

# Faculty Information Sheet

## Work Experience Education (WEX)



Students are responsible for submitting completed forms to the Career Center to get enrolled into a Work Experience course. Students are given a packet that includes instructions, required forms and general information about Work Experience Education. Employers (site supervisors) are provided with an information sheet.

### Information & Instructions:

- **Work Experience Education Objective Agreement:** WEX Instructor works with student to set objectives and then student works with employer to review, revise if needed, and sign-off on objectives. WEX Instructor is encouraged to communicate and work with site supervisor before or during the completion of this form
- Career Center will complete **P-1** for all WEX Instructor at the beginning of each term. A payment of \$100 per student is made to the WEX Instructor at the end of the semester after the grade and consultation report has been received by the Career Center. WEX Instructors receive \$50 for each additional job site a student may have
- Career Center works with Scheduling office to create course sections every semester
- Career Center works with A&R to enroll student into course
- WEX Instructor checks in with student and employer throughout the semester to ensure that objectives are being met and hours worked are being tracked. WEX Instructor must drop students within their roster upon discovery of a no-show or premature termination of employment. Students who have worked at least 25.5 hours do not need to be dropped
- Career Center will send WEX Instructor a "request for grades" memo to request **WEX Instructor Report of Consultation** form towards the end of the term. Complete this form at end of term after consulting with site supervisor and student. Career Center will use final grade noted on this form to have A&R enter the grade in the course roster
- Remind student to submit **Employer's Report of Student Attendance** (timesheet) to Career Center no more than 10 business days after the end date of the course

**Butte College Career Center - SAS 258, Main Campus**  
**[careercenter@butte.edu](mailto:careercenter@butte.edu)**  
**(530) 895-2280**