

COLLEGE OF EDUCATION AND HUMAN SERVICES, B.S., WORKFORCE EDUCATION AND DEVELOPMENT

The purpose of the Bachelor of Science degree in Workforce Education and Development, with a specialization in education, training, and development is to prepare technically trained persons for training and development positions in education, business, industry, labor, government, and the military. The web site is located at www.wed.siu.edu/.

DEGREE REQUIREMENTS, B.S. IN WORKFORCE EDUCATION AND DEVELOPMENT

The Bachelor of Science degree in Workforce Education and Development requires a minimum of 121 semester hours distributed as follows:

University Core Curriculum -- 41 semester hours: These credits may be earned at other institutions. Students may also receive credit for some courses by proficiency. A general summary of the requirements is shown below:

Foundation Skills	
Composition	6
Mathematics	3
Speech Communication 101	3
Disciplinary Studies	
Fine Arts	3
Human Health	2
Humanities	6
Science	6
Social Science	6
Integrative Studies	
Multicultural: Diversity in the United States	3
Interdisciplinary	3

To obtain a second degree, persons with baccalaureate degrees from regionally accredited institutions need to complete only the Workforce Education and Development major. However, the previous degree must have included 30 or more semester hours in residence at the institution that awarded the degree.

Occupational Specialty -- 44 semester hours: This is the occupation or occupational cluster the student will be qualified to teach upon completion of the program. Credit is awarded based on evaluation of

technical training and/or previous work experience and/or credit earned while improving technical competencies in a supervised field experience.

WED 258	Work Experience	1-30	Semester hours
WED 259	Occupational Training	1-60	Semester hours
WED 395	Field Experience	1-24	Semester hours

Professional Sequence -- 36 semester hours: This portion of the program offered by Workforce Education and Development consists of courses that develop abilities to organize and present occupational competencies to others. A program usually consists of three terms or 12 months of course work. Twelve semester hours of credit are earned each term, for a total of 36 semester hours. This professional sequence includes six three-semester-hour formal classroom courses and 18 semester hours of independent study and internship.

WED 460	Occupational Analysis and Curriculum Development	3
WED 462	Instructional Methods and Materials	3
WED 463	Assessment of Learner Performance	3
WED 466	Foundations of Work Education	3
WED 469	Training Systems Management	3
WED 486	Adult Learning	3
WED 381A and B	Training Proposal and Report Writing (3, 3)	6
WED 382	Developing Your Career	3
WED 398C	Special Problems	3
WED 495C	Instructional Internship	2-12
WED 496	Professional Internship	2-12
Total Semester Hours		121

COURSE DESCRIPTIONS, WORKFORCE EDUCATION AND DEVELOPMENT

WED 258-1 to 30 Work Experience. Credit granted for past work experience while employed in business, industry, labor, government service or military organizations. Credit determined by departmental evaluation. Prerequisite: Completion of 12 semester hours of WED courses with *C* or better.

WED 259-1 to 60 Occupational Training. Credit for documented occupational study in accredited and selected other programs. Credit determined by departmental evaluation. Prerequisite: Completion of 12 semester hours of WED courses with *C* or better.

***WED 381-6 (3, 3) Training Proposal and Report Writing.** (a) Theoretical and applied, guided self-study to develop skills necessary to conduct feasibility studies and write technical reports. (b) Principles and practices of preparing training proposals and reporting results in corporate or agency settings.

***WED 382-3 Developing Your Career.** An introduction to the professional field of human resource development (HRD) with a focus on trends, issues, roles, and competencies. Content and activities are provided to assist students in planning and preparing for a career in human resource development (HRD).

***WED 395-1 to 24 Field Experience.** Supervised work experience in a departmental approved position in business, industry, labor, government or military organizations for students in Workforce Education and Development. Clock hours/credit arranged by department coordinator.

***WED 398-1 to 3 Special Problems.** Independent study for qualified students in Workforce Education and Development. Prerequisite: consent of instructor.

WED 460-3 Occupational Analysis and Curriculum Development. System approach to curriculum development. Includes analyzing occupations, specifying objectives and developing curriculum. Restricted to WED majors or consent of department.

WED 462-3 Instructional Methods and Materials. Instructional methods in occupational training program. Restricted to WED majors or consent of department. Prerequisite: WED 460.

***WED 463-3 Assessment of Learner Performance.** Development and use of evaluation instruments to assess student performance in training classrooms and laboratories. Criterion- and norm-referenced objectives, applications of taxonomies in development of written tests, performance tests and attitude measure. Restricted to WED majors or consent of department. Prerequisite: WED 460.

