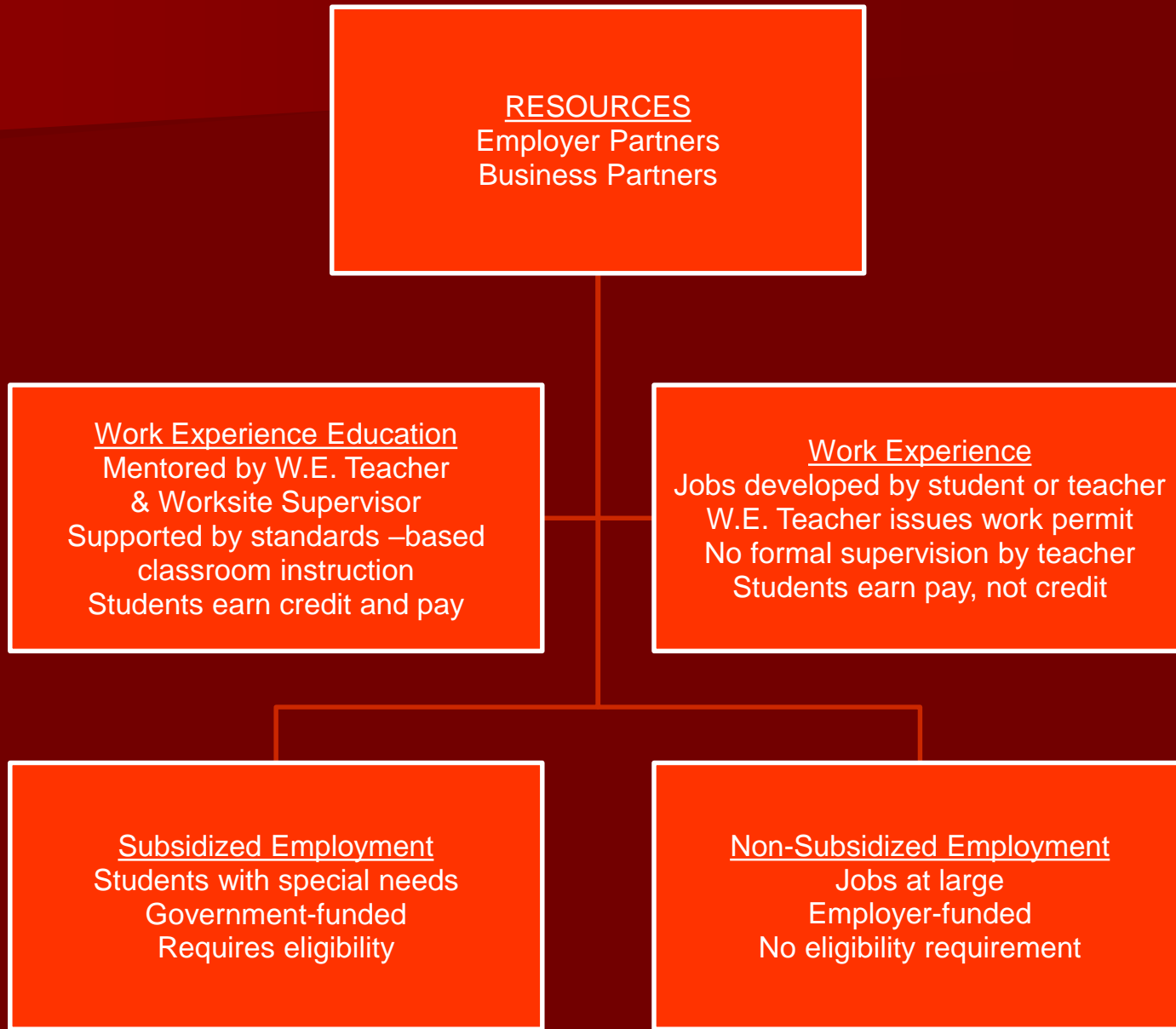


# WORK EXPERIENCE

# WORK EXPERIENCE FLOW CHART



**WORK  
EXPERIENCE  
EDUCATION  
(WEE)**

# The Work Experience Education Office is responsible for:

- creating, submitting and monitoring the LAUSD Secondary Plan for Work Experience Education, which is on file with the California Department of Education.
- providing Professional Development to all school-based Work Experience Teacher-Coordinators in order to ensure program quality and compliance with mandates.

# THE THREE TYPES OF WORK EXPERIENCE

## General Work Experience

Provides supervised part-time employment to assist students in developing desirable work habits and attitudes in real jobs

## Exploratory Work Experience

Provides unpaid opportunities to observe a variety of work conditions to ascertain their interests and aptitudes for specific careers

## CTE / Vocational Work Experience

Provides an extension of vocational learning at school through part-time employment.

# WEE TEACHER CREDENTIALS

The Work Experience Teacher -  
Coordinator:

- possesses a valid secondary-level credential
- has two years of occupational experience outside the field of education
- has knowledge of the educational purposes, standards, laws, and regulations regarding WEE

# ENROLLMENT IN WEE

1. The WEE teacher-coordinator approves students for enrollment in WEE.
2. At the time of enrollment, students are at least 16 years of age.

## Exceptions:

- Students in grade 11 or higher
- Students enrolled in Exploratory WEE may be 12 years of age and in middle school
- Principal may certify exemption
- WEE may be identified on the IEP



# RELATED CLASSROOM INSTRUCTION

The WEE teacher-coordinator is responsible for preparing and conducting related classroom instruction.

# PURPOSE OF WEE PROGRAM

The WEE program is part of a total educational process that:

- Helps students to choose a career path
- Affords students the opportunity to learn to work with others in ways that are successful and rewarding.

## PURPOSE (Cont'd)

- Links the academic core curriculum with the world of work and promotes students' school-to-career transitions.
- Helps students develop skills, habits, and attitudes conducive to job success and personal growth.

# PURPOSE (Cont'd)

- Uses the community's business-industrial complex as a career training laboratory to help the students develop a positive work ethic and acquire or refine work related skills and job performance in actual work settings.

# WEE - COURSE DESCRIPTION

The purpose of Work Experience Education (WEE) is to provide students with opportunities for applying the basic skills of reading, writing, and computation through a combination of supervised employment in any occupation field and related classroom instruction.

# Units of Instruction

The Units of Instruction are tied to the content standards for Work Experience Education and the English-language Arts Content Standards adopted by the California Department of Education.

# WORK SITES

The WEE teacher-coordinator identifies, selects, and/or approves work sites.

A minimum of two on-site contacts per semester with a supervisor at each work site and minimum of one on-site contact during the summer school session is mandated for completion by the WEE teacher -coordinator.

# TRAINING AGREEMENT

A written formal training agreement identifying the responsibilities of the school district, employer, parent (or legal guardian), and student is developed for each WEE student.



# WORK PERMITS

All work permits for students enrolled in WEE are issued or verified by the WEE teacher-coordinator (EC § 49110).

# GRANTING CREDIT

The district procedure for granting school credit for WEE is attached to this district plan. A student satisfactorily completing WEE program requirements may earn a maximum of 40 semester credits.

**NOTE: 10 credits MAX per semester.**

# PROFESSIONAL DEVELOPMENT

- Provided for new and continuing Teacher-Coordinators and other support personnel in WEE to ensure
  - the quality of the WEE program
  - compliance with state and federal mandates
- Work Experience Education staff provides training

# Questions...

- If you have any questions on WEE or anything related, please contact

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