1-4 units. The number of units earned is partly determined by the number of hours a student works on the job during the semester. One unit of credit will be earned for 54 hours worked on a job.

#### Units Earned For Hours Worked

1 unit = 54 hours total	3 units = 162 hours total
2 units = 108 hours total	4 units = 216 hours total

### Why enroll in the Work Experience Program?

The college credits students earn for their job through WRKX participation

- Gives recognition to the learning that occurs in the workplace
- Enhances the communication between the student and worksite supervisor
- Helps clarify on-the-job goals or objectives
- Academic credit earned through WRKX can be used to satisfy elective unit's requirements towards a certificate, AA Degree or CSU System transfer

### How do I begin?

Students desiring participation in the Work Experience Education Program should 1) complete an online application, 2) schedule and attend the required WRKX orientation and 3) Enroll in the course with the appropriate number of units. Enrollment is available until the end of the 2nd week of the semester.

### Will I receive a grade?

WRKX students are given a grade from their employer which serves as the basis for their grade. All Work Experience students receive a letter grade.

### What if I lose or resign my position?

Participants who stop working prior to the close of the semester of participation should immediately contact their WRKX instructor.

For further information contact Cynthia Perez-Nicholas, WRKX Program Coordinator at [cperez@losmedanos.edu](mailto:cperez@losmedanos.edu), or 925-473-7428

## WRKX ASSIGNMENTS & GRADING

<b>Week</b>	<b>Assignment</b>	<b>Points</b>	<b>Employer Signature Required</b>
1-3	Complete WRKX Student Application (Student Profile)	5	No
1-3	Employer Agreement Form (Signed by Employer/Supervisor)	5	<b>Yes</b>
1-3	Learning Objectives Form (Signed by Employer/Supervisor)	20	<b>Yes</b>
1-3	1-on-1 Visit w/Instructor	10	No
7-9	Time Record Form – 1 <sup>st</sup> Submission	10	<b>Yes</b>
14-16	Worksite Visit/Contact - <b>Completed by Instructor</b> <ul style="list-style-type: none"> <li>• Employer evaluation/grade of student's learning objective/s</li> </ul>	75	<b>Yes</b>
14-16	Field Report	55	No
14-16	Resume	10	No
14-16	Time Record Form – 2 <sup>nd</sup> Submission	10	<b>Yes</b>

TOTAL

200

### Grading Scale

A = 180 – 200 points

B = 160 – 179 points

C = 140 – 159 points

D = 120 – 139 points

F =  $\geq$  119 points

Your Work Experience instructor will set all assignment due dates, keep an accurate records of assignments, and points accrued. Remember to keep in contact with your work experience instructor throughout the semester in order to stay on track and receive the maximum amount of points. You may receive point deductions if you:

- Arrive late or miss appointments
- Turn in work late and/or miss assignments



## WORK EXPERIENCE EDUCATION (WRKX) SUPERVISOR AGREEMENT

Student Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_ Course/Section #: \_\_\_\_\_

Thank you for supporting and supervising a WRKX student. The WRKX program is designed to help students prepare for career success by improving communication skills, setting major or career-related goals that are evaluated by a supervisor, and learning more about navigating the world of work. Your participation will help this student on the road to their career. If you have any questions, please reach out to the WRKX contact at the bottom of this agreement. Please review the supervisor agreement.

I understand the above student is enrolled in Work Experience Education (WRKX) and I, as the supervisor, agree to participate in the following ways:

- Identify measurable objectives the student will work on over the term using the WRKX Learning Agreement
- Evaluate the student's progress toward the agreed-upon learning objectives
- Meet with the WRKX instructor at least once during the term to evaluate the student's performance on learning objectives and also give feedback to the student at least twice during the term
- Verify the total number of hours worked by signing the time record form

I understand the instructor will award academic credit for successful completion of the objectives. The work experience must in some way align with the student's career goals, even if the job/volunteer experience is not in the student's major or career path.

The Contra Costa Community College District (4CD) does not discriminate on the basis of race, national origin, sex, color, religion, age, or disability in employment, educational programs, and activities. Employers who sign this contract are expected to uphold this policy in their selection of prospects for employment, educational processes, or activities. It is understood that 4CD will provide Worker's Compensation for UNPAID internships and/or liability insurance as required by law.

