

# Fresno City College Work Experience Program

## Eligibility for Cooperative Work Experience and Important Student Reminders

Cooperative Work Experience classes are offered every semester or session depending upon instructor availability. There is a 14-unit per enrollment period maximum for all Cooperative Work Experience (both General and Vocational) that must be considered before you register or change your registration. Repeats of any course are subject to the State Center Community College District (SCCCD) Repeat Policy. All Work Experience must be registered in-person at the Admissions and Records counter or via email to [registration@fresnocitycollege.edu](mailto:registration@fresnocitycollege.edu). Emails must be sent via district student or staff email. For further information on Vocational Work Experience, please contact your Pathway Counselor. Advice on General Work Experience can be provided by General Counseling.

**To be eligible for a Cooperative Work Experience course, students must comply with the following rules of the Program. They are defined either by Title 5 of the California Code of Regulations<sup>1-5</sup> (State Law), by the Fresno City College Catalog<sup>6 & 8</sup>, or by the State Center Community College Board Policies and Administrative Regulations (AR 4103)<sup>2 & 7</sup>.**

1. Students may **not** enroll in more than one General or Vocational Work Experience class on any SCCCDCD campus during the same enrollment period.
2. Students must be employed or work as a volunteer at a **local job site for a local supervisor**. Only hours worked or volunteered between the start and end dates of the course will be counted towards units awarded for that course. **Students should have a job when they enroll and should submit job objectives for approval by the end of the second week of class.**
3. For Vocational Work Experience courses (all but WKEXP-19) students must either:
  - a. have a major related to the Vocational Work Experience course for which they are registered, **or**
  - b. be enrolled in another class within SCCCDCD directly related to that Vocational Work Experience course, **or**
  - c. have previously passed (an)other class(es) within SCCCDCD directly related to that Vocational Work Experience course.
4. The job or volunteer opportunity must be deemed by the work experience instructor to contribute to the student's overall educational goals.
5. The maximum number of Work Experience units a student may register for one semester is fourteen (14). Keep in mind that other institutions may have a maximum number of units that they will accept as Transfer Credits and check with them before enrolling in more units than needed for your degree or certificate at Fresno City College.
6. Students **may** use both Volunteer and Paid hours towards the accumulation of units for one Work Experience class. Both types of hours accumulate at the rate of 54 hours per credit unit. Fresno City College does not allow partial units.
7. If the student is working for more than one employer to accumulate enough hours to earn the needed number of units, they must establish a minimum of three objectives for each job to be evaluated by each job supervisor on their performance at that job.
8. Students **must** follow any curriculum requirements for the class. These requirements may include prerequisites, co-requisites, or registration in another class during the same enrollment period.

**It is strongly recommended that the Work Experience class be dropped on or before the refund deadline if the student has not confirmed a job or volunteer opportunity and drafted job objectives as there will be no refunds or fee reversals after that date.**

- a. If the class is dropped after the 10% mark (rounded down), the student will not receive a refund.
- b. If the class is dropped on or after census and before the final drop date (see the syllabus or ask instructor for those dates) the student will receive a “W” for the class.
- c. If the student falls out of compliance and does not notify FCC Work Experience and it is discovered after the census date, the student will receive a “W” for the class, regardless of when they fell out of compliance.
- d. The student must complete the required hours for at least one unit, and must have a completed evaluation with at least 3 job objectives rated, 6 job habits, and hours certified by the employer submitted to the instructor by the end of the semester in order to pass the class.
- e. Not having a job or volunteer placement or losing that job or placement may not be the sole grounds for an “EW”; if the student does not have a job or volunteer placement and does not drop by the final drop date, they may not pass the class.

### **Important Notices:**

Students may increase or reduce units registered until the Monday of the week prior to the final week of class by emailing [registration@fresnocitycollege.edu](mailto:registration@fresnocitycollege.edu) or visiting the Admissions and Records counter. Students will **not** be awarded more than the number of units for which they are registered at the end of the class, regardless of how many hours worked or volunteered, without petitioning to increase the registered units.

- a. If a student wants to reduce their units during the semester, first contact Financial Aid as any aid they are receiving could be adversely affected.
- b. If a student does not complete the number of hours needed for the registered units by the end of the semester, their registered units will be automatically reduced, and Financial Aid will be notified. This may require repayment of financial aid benefits if the total registered units go below the unit threshold. Contact Financial Aid if you have questions as to how many units must be completed to retain your level of benefits.
- c. Registered units may be increased post-semester only by filing a Grade Review Petition. Documentation of the hours worked (employer time sheets or letter on the employer’s letterhead) must be provided. The instructor will be notified of the petition and must sign off on the additional units. They are not required to approve the additional hours after the fact.
- d. If students pay for units (rather than them being waived via a financial aid-type program), they must pay for the additional registered units before they will be added to the student record.
- e. All increases in registered units are subject to the semester maximum regardless of whether the increase is requested during or post-semester.

**These requirements will be randomly audited throughout the semester. If a student is in violation of the above eligibility requirements, they will be dropped from the program and will be considered to have withdrawn (a ‘W’ will be assigned in lieu of a grade), and no tuition refund will be made.**