



Welcome to Student Employment Services

WORK EXPERIENCE EDUCATION PROGRAM

Student General Information/Procedure

Eligibility Requirements:

- Enroll in a Work Experience course (290-293)
- Commit to at least 120-150 hours towards an internship (min 60 hours for Legal & ADN only).
- Must have declared a major and have completed at least one or two semester classes related to your major.
- Resume (if you need a resume contact Student Employment Services)

Student Responsibilities/Documents:

View and download the following [Work Experience forms](#):

1. Work Experience Education Agreement Form
2. Work Experience Education Information, Visitation/Consultation Form
3. Work Experience Education Time Sheet

It is your responsibility to:

- Communicate with instructor to identify learning objectives, internship needs, and/or placement.
- Secure a paid or unpaid internship on or before the scheduled drop [deadline](#).
- Complete the minimum hours required in order to receive a passing grade.
- Notify instructor if you would like a reduction in units (**during refund period**) as all students are automatically enrolled with 3-4 units.

Hours Required & Units Earned:

Students may earn up to (4) units per semester/session and a maximum of sixteen units while attending SWC. The minimum hours must be completed during the semester or students will not earn a passing grade.

Paid Work	Unpaid Work
75 hours = 1 unit *	60 hours = 1 unit*
150 hours = 2 units	120 hours = 2 units
225 hours = 3 units	180 hours = 3 units
300 hours = 4 units	240 hours = 4 units

*Please check with instructor if one (1) unit is an option to receive credit for the class.

Important:

- ✓ Students have the responsibility to abide by the guidelines of the Work Experience program, observe on-the-job regulations of their employer, and maintain regular attendance both at the college and on the job.
- ✓ Any changes to your job, work hours, class schedule, address or telephone number must be reported to the instructor as soon as possible.

For information or questions contact:

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