

SRJC Work Experience



*Connecting College
Education To The Workplace*



What is Required in a Work Experience class?

- **Enroll** Check the website. Choose the link "for help in selecting the right class" to find the class that's right for you.
- **Earn** 1-8 units depending upon the amount of hours you work each week.
- **Employment** Employed in a job, paid or unpaid, with a properly licensed business.
- **Form** Go to "forms" on the website and fill out the Work Experience Employment Information Form.
- **Orientation** First time students complete class orientation at the beginning of the semester, either live, online or view DVD.
- **Job Objectives** With your instructor & supervisor write 4 learning objectives identifying new job-related knowledge or skills. These include skills such as Communication, Time Management and Teamwork.
- **Job Site Visits** Meet with instructor and job supervisor twice during the semester at the job site.
- **Seminars** Attend 4 hours of seminars and/or related activities, either online or in person.
- **Work Hours** Track your work hours during the semester. The number of hours worked determines the number of units for which you will qualify.
- **Report** Write a 3 page report reflecting upon the changes or improvements in your work skills during the semester.

Other classes offered through the Work Experience Department

Community Involvement - when you're volunteering at a non-profit

Internship Program - when you're ready to connect your major to the ultimate job

21st Century Work Skills..... get connected @

WWW.SANTAROSA.EDU/WORKEXP