

ADMINISTRATIVE REGULATION 4103

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ACADEMIC AFFAIRS

WORK EXPERIENCE EDUCATION (WEE)

Work Experience Education (WEE) is an academic program that allows a student's work experience or service learning to be used as a basis for earning credits or hours of attendance.

I. WEE Provisions

- A. Colleges' WEE programming may be offered as either noncredit or credit.
- B. WEE courses may be specifically identified as a single CTE TOP Coded program.
- C. Each college will ensure access to the instructor is equivalent to that commonly available to students' other courses conducted by other instructional methods via office hours or other time as arranged.
- D. Academic standards for WEE are the same as those applied to other credit and noncredit courses.
- E. Procedures for evaluation of student progress are the same as those applied to other credit courses and will follow the Course Outline of Record.
- F. WEE courses shall have a unique course identification number and may be offered for fixed or variable units from 2 – 14.
- G. A student may earn no more than 14 total units or 672 hours in one enrollment period.
- H. Special Admissions Students (K-12 and Adult Ed) are eligible for WEE Courses.

II. WEE Records

- A. The WEE Program School/Division office will maintain records that include:
 1. Whether WEE is for noncredit or credit.
 2. The number of units or hours of work experience the student enrolled in.
 3. A statement showing that the student's background is adequate for the proposed work.
 4. Student learning objectives and outcomes.
 5. Method(s) of evaluation.
 6. Students' and employers' responsibilities, including requirements equivalent to credit courses conducted by other instructional methods.
 7. Employer's company name and address.

Adopted: 11-05-20
Revised: 03-14-24

- B. Completed forms shall be submitted to the Division/School office in accordance with term grade submission deadlines.
- C. Faculty will be paid after submission of all the required forms in accordance with the current Academic Employee Master Agreement.

References:

Title 5 Sections 55250 et seq.