



## Mt. San Antonio College – Work Experience Education

# General Information

Work experience registration may not be completed, nor work begun, until this General Information sheet and the Learning Agreement are completed and given to the professor. Students eligible for Work Experience must have a minimum of 1/3 of total units required for the program complete or a SAM Code C Course complete.

### Student Information (please print)

Name: \_\_\_\_\_ Student I.D. No.: \_\_\_\_\_  
Last First

Address: \_\_\_\_\_  
Number/Street City Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Term/Year: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

\* Major or Certificate Program: \_\_\_\_\_ Total Units Required for Program: \_\_\_\_\_

Units Completed in the Program: \_\_\_\_\_  
**OR** Name of 'C' level SAM Code Course Completed **and** Term Completed **OR** Name of concurrently enrolled 'C' level SAM Code Course: \_\_\_\_\_

### Work Site Information

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Number/Street City Zip

Work Site Supervisor / Name & Title: \_\_\_\_\_

Student Job Title: \_\_\_\_\_ Indicate Non-paid or Paid \_\_\_\_\_

Total Hours Scheduled During Term: \_\_\_\_\_  
**A minimum of 60 non-paid hours or 75 paid hours of work per semester is required for each one unit of credit.**

Will your professor need security clearance to visit the work site? If yes, please explain.  
\_\_\_\_\_

Work Experience Course Title: \_\_\_\_\_

Work Experience Course Professor: \_\_\_\_\_

CRN: \_\_\_\_\_

Units: (check one)  
*Enter same Units for Mid Term*

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
60 non-paid or 75 paid	120 non-paid or 150 paid	180 non-paid or 225 paid	240 non-paid or 300 paid



*Enter Same units for Mid-Term Assessment & Student Work and Hours Report-Final Evaluation*

## Mt. San Antonio College – Work Experience Education Continued

Please List Course SLO's and/or Course Measurable Objectives:  
<http://www.mtsac.edu/instruction/outcomes/sloinfo.html> (Link for SLO'S)  
<https://webcms.mtsac.edu> (Link for Measurable Objectives)  
**(to be completed by professor)**

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\* Work experience is designed for students enrolled in a Career Technical Education program where Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station relating to the students' educational or occupational goals.

**Work Experience Specialist Name** \_\_\_\_\_ **Ext.** \_\_\_\_\_