

# BUS C281: WORK EXPERIENCE EDUCATION

Item	Value
Curriculum Committee Approval Date	12/08/2023
Top Code	050100 - Business and Commerce, General
Units	1 Total Units
Hours	56-58 Total Hours (Lecture Hours 8; Other Hours 48-50)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

## Course Description

The purpose of this course is to enhance each work experience education (WEE) participant's job skills by bridging the gap between educational theory and on-the-job practices through individualized performance objectives related to the student's career or occupational goal. Note: 48 to 54 hours of paid or non-paid work in Business, Management, and related fields, for each one-semester credit. This course aligns with updates to California Education Code (Title 5) related to work experience education, revised August 2023. Transfer Credit: CSU.

## Course Level Student Learning Outcome(s)

1. Consistently achieve high levels of productivity by maintaining sustained motivation and focus on tasks and long-term goals.
2. Based on self-evaluation and supervisor feedback, develop appropriate professional development and career advancement goals.

## Course Objectives

- 1. Perform routine duties with increased efficiency.
- 2. Demonstrate problem-solving skills by identifying a problem and finding a successful solution.
- 3. Develop a professional improvement plan to gain or enhance the skills, abilities, knowledge, and/or attitudes required to progress on your career path.

## Lecture Content

Student Orientation Faculty / Student Contact Faculty / Student Meeting Application Interview Draft Performance Objectives On-Site Visit with Employer/Supervisor Employer Orientation Benefits to Students Benefits to Employer Review of Performance Objectives Employer Input Student Input Faculty Input Review of Performance Objectives Evaluation Criteria and Evaluation Procedure Identification of Specific Criteria and Documentation for Successful Completion of Performance Objectives Explanation and Review for End of the Course Evaluation Procedure Student Follow-Up and Retention Telephone Follow-up with Student

Mail Follow-up with Student End of the Course Evaluation Letter to the Student Letter and Performance Objectives to the Employer Performance Objectives Returned by Employer Faculty Review Student Performance Objectives and Supporting Documentation, Assign Grade, and Verify Units of Credit

## Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)
- Work Experience (20)

## Instructional Techniques

Work Experience Education (WEE) is a non-traditional delivery system that incorporates work into the curriculum. This program provides a cooperative effort for the college, its staff, the work supervisor, and the student to establish and accomplish learning objectives toward the students career goals. Objectives will be created by the student in conjunction with his/her supervisor and WEE instructor.

## Reading Assignments

Student will refer to and follow the most current Work Experience Education (WEE) Handbook and related documents. Student may refer to and read company policies, procedures, plans, etc.

## Writing Assignments

Written assignments, projects, and/or skills demonstrations will be defined with the employer, the WEE instructor, and the supervisor.

## Out-of-class Assignments

Working together, the student, instructor, and work supervisor will propose and execute work-specific routine and project assignments that further the students career goals. These will be related to the students routine duties, on-the-job problem-solving, company initiatives, personal improvement, and career advancement assignments.

## Demonstration of Critical Thinking

Written assignments, projects, and skills demonstration related to the work education experience (WEE) workbook supplements. Primary/secondary research, presentation, organization, and online data search/manipulation may be included.

## Required Writing, Problem Solving, Skills Demonstration

Written assignments, projects, and skills demonstration related to the work education experience (WEE) workbook supplements. Primary/secondary research, presentation, organization, and online data search/manipulation may be included.

## Eligible Disciplines

Business: Masters degree in business, business management, business administration, accountancy, finance, marketing, or business education OR bachelors degree in any of the above AND masters degree in economics, personnel management, public administration, or Juris Doctorate (J.D.) or Legum Baccalaureus (LL.B.) degree OR bachelors degree in economics with a business emphasis AND masters degree in personnel management, public administration, or J.D. or LL.B. degree OR the equivalent. Masters degree required. Business education: Masters degree in business, business administration, or business education OR bachelors degree in any of the above AND masters degree in vocational education OR the equivalent. Masters degree required. Management:

Masters degree in business administration, business management, business education, marketing, public administration, or finance OR bachelors degree in any of the above AND masters degree in economics, accountancy, taxation, or law OR the equivalent. Masters degree required.

### **Other Resources**

1. Work Experience Education (WEE) Handbook, current edition. Any manuals reference materials, and job-site documents related to the successful completion of students job-oriented learning. 2. Coastline Library