
WEE Qualification & Enrollment Work Experience Education

To qualify for the WEE program a student must:

- Be employed in a Paid Position or in an Unpaid Internship.
- Be 16 years of age and a Junior or Senior*
*Student can apply for exemption.
- Meet the school's minimum day enrollment requirements.
- Have the approval of the Work Experience teacher.
- Have recommendation of an administrator and teachers (grades and attendance).
- Have parent/guardian approval.

To enroll in WEE follow the steps below:

1. Students and their employer must completely fill out a Work Experience Education Work Permit Application & Training Agreement, have it signed by a parent/guardian and submit it to the WEE Coordinator for approval and processing.
2. After processing you must take the Official Work Experience Work Permit & Training Agreement back to your Employer who must legally retain it at the worksite.
3. The WEE Coordinator will provide you with the necessary forms.
4. Start attending your scheduled class session each week.

Do WEE Students get Special Privileges?

YES California and Federal Labor Codes allow minors enrolled in Work Experience Education to obtain **MORE HOURS** of work during the week.

- WEE Students (16-17 yrs. of age) may work up to **8 hrs./day—48 hrs. week.**
- Students (16-17 yrs. of age) not enrolled in WEE may only work **4 hrs./day — 28 hrs. week.**

When are the WEE & EWEE classes offered?

Prospect	Tuesday	12:40-1:30 pm
CIS/Horizons	Tuesday	12:40-1:30 pm
Crossroads	Wednes day	8:10-9:00 am
Diablo Day	Wednes day	9:20-10:30 am
Summit/Neuva Vista	Thurs- day	7:00-7:50 am
Alliance	Thurs- day	8:45-9:23 am
Olympic	Friday	9:20-10:30 am
Gateway	Friday	12:18-1:03 pm

EWEE Qualifications & Enrollment Exploratory Work Experience Education

To qualify for the EWEE program a student must:

- Be willing to participate in 60 hours of documented Outside Work-Related Activities.
- Be 16 years of age and a Junior or Senior*
*Student can apply for exemption.
- Meet the school's minimum day enrollment requirements.
- Have the approval of the Work Experience teacher.
- Have recommendation of an administrator and teachers (grades and attendance).
- Have parent/guardian approval.

To enroll in EWEE follow the steps below:

1. Students do not have to have a job, however, they must agree to participate in 60 hours of



Mt. Diablo Unified School District

Exploratory Work Experience and Work Experience Education At Horizons & Necessary Small High Schools

Frequently Asked Questions



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What is Work Experience Education?

Work Experience Education is an elective class that combines paid employment with classroom instruction. Students attend their own jobs during the week, and also attend a class session once a week at school.

What is Exploratory Work Experience Education?

Exploratory Work Experience Education is an elective course which combines non-paid-job observation and sampling with related classroom instruction in employability skills. Students will participate in **60** hours of documented non-paid Outside Work-Related Activities during the semester, and attend class session once a week at school.

What Will I Learn?

The course curriculum includes:

- How to get a job, keep a job, leave a job.
- Resume Writing.
- Job Hunting Tips and Techniques.
- Labor Laws that will affect you throughout your life.
- Sexual Harassment.
- Work Place Safety.
- Economic and Career awareness.
- Other Workplace related topics.
- Students will develop: Positive Work Habits and Attitudes, Self-Confidence, Job Skills, and a Resume which can be used to secure, and retain employment.



Work Experience Education is a Variable Credit class.

- ▶ A WEE student may earn up to **10** credits per semester for a total of **40** during their high school tenure.
- ▶ Students are encouraged to obtain all 10 credits.
- ▶ Students must submit legal proof of hours worked (copies of Pay Stubs) to the WEE Coordinator.
- ▶ The Work Site must be approved by the WEE Coordinator.
- ▶ The chart below shows the number of classes needed in order to earn credits.
- ▶ Grades are earned by class attendance/participation, and doing the related instructional assignments.

Work Experience		
Participation Points Earned (Classes Attended)	Min. Hours Worked to Earn Credits	Credits Earned
4	20	1
5	40	2
6	60	3
7	80	4
8	100	5
9-10	120	6
11-12	140	7
13-14	160	8
15-16	180	9
17-18	200	10

Exploratory Work Experience is a Variable Credit Class.

- ▶ An EWEE student may earn up to **5** credits per semester for a total of **20** during their high school tenure.
- ▶ Students are encouraged to obtain all 5 credits.
- ▶ Students must submit written documentation signed by parent/guardian of Outside Work-Related approved activities to the WEE Coordinator. Forms provided by the WEE Coordinator.
- ▶ The chart below shows the number of classes needed and documented Outside Work Related hours necessary in order to earn credits.
- ▶ Grades are earned by class attendance/participation and doing the related instructional assignments.

Exploratory Work Experience		
Participation Points Earned (Classes Attended)	Min. Hours of Outside Work-Related Activities to Earn Credits	Credits Earned
4	12	1
5-8	24	2
9-12	36	3
13-16	48	4
17-18	60	5

