

Work Experience Education (WEX)

Steps to Enroll

- 1) Contact the Career Center to schedule a time to meet with a Career Specialist to learn more about the enrollment process and if needed, help with finding a WEX Instructor and/or employer. An employer must commit to taking you on as an intern or employee before you can enroll in WEX
- 2) Consult with your WEX Instructor and site supervisor to complete and sign the **Work Experience Education Objective Agreement**
- 3) Complete and sign the **Work Experience Education Student Agreement**
- 4) Return the completed **Work Experience Education Objective Agreement** and the **Work Experience Education Student Agreement** to the Career Center – careercenter@butte.edu or drop off at SAS 258 (main campus)
- 5) After returning the two required documents, the Career Center will enroll you in the course on your behalf
- 6) Read the **Student Information Sheet** to learn about what you will need to do to receive course credit and a final grade at the end of the semester

-Hours worked can only be counted for credit after you submit the required paperwork & after an agreement that the Career Center sends to the employer is signed. The Career Center will notify you when you can start working.

-Retain Employer's Report of Student Attendance (timesheet) to keep track of hours worked and to submit at the end of the semester.

Contact Information:

Butte College
Career Center, SAS 258
3536 Butte Campus Drive
Oroville, CA 95965
(530) 895-2280
careercenter@butte.edu

STUDENT INFORMATION SHEET

WORK EXPERIENCE EDUCATION (WEX)

Work Experience Education (WEX) at Butte College, whether paid or unpaid, is on-the-job experience that is directly related to a student's declared major where students can earn college credit based upon the amount of hours they work or volunteer. WEX helps you make the transition from school to work by providing hands-on experience in the "real world" of work.

You may earn from .5 to 8 units per course, and you may earn a maximum of 16 units through more than one course type. If a student wishes to work beyond the end date of the semester and continue to earn credit, they must re-enroll with new enrollment paperwork.

STUDENT RESPONSIBILITIES AFTER ENROLLING IN WEX

- 1) Notify your WEX Instructor and the Career Center if your work hours significantly change, or if you quit or are let go by your employer
- 2) Periodically communicate with your WEX Instructor to discuss your progress and level of satisfaction with your work experience
- 3) Complete the **Employer's Report of Student Attendance** (timesheet) with your site supervisor at the end of the semester and submit it to the Career Center no more than 10 business days after the end of the WEX term

HOW YOUR FINAL GRADE AND UNITS ARE DETERMINED

Toward the later part of the semester, your WEX Instructor will meet with you and your site supervisor to evaluate your progress in meeting your planned learning objectives. Your final grade will be issued based on this evaluation.

Units are computed from your **Employer's Report of Student Attendance** (timesheet). This timesheet must be turned into the Career Center no more than 10 business days after the end of the WEX term. Units earned are based on hours of work during the WEX term. Students must work at least 25.5 hours to receive .5 units, 51 hours of work to receive 1 unit and at least 102 hours of work to receive 2 units.

LEARNING OBJECTIVES

WORK EXPERIENCE EDUCATION (WEX)

Establishing Learning Objectives

Part of the state requirements of the WEX Program is that students identify new, different, or expanded learning objectives for each semester. To be acceptable, the objectives must have the following three key elements:

1. What is the skill to be learned?
2. How will it be accomplished?
3. How will it be evaluated and by whom?

At the end of the term, your performance in meeting the objectives will be evaluated by your site supervisor and yourself. Your final grade will reflect that evaluation.

Learning objectives must include the three key elements above, and they must be directly related to the student's declared career goal and/or major. Your site supervisor and WEX Instructor must approve your objectives *before* you can enroll in WEX, so be certain to work with them to develop objectives that will be approved.

Sample Objectives

1. Establish filing system for office operations. To be done by practical application of current and new skills, working with supervisor, locating space and researching the best system to use. Supervisor to evaluate through observation and inspection of new system.
2. Increase efficiency for orchard's irrigation system. To be done by developing an organized system with use of various materials, measurements, and by consultations with supervisor. Evaluation to come from supervisor through inspection and observation.
3. Create reading and writing lesson plans for third graders. To be done by actual experience, instruction from supervisor, and applying current classroom knowledge. Supervisor will evaluate by review of lesson plans.
4. Perform research on ten different law cases and write a brief on each one. To be accomplished by reading, working with supervisor and co-workers, and through instruction. Supervisor to evaluate each brief.
5. Demonstrate practical working knowledge and skills in the make-up of chemical solutions. To be accomplished through study, practice and instruction from supervisor. Evaluation to take place by supervisor through the testing of the solutions.
6. Develop basic engineering knowledge and practical skills in regard to concrete construction. Supervisor to assist through instruction and company written materials. Evaluation by supervisor through inspection.



Work Experience Education (WEX)

OBJECTIVE AGREEMENT

Fall

Winter

Spring

Summer

WEX Course (e.g. ART-99) _____

Paid ☐

Student Name _____

Unpaid ☐

Student ID _____ Major _____

Job Title _____

Year _____

Company & Site Supervisor Name _____

Supervisor's Email _____ Site Supervisor's Phone# _____

Employer Address _____

New and expanded learning objectives must be identified by the student each semester. The objectives must be measurable and within the student's range of accomplishment by the end of the semester. The objectives must be written by the student and approved by the Site Supervisor and the WEX Instructor prior to enrolling. The student, Site Supervisor, and the WEX Instructor will discuss fulfillment of objectives. From these evaluations and other criteria, the advisor will assign a final letter grade for the Work Experience.

OBJECTIVES

(1) A. What is the skill to be learned?

B. How will it be accomplished?

C. How will it be evaluated and by whom?

(2) A. What is the skill to be learned?

B. How will it be accomplished?

C. How will it be evaluated and by whom?

(3) A. What is the skill to be learned?

B. How will it be accomplished?

C. How will it be evaluated and by whom?

We, the undersigned, agree with the validity of the learning objectives listed above. The employer and Butte college agree to provide the necessary supervision, consultation, and evaluation to ensure that the maximum educational benefit may be achieved for the WEX student employee. We also assure that students will be accepted and assigned to jobs without regard to race, creed, color, national origin, sex, handicap, and, in some cases, age, and that all requests for WEX students will be free from discrimination.

STUDENT SIGNATURE

SITE SUPERVISOR SIGNATURE



WEX INSTRUCTOR SIGNATURE

PRINT NAME LEGIBLY

PRINT NAME LEGIBLY

PRINT NAME LEGIBLY

DATE SIGNED

DATE SIGNED

DATE SIGNED



I am approving these objectives for a maximum of _____ units. _____ (instructor's initials)

WORK EXPERIENCE EDUCATION STUDENT AGREEMENT

STUDENT RESPONSIBILITIES

Your responsibilities as a Work Experience (WEX) student/employee are to:

1. Your WEX Objective Agreement and this form must be fully signed and submitted in order to become registered in the WEX course, and hours worked cannot be counted towards course credit until these forms are turned into the Career Center. Students are required to show their employer proof of enrollment before work begins.
2. You must turn in your timesheet to the Career Center no more than 10 business days after the end of the WEX term, regardless of the number of hours worked. **If you do not turn in a timesheet by this deadline, you will be issued a grade of "FW." Please refer to the grade definitions in the Butte College catalog for more information and conditions.**
3. You must meet with your WEX Instructor towards the end of the semester to discuss the outcome of their site visit and your employer's evaluation of your job performance. You should touch base with your WEX Instructor after the middle of the semester to arrange this meeting.
4. Notify your WEX Instructor and the Career Center if your work hours significantly change, or if you quit or are let go by your employer.
5. Conduct yourself in a manner that best represents the College and the employer for whom you are working. This means that you will follow your employer's instructions and rules of employment, be on the job as required, and give your employer advance notice when absence from the job cannot be avoided.

STUDENT RIGHTS

As a WEX student, and as a general rule in any employment situation, you are protected under The Civil Rights Acts against discrimination in hiring and employment practices. Specifically, you are protected from discrimination on the basis of race, creed, color, national origin, sex, handicap, Vietnam veteran status, and in some cases, age.

If you feel you are being discriminated against, you should contact Tammera Shinar, Dean of Enrollment Services, at (530) 895-2311.

I have read the preceding information and agree to meet all of the responsibilities outlined above.

Semester & Year _____

Phone Number _____ Email _____

Print Your Full Name

Butte Student I.D. #

Sign Your Name

Date

Employer Information Sheet

Work Experience Education (WEX)



Work Experience Education, whether paid or unpaid, is on-the-job experience that is directly related to a student's declared major where students can earn college credit based upon the amount of hours they work or volunteer.

Work Experience Education (WEX) can benefit students through:

- Gaining practical work experience to include on a resume
- Making contacts with employers in their field who have the option to hire them after graduation
- Gaining knowledge, skills, and attitudes necessary for successful job performance

Students are responsible for submitting forms to the Career Center to get enrolled into a WEX course. They are given a packet that includes instructions, required forms and general information about WEX.

Information & Instructions:

- The Career Center will email the employer an ***Experiential Education Partnership Agreement*** to review and e-sign. The employer is asked to mail certificates of insurance to the college per the agreement
- ***Work Experience Education Objective Agreement***: The student's WEX Instructor will work with them to set preliminary objectives and then the student works with the employer to review, revise if needed, and sign-off on the objectives. The WEX Instructor and employer may communicate/work together before or during the completion of this form. The student is responsible for submitting this form to the Career Center
- The student will track hours worked on the ***Employer's Report of Student Attendance*** form (timesheet) to submit at the end of the semester after employer's review and signature
- Provide adequate Worker's Compensation insurance for paid student employees. Unpaid students are covered through the District's Worker's Compensation Plan
- Consult with the WEX Instructor assigned to the student if problems arise with student's on-the- job performance and/or behavior
- Be sure to provide supervision and training time for the student to fulfill their learning objectives, and provide regular and substantive feedback of their progress

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

Work Experience Education (WEX)

EMPLOYER'S REPORT OF STUDENT ATTENDANCE (Timesheet)



☐	Fall	20	_____
☐	Winter	20	_____
☐	Spring	20	_____
☐	Summer	20	_____

WEX Course (e.g. ART-99) _____ Instructor Name _____

Student Name _____

Employer Name _____

Month						
S	M	T	W	T	F	S
Total _____						

Month						
S	M	T	W	T	F	S
Total _____						

Month						
S	M	T	W	T	F	S
Total _____						

Month						
S	M	T	W	T	F	S
Total _____						

Month						
S	M	T	W	T	F	S
Total _____						

Month						
S	M	T	W	T	F	S
Total _____						

Grand Total of Hours Listed Above = _____

I hereby certify the above stated hours to be true and correct.

STUDENT SIGNATURE

EMPLOYER SIGNATURE

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