<b>Supervisor Signature:</b> _____	<b>Date:</b> _____
<b>Student Signature:</b> _____	<b>Date:</b> _____
<b>Instructor Signature:</b> _____	<b>Date:</b> _____



## WORK EXPERIENCE EDUCATION (WRKX) LEARNING AGREEMENT

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_ Course Section#: \_\_\_\_\_  
 Student Phone#: \_\_\_\_\_ Student Email: \_\_\_\_\_  
 Worksite Name: \_\_\_\_\_ Worksite Address: \_\_\_\_\_  
 Supervisor Name: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_ Supervisor Phone#: \_\_\_\_\_

New learning objectives are required each term that a student is enrolled in WRKX (54 working hours = 1 unit = 1 objective). Learning objectives reflecting new or expanded job-related responsibilities must be written by the student and approved by the supervisor and instructor at the beginning of the term. The objective(s) must in some way align with the student's career goal or major, be substantive, measurable, and attainable. *Be creative*. There are many skills to be learned or improved even if the work experience is not exactly within the major. The supervisor will meet with the instructor at least once during the term to evaluate the student's performance on their learning objectives, and the Instructor will award academic credit for successful completion of the program requirements

STUDENT LEARNING AGREEMENT (STUDENT/EMPLOYMENT SUPERVISOR COMPLETE)		Supervisor Score Out of 100
1	By the end of the term, I will learn and/or improve:	
2	By the end of the term, I will learn and/or improve:	
3	By the end of the term, I will learn and/or improve:	
4	By the end of the term, I will learn and/or improve:	

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### END-OF-TERM EVALUATION – INSTRUCTOR USE ONLY

Course Units: \_\_\_\_ Final Grade: \_\_\_\_ Paid: \_\_\_\_ Unpaid: \_\_\_\_ Course Hours Total: \_\_\_\_

Contact with Supervisor:      1<sup>st</sup> Contact      Date: \_\_\_\_\_      2<sup>nd</sup> Second Contact      Date: \_\_\_\_\_  
 Visitation of worksite by instructor:      Yes      No      Date: \_\_\_\_\_  
 Consultation(s) with Student:      Yes      No      Date: \_\_\_\_\_  
 Final Supervisor Signature: \_\_\_\_\_      Date: \_\_\_\_\_      Average Hrs. Weekly: \_\_\_\_\_  
 Final Instructor Signature: \_\_\_\_\_      Date: \_\_\_\_\_

## Student's Field Report

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Participation in Work Experience also requires writing a report. **This written report or essay is to be submitted during the 16<sup>th</sup> week of the semester or when your instructor requires it.** Be sure to check with your instructor **before** it is due.

The **theme** of your paper should deal with your objectives and how they were achieved. Begin by stating the objective. Then discuss why you selected it, what need it filled or value it had for you and the employer. After providing this background information, then explain how the objective was accomplished. Explain how you planned to complete it, what aspects of the plan worked, and what changes were required to meet your goal. You must do the above for each and every objective. (Please see sample on next page)

**Format & length:** Your paper must be typewritten, clearly presented, and suitable for college-level work. While the suggested length is 1 page per objective, WRKX faculty may require more. Please confirm the field report length with your faculty.

Four objectives = 4 page report  
Three objectives = 3 page report  
Two objectives = 2 page report  
One objective = 1 page report

If the content or format is not acceptable, your instructor will return it and withhold a final passing grade until it is corrected.

**Suggestion:** Make additional copies  
Keep one; give one to your employer.

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## Work Experience Education

### Student's Field Report

Student: Jane Doe  
Course: Business 99-001  
WRKX Instructor: Bill Jones  
Session: Spring, 2009  
Units: 2  
Employer: Allied Claims Corporation  
Supervisor: Mary Smith, Director, Budget Services Department

#### Objective #1:

Expand my abilities on microcomputer by learning how to do graphics. This will be accomplished by the end of the semester.

#### Background/Need/Value:

During the budget development process, a booklet is prepared by our office which includes graphs. The material for this booklet is typed and otherwise put together for printing by me, with the exception of the graphs which are completed by the Accountant in our office.

Completing this objective has provided me with additional knowledge and experience using the PlanPerfect spreadsheet program and will enable me to make recommendations for further use of

graphs to the Director, as I see a use for these. Also, by having two employees within the Department able to create graphs, this objective supports one of the goals of the department which is "to continue to involve staff on cross-training, so that each section can run effectively with absences, and so that all individuals have the benefit of being exposed to other aspects of their section and can therefore grow professionally".

### **How Accomplished:**

I began by reading the manual provided for PlanPerfect. I followed the instructions as outlined, but was having difficulty creating a finished graph, and asked the Accountant for some help. I took notes as we went through the manual together, and we developed some step-by-step instructions through a kind of trial-and-error method. Just as I was "getting the hang of it", I called our Word Processing Supervisor to ask a question, and she told me to stop learning the program on 3.0 PlanPerfect because we now had 5.0 available and it was easier and better. She sent someone from our Data Processing department to update the PlanPerfect program, and I started over again. Using a manual provided by the Word Processing Supervisor, I began reading and following the lessons outlined regarding graphs. This was a much easier manual to follow, and after a few days and hours of work, I was able to create sample graphs from the lessons within the manual and also sample bar and pie graphs using data from fiscal reports.

