



Welcome to CTC - Student Employment Services

WORK EXPERIENCE EDUCATION PROGRAM

Student General Information

Eligibility Requirements:

- Enroll in a Work Experience course (290-293) that is related to your declared major.
- Commit to the hours required to successfully obtain units desired.
- Complete at least one or two semester classes related to your major.
- Resume (if you need a resume, schedule a “Resume” appointment on Handshake)

Student Responsibilities/Documents:

View and download the following the required Work Experience forms:

1. Work Experience Education Agreement Form
2. Work Experience Education Consultation Form
3. Work Experience Education Time Sheet

It is your responsibility to:

- Create S.M.A.R.T goals to help you develop and identify learning objectives.
- Secure a paid or unpaid internship on or before the scheduled drop deadline. (If you need assistance, schedule a “Work Experience Education Internship” appointment on Handshake)
- Complete the minimum hours required to receive a passing grade.
- Notify instructor if you would like a reduction/increase in units.

Required Hours to Units & How to Earn Units:

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

Units Earned	Total Hours Required
1*	54
2	108
3	162
4	216

*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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