

WRKX170 : Work Experience Education

General Information	
Initiator:	<div><div></div><div>Rachel Anicetti</div><div></div><div>Perez-Nicholas, Cynthia</div></div>
Subject Area/Course # (CB01) :	WRKX170
Course Title (CB02) :	Work Experience Education
Department:	LMC Work Experience
Effective Date:	Fall 2024
TOP Code (CB03) :	(4932.00) General Work Experience
CIP Code:	(32.0105) Job-Seeking/Changing Skills
SAM Code (CB09) :	Clearly Occupational
Distance Education Approved:	No
Course Control Number (CB00) :	CCC000532941
Chancellor's Office Review Approval Date:	04/04/2014
Governing Board Approval Date:	01/12/2012
Curriculum Committee Approval Date:	04/03/2024
Course Description:	<p>The purpose of work experience education is to provide students with an integrated instructional program that provides opportunities to connect academic curricula to applied experiential learning in the workplace. Work experience education assists the student in developing career awareness, learning industry culture, competencies and norms, and developing professional networks in their desired field to support career mobility. To participate in work experience education, students must be employed and undertake new or expanded responsibilities. Students, with faculty and employer approval, will develop and successfully complete learning objective(s). Each learning objective must be substantive in nature and linked in a way relevant to a student’s educational pathway. See Work Experience Education website and student handbook for more information regarding variable unit registration based on hours worked.</p>
Submission Rationale:	<p>Mandatory Revision</p> <p>Title 5 based changes to unit calculation and course description. All Disciplines will be updated.</p>
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Faculty Requirements	
Masters Degree Disciplines:	<div><div></div><div>Work Experience Instructors or Coordinators</div><div></div></div>
Alternate Master Discipline Preferred:	No value
Non-Masters Degree Disciplines:	No value
Additional Bachelors or Associates Discipline Preferred:	No value

## Course Development Options

### Basic Skill Status (CB08)

Course is not a basic skills course.

### Course Special Class Status (CB13)

Course is not a special class.

### Grade Code

- Pass/No Pass (P/NP)
- Letter Grade Methods (LR)
- Student Choice (SC)

### Course Prior To College Level (CB21)

Not applicable.

☐ Allow Students to Gain Credit by Exam/Challenge

### Repeatability

8

### Rationale For Credit By Exam/Challenge

No value

### Retake Policy Description

Work Experience education courses may be repeated subject to Title 5 Section 55040.

### Course Support Course Status (CB26)

Course is not a support course

### Class Maximum

40

## Associated Programs

☐ Course is part of a program (CB24)

### Associated Program

No value

### Award Type

No value

### Active

## Transferability & Gen. Ed. Options

### Course General Education Status (CB25)

Y - Not a General Education (TBD)

### Transferability (CB05)

Transferable to CSU only

### Transferability Status

Approved

## Units and Hours

### Summary

#### Minimum Credit Units (CB07)

1

#### Maximum Credit Units (CB06)

4

#### Total Course In-Class (Contact) Hours

54 -  
216

#### Total Course Out-of-Class Hours

0 - 0

#### Total Student Learning Hours

54 -  
216

Credit / Non-Credit Options

Course Credit Status (CB04)

Credit - Degree Applicable

Course Non Credit Category (CB22)

Credit Course.

Non-Credit Characteristic

No Value

Course Classification Code (CB11)

Credit Course.

☒ Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

☐ Cooperative Work Experience

☒ Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	0	0
Laboratory Hours	3 - 12	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	0
Laboratory	54 - 216
Activity	0
Total	54 - 216
Course Out-of-Class Hours	
Lecture	0
Laboratory	0
Activity	0
Total	0

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

No Value

Entrance Skills

Course Notes	Description
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Work Experience Education Requirements	In order to enroll in a Work Experience Education course, students must be employed, register for the course, complete an online Work Experience Education Application, and participate in a Work Experience Education orientation. Students may earn one unit for 54 hours work per enrollment period. Does not meet requirements for veterans' benefits. Work Experience Education Application can be accessed at <a href="https://www.losmedanos.edu/cwee/">https://www.losmedanos.edu/cwee/</a> . Students may earn up to 14 units of Work Experience Education per enrollment period.
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Limitations on Enrollment	
Limitations on Enrollment	Description
No value	No value

Specifications	
Methods of Instruction	
Methods of Instruction	Lab/Studio/Shop/Clinical
Rationale	Periodic meetings with the student and the instructor are held to discuss challenges and progress on learning objectives. The student and their supervisor work together to establish learning objectives with instructor input related to the course Student Learning Outcomes/Objectives. Progress reviews and feedback are provided by the work supervisor and students submit a final paper to their instructor. The instructor makes one in-person worksite visit with student's supervisor.

