

COOPERATIVE WORK EXPERIENCE EDUCATION

at Fresno City College

What is Cooperative Work Experience Education?

The cooperation of Fresno City College, business, industry, and the community makes it possible for students to earn elective credit towards a degree and/or a certificate of achievement through employment in fields closely related to their vocational college majors or that can give them credit for learning skills developed through non-major-related employment. For the satisfactory completion of the program of Cooperative Work Experience education, the college will grant credit to a student based on the maximums specified below.

Why is it offered?

Cooperative Work Experience Education can be an important motivating experience, especially for those who have had inadequate opportunities to learn about the working world. Students meet weekly with an instructor who is well prepared professionally to assist in the development of job skills. The instructor also confers with the student's supervisor. The student is evaluated by both their instructor and supervisor.

Types of Cooperative Work Experience Education

- a) **General Work Experience Education:** The supervised employment of students with the intent of assisting them in acquiring desirable work habits, career awareness, and positive attitudes in the workplace. Jobs held by students need not be related to their occupational goals or college programs.
- b) **Vocational Work Experience Education:** The extension of vocational learning opportunities and career awareness for students through employment in the fields for which their college program is designed.

School Credit and Semester and Lifetime Maximums

For satisfactory completion of Cooperative Work Experience Education, credit is granted as follows:

- a) **General Work Experience:** Students are limited to no more than six (6) General Work Experience units in their lifetime. The units may be taken all in one semester or split between multiple semesters.
- b) **Vocational Work Experience:** Students are limited to no more than eight (8) Vocational Work Experience Units in a single semester.
- c) Both General Work Experience and Vocational Work Experience units accumulate to the same **Cooperative Work Experience lifetime maximum of sixteen (16) units.**
- d) Students **may not** earn **both** General and Vocational Work Experience units in the same semester.
- e) The amount of college credit earned by the student for Cooperative Work Experience Education is dependent upon the number of hours of work during the semester. The law requires a **minimum** of either 75 hours of paid work or 60 hours of volunteer work per each unit earned. You can work both paid and volunteer at the same job, however, only full units are earned, **paid and volunteer hours cannot be counted toward the same unit as they accumulate differently.**

UNITS FOR PAID HOURS

Hours/Term	**Hours/Week		Units Earned
75	4 ½	=	1
150	8 ½	=	2
225	12 ½	=	3
300	17	=	4
375	11	=	5
450	25	=	6
525	29 ½	=	7*
600	34	=	8*

UNITS FOR VOLUNTEER HOURS

Hours/Term	**Hours/Week		Units Earned
60	3 ½	=	1
120	7	=	2
180	10	=	3
240	14	=	4
300	17	=	5
360	20	=	6
420	23 ½	=	7*
480	26 ½	=	8*

or
or
or
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or

*Only Vocational Work Experience students can earn 7 or 8 units for their paid or volunteer work.

**The hours per week in the chart above are calculated based on a full semester (18 weeks). Double them for short term (9 week) classes. For other class lengths, contact the Work Experience Coordinator.

Transfer Credits

Most four year institutions will accept up to eight (8) units of cooperative work experience credit toward completion of the bachelor's degree upon transfer. Students are **strongly advised** to validate the work experience acceptance policy of the institution to which the student wishes to transfer **with that institution**.

Who Qualifies?

In order to qualify for the Cooperative Work Experience Education Program, students must be currently enrolled and must be employed for the entire duration of the class (the entire semester for 18 week classes, the full 9 weeks of short term classes). For the Spring and Fall semesters, the student must also be enrolled in at least one other class offered by that campus for its duration. Cooperative Work Experience classes taken during the summer do not require enrollment in an additional class **unless** the Work Experience class has a co-requisite. For all semesters, the student **must attend** the coordinating class for one hour each week.

Vocational Work Experience classes also require that the employment or volunteer hours for which they are receiving Vocational Work Experience credit be directly related to the student's declared major. These requirements are defined under Title 5, Part VI, Division 6, Subchapter 3, Section 55254 of the California Code of Regulations.

How to Enroll

Students interested in enrolling in Cooperative Work Experience Education are advised to contact their counselor or the CWEE instructor in order to determine the appropriate work experience course for their situation. Those students qualified to enroll will need to register **in person** at the Admissions and Records Counter, located on the bottom floor of the Student Services building as eligibility will need to be manually verified by the registration staff member before enrollment. †. General Work Experience classes are listed under Work Experience 19 (WKEXP-19) in the course schedule book. Vocational Work Experience classes are listed under their applicable subject and are always numbered as '19'. Auto Technology 19 (AUTOT-19), Human Services 19A and 19B (HS-19A and HS-19B), and Paralegal 19 (PLEGAL-19), are a few examples.

Majors and areas of study in which students may obtain Vocational Work Experience Credit are as follows:

Allied Health (AHLTH-19) *** †	Human Services (HS-19A; HS-19B) **
Applied Technology (AT-19)	Fashion Merchandising (FM-19)
Accounting (ACCTG-19)	Food Service Management (FSM-19)
Automotive Tech/GM ASEP (AUTOT-19) *	Marketing (MKTG-19)
Business & Technology (BT-19)	Medical Assisting (MA-19) *
Child Development (CHDEV-19)	Paralegal (PLEGAL-19)
Computer Information Tech. (CIT-19)	Recreation (REC-19)
Criminology (CRIM-19)	Registered Nursing (RN-19) * †
Educational Aide (EDUC-19)	

Keep in mind that not all courses are offered every semester. The schedule will vary according to instructor availability. Courses that require special authorization by the instructor are marked with a single asterisk (*). Courses with prerequisites are marked with double asterisks (**). Courses with co-requisites are marked with triple asterisks (***). † AHLTH-19 and RN-19 students are registered by their Division office rather than at the Admissions and Records Counter.