### **Objective #2:**

To train Accounts Payable employee to use microcomputer and PlanPerfect software program to complete Revolving Cash Report independently. To be accomplished by the end of the semester.

### **Background/Need/Value:**

One of the functions within the Accounts Payable section of the Budget Services Department is to maintain the Revolving Cash Account. The employee handling this account kept a manual record of transactions and because the report was lengthy, time-consuming and required a lot of hand calculations, the Director felt it could be best handled by using a word processor. She discussed the possibility with me, and the timing was right for me to suggest that this be made one of my objectives.

With this new skill, the employee will be able to work independently on the Revolving Cash Report, so the report will be completed more efficiently. The appearance of the report will be better, and the figures will be automatically calculated with a higher degree of accuracy.

In addition, this training supports two of the goals of the department (to provide clear, accurate and up-to-date financial information, and to implement the use of personal computers where practical). It also provided the employee with additional training and experience, which will benefit her personally, and as I am interested in moving into the area of supervision one day, this practice in training will be beneficial to me.

### **How Accomplished:**

I began by developing an outline showing the areas to be covered in each training session. I then met with the Accounting Supervisor to schedule dates and times when the employee and I could meet for training.

I used hands on instruction and continued with this style of training for two or three sessions. Further into the training, I tried something different. I sat at the computer and asked the employee to "walk me through" getting into the computer, creating a worksheet, etc.; to assume she was the "trainer" and I the "trainee", with no knowledge of computers or even a keyboard.

## **Student's Résumé**

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Participation in Cooperative Work Experience requires submitting an updated résumé. Like the field report, the résumé is due the 16<sup>th</sup> week of the semester.

The résumé must reflect your Work Experience achievements. Résumé preparation assistance is available at the **Transfer and Career Center, SSC Level 4**, (925) 473-7444 or visit us at:

<https://www.losmedanos.edu/transfercareer/index.aspx>

## **Hot Tips on Resume Writing**

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### **1. Create a professional email address.**

Out of all of the resume building tips listed, this may seem too obvious.

But it's worth mentioning because the use of an unprofessional email address will get you rejected 76% of the time. So, if you haven't already done so, ditch that email address you've been using since high school. Choose a professional email provider like Gmail or Outlook. Use your name.

### **2. Update your contact information.**

After you change your email address, make sure the rest of your contact information on your resume is up to date. You don't want to miss an interview because you put the wrong phone number on your resume. Also, exclude information like your birth date or marital status. You do not have to respond to questions about religion, race, or gender on an application. US employers cannot take these aspects into consideration when accessing you. If you're applying for a job out of state or country, also consider omitting your current address on your resume. That way a hiring manager won't think you're confused about the location of the job.

### **3. Set your font size to 10-12 points.**

While choosing a font is important, making sure that it is the right size is paramount. Keep your resume font size between 10-12 points so that a hiring manager can easily read it without squinting.

### **4. Use reverse-chronological order.**

That means: start from your most recent job and work your way back. For your experience section, put your current job first. For your education section, put your highest degree first.

### **5. Align your content to the left to make it skimmable.**

The first thing a hiring manager is going to do is skim your resume for relevant keywords from the job description. Aligning your text to the left makes this easier for them to do.

### **6. Make strategic use of bold, caps, and italics.**

Be consistent with your choices. If you've made one of your subheadings bold - make them all bold. Try not to overuse anything. The point is to make important information easier to find.

### **7. Choose an attractive and readable font.**

You may think resume fonts are trivial in the larger scheme of things, but the right font is going to do a lot for your resume. If you choose a font that is hard to read or childish, a hiring manager might toss your resume in the trash.

### **8. Only add jobs you've had in the past 10-15 years.**

You do not need to list every job you've ever had on your resume. Make sure you go back on your resume no more than 10 or 15 years.



**Los Medanos College**  
**Work Experience Education**

Time Record Summary

Student Name: \_\_\_\_\_

This time record must be filled out and signed by the student and employer. Please turn in by the due dates set by the instructor.

Indicate the number of hours worked each week in the space provided. Be sure to indicate the total hours worked during this period.

Week	Date Range	Hours Completed
<i>Example (Week 1)</i>	<i>August 22-28</i>	<i>20</i>
1		
2		
3		
4		
5		
6		
7		
8		

Total Hours: \_\_\_\_\_

I certify that the above record of time worked is true and correct.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer/Supervisor's Signature

\_\_\_\_\_  
Date