***WED 466-3 Foundations of Work Education.** Examination of the historical, social, economic and psychological foundations of workforce education. Nature and role of education and training in preparing people for the world of work. Restricted to WED majors or consent of department.

***WED 469-3 Training Systems Management.** Insight and understanding of administration and management of organizational training. Principles

and techniques of managing training organizations. Process of planning,

organizing, marketing, programming, staffing, budgeting and evaluating a training organization. Restricted to WED majors or consent of department.

WED 486-3 Adult Learning. Course focus is on adult development and learning principles. Adult learning styles and motivation to learn are discussed in the context of designing effective instructional strategies appropriate in various workforce education venues. Restricted to WED majors or consent of department.

*WED 495-2 to 12 Instructional Internship. Internship in approved education and/or training centers. Intern instructor will increasingly assume responsibilities for preparing, presenting and guiding occupational learning in Workforce Education and Development. Not for graduate credit. Restricted to WED majors or consent of department. Prerequisite: 462 and 12 semester hours in Workforce Education and Development.

*WED 496-2 to 12 Professional Internship. Research, curriculum development or program management at approved education training sites. The intern will follow the program of the supervising professional in regular and related activities. For students in Workforce Education and Development. Not for graduate credit. Restricted to WED majors or consent of department. Prerequisite: Twelve semester hours in Workforce Education and Development.

*May be independent study

COLLEGE OF ENGINEERING, B.S., INDUSTRIAL TECHNOLOGY

The Bachelor of Science degree in Industrial Technology is accredited by the National Association of Industrial Technology. The Industrial Technology program is an excellent vehicle for developing knowledge and abilities useful for military and civilian career development and progress. The Industrial Technology major has as its objective the training of qualified personnel who can develop and direct the manufacture and distribution of products. The program is a balanced curriculum of studies drawn from a variety of disciplines relating to industry. Included in the curriculum is the study of materials and manufacturing processes, concepts of industrial management and human relations. Communication skills, humanities, and social sciences, mathematics, design, and technical skills gained from the program allow the graduate to cope with technical and production problems. The Industrial Technology program is geared to assist students with prior education and work experience to incorporate their past training and experiences into their educational degree work, with such options as the CAPSTONE program and granting credit for technical work experience. The web site is located at www.engr.siu.edu/outreach.

DEGREE REQUIREMENTS, B.S. DEGREE IN INDUSTRIAL TECHNOLOGY

The Industrial Technology program of core and elective requirements consists of forty-eight hours. In addition to these requirements students will be required to complete departmental University Core Curriculum courses and all general University requirements for graduation.

University Core Curriculum Requirement 41 semester hours: These credits may be earned at other institutions. Students may also receive credit for some courses by proficiency. A general summary of the requirements is shown below:

Foundation Skills	12
Composition	6
Mathematics	3
Speech Communication 101	3
Disciplinary Studies	23
Fine Arts	3
Human Health	2
Humanities	6
Science	6
Social Science	6
Integrative Studies	6
Multicultural: Diversity in the United States	3
Interdisciplinary	3

Total	41
INDUSTRIAL TECHNOLOGY REQUIREMENTS	48
IT 105 Computer-Aided Drafting	3
**IT 110 Geometric Dimensioning and Tolerancing	3
IT 208 Fundamentals of Manufacturing Processes	3
IT 240 First-Line Supervision	3
IT 270 Computational Methods for Industrial Technologists	3
IT 305 Industrial Safety	3
IT 307 Applied Calculus for Technology	3
IT 341 Maintenance	3
IT 375 Production and Inventory Control	3
IT 382 Motion and Time Study	3
IT 386 Total Quality	3
IT 390 Cost Estimating	3
IT 392 Facilities Planning	3
IT 395 Technology Design	3
IT 440 Manufacturing Policy	3
IT 445 Computer-Aided Manufacturing	3
**IT 450 Project Management I	3
**IT 465 Lean Manufacturing	3
**IT 470a Six Sigma Green Belt	3
**IT 470b Six Sigma Green Belt	3
IT 475 Quality Control I	3
**IT 480 Six Sigma Black Belt	3
IT 485 Quality Control II	3
IT 490 Six Sigma	3
IT 492 Special Problems in Industry	1-6
IT 494 Applied Project	1-9

****Course will be offered beginning fall semester 2007.**

NOTE: Eight hours of physics, and five hours of college algebra/trigonometry are also Industrial Technology requirements. However, these departmental requirements will also fulfill three hours of the Disciplinary Studies requirement as