Sample Assignments	
Assignment	Description
Reading 1:	Read Student Handbook and be prepared to discuss and finalize learning objectives with your instructor. (CSLO 3, 4)
Reading 2:	Read the assigned course material related to your job and discuss its application with your instructor. (CSLO 3, 4)
Writing, problem solving, performance 1:	Develop written measurable objectives to be accomplished on the job or through related activities. The objectives should be related to employability skills, desirable work habits, and career awareness. (CSLO 1, 4)
Writing, problem solving, performance 2:	Write a final report. Recap and reflect on course experience and progress toward achieving objectives. (CSLO 1, 2, 3, 4)
Writing, problem solving, performance 3:	Submit and updated resume reflecting employability skills and goals accomplished. (CSLO 1, 4)
Lab, field activity, product or report:	
Specific assignment example for Hours by Arrangement:	
Other:	

Sample Methods of Evaluation	Rationale	
Written Assignments	Methods of Evaluation	Methods of Evaluation Rationale
	Sample 1 (CLSO#3) (CSLO#4)	Complete a two-three page report detailing progress toward achievement of your learning objectives.
	Sample 2 (CLSO#1) (CSLO#2)	In collaboration with your employer, develop a minimum of three measurable learning objectives.
	Sample 3 (CSLO#1)	Submit an updated resume for instructor review and feedback
	Evaluation Standard	Evaluations will adhere to the LMC "Grading Policy" guidelines and will include numeric grading rubric for assignments [student's learning objectives, time record reports, resume, and field report]. Employer input is also taken into consideration.
Other (explain)	Students complete the negotiated number of work experience hours. Students must work 54 hours (paid or unpaid) for each unit of credit earned.	

<b>Equipment</b>  No Value				
<b>Textbooks</b>				
<b>Author</b>	<b>Title</b>	<b>Publisher</b>	<b>Date</b>	<b>Justification for textbooks more than 5 years old</b>
Transfer & Career Services	LMC Work Experience Education (WRKX) Student Handbook (Available online)	N/A	August 2024	
<b>Other Instructional Materials</b>  No Value				
<b>Materials Fee</b>  No value				

<b>Learning Outcomes and Objectives</b>	
<b>Course Objectives</b>  No value	
<b>CSLOs</b>	
<b>Name</b>	<b>Expected SLO Performance</b>
CSLO 1: Apply professionalism and work ethic skills including personal accountability, work habits, punctuality, working productively with others, and managing time and work load.	70.0
CSLO 2: Work in collaborative relationships with colleagues and customers and be able to work with diverse teams, negotiate, and manage conflicts.	70.0
CSLO 3: Apply critical thinking and problem solving skills by using sound reasoning and analytical thinking as well as using knowledge, facts, and data to solve workplace problems.	70.0
CSLO 4: Communicate thoughts and ideas clearly and effectively using public speaking skills and the ability to write clearly and effectively.	70.0
CSLO 5: Utilize, under direct supervision, knowledge, skills and abilities acquired during prior or concurrent college course work directly related to workplace responsibilities by applying appropriate Course-Level Student Learning Outcomes from a college course to the student's place of employment.	70.0

<b>Outline</b>
<b>Course Content</b>  Course Content

1. Work Experience Education orientation process
  1. Handbook review
    1. Hours and units
    2. Required communication
    3. Course grading and assignments
2. Identify and establish learning objectives
  1. One-on-one meeting with Work Experience Education faculty and Student
    1. Discuss student's learning objectives
    2. Short-term or long-term projects to serve the organization and student learning
    3. Identify area of skill development
3. Communicate with on-site supervisor
  1. Evaluation of student's workplace competencies
  2. Discuss student's grade progress of learning objectives
  3. Time record verification
4. Field report
  1. Course experience
  2. Progress toward objectives
5. Resume
  1. Demonstrates new learning/skills
6. Time Record Summaries
  1. Student hours worked per week