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Business (BUSN) 1513 Work Experience in Business (1-4 units per semester-limit 8 units) CSU

Prerequisite: Student must have declared a Business-related major (Management, Administrative Services, General Business, Information Technology & Management, Accounting, Business Administration) and be in good academic standing

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Note: Units of Work Experience cannot be included as part of a student's study load for Veterans Educational benefits.

Total Hours: 60 hours of unpaid work OR 75 hours of paid work equals one unit of credit; maximum 225-300 hours

Catalog Description: Application and orientation required prior to enrolling in course. Please contact the Cooperative Work Experience Coordinator. This work experience course of supervised employment is designed to assist students in work related to business. Credit may be accrued at the rate of 1 to 4 units per semester for a maximum of 8 units. Students must work 75 paid hours or 60 non-paid hours per unit earned. This course is offered on a pass/no pass basis.

Type of Class/Course: Degree Credit

Course Objectives:

At the conclusion of the course, the student will be able to

1. Demonstrate desirable work habits, attitudes, and vocational skills specific to business
2. Achieve satisfactory progress towards their individual learning objectives
3. Obtain a heightened sense of career awareness within the industry

Course Scope and Content:

1. Complete a Cooperative Work Experience Education (CWEE) Student Form
2. Participate in a CWEE Orientation
3. Register for a Work Experience class via Cougar Tracks (SSB)
4. Create in collaboration with TC CWEE Coordinator/Faculty and employer, on-the-job learning objectives outlined in Learning Objective Contract (at least one objective per unit enrolled)
5. Maintain an accurate timesheet, to be verified by employer/supervisor, and kept by CWEE Coordinator/Faculty
6. Meet, in-person, with CWEE Coordinator/Faculty at least once during term to discuss progress towards on-the-job learning objectives
7. Complete a mid-term and end-of-term self-evaluation and evaluation of employer/jobsite



Methods of Evaluation:

Evaluation is the responsibility of CWEE Coordinator/Faculty. Assistance in determining the correct evaluation is provided by recommendations from supervisor as well as by student self-evaluations. End of term evaluation should be based upon a predetermined learning plan, or a set of objectives, which everyone clearly understands and approves

1. Completion of all forms and appropriateness of meeting assigned appointments and deadlines
2. Completion of learning objectives
3. Job-related appropriateness/responsibility
4. Grade assigned and units granted on total hours worked during semester

Supplemental Data:

TOP Code:	050100 Business and Commerce, General
SAM Priority Code:	C: Clearly Occupational
Funding Agency:	Y: Not Applicable
Program Status:	2: Stand alone
Noncredit Category:	Y: Not Applicable
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Not Applicable
Prior to College Level:	Y: Not Applicable
Cooperative Work Experience:	Y: Course is a part of a cooperative education program
Eligible for Credit by Exam:	No
Eligible for Pass/No Pass:	No