



Work Experience Education

What is Work Experience Education?

Work Experience is a course like any other, but your job is your classroom. Students meet with a Faculty Advisor and create “Learning Objectives” – skills to learn at the workplace.

Eligibility:

In order to be eligible to participate in the Work Experience program, you must be enrolled in a minimum of 7 units at West Valley College, (that’s 7 units, including your WRKEX units), **and** be working in paid employment or working as a volunteer. You may sign up for Occupational WRKEX if your paid employment relates to your **declared major**. Otherwise, you can sign up for General WRKEX. Any volunteer work must be related to your major to be eligible for WRKEX.

Requirements:

The following table summarizes the number of hours required for WRKEX units based on a 16-week semester:

If you work:	You may take:
20 hours/week (300 total hours per semester)	4 units Occupational WRKEX
15 hours/week (225 total hours per semester)	3 units Occ. or General WRKEX
10 hours/week (150 total hours per semester)	2 units Occ. or General WRKEX
5 hours/week (75 total hours per semester)	1 unit Occ. or General WRKEX
If you volunteer:	You may take:
16 hours/week (240 total hours per semester)	4 units Occupational WRKEX
12 hours/week (180 total hours per semester)	3 units Occupational WRKEX
8 hours/week (120 total hours per semester)	2 units Occupational WRKEX
4 hours/week (60 total hours per semester)	1 unit Occupational WRKEX

Limits:

- The maximum number of units you may take of **Occupational WRKEX** is **4 per semester and 16 lifetime**.
- The maximum number of units you may take of **General WRKEX** is **3 per semester and 6 lifetime**.

To Enroll:

To register for WRKEX units, students can go to the Career Programs Center and fill out an application on the computer.

Please bring your student identification number, your contact information, your employer's name, address and phone number. If you have any questions, please call the Career Programs Center: (408) 741-2098. Someone from the office will give you an add slip and a faculty advisor will call you to set up an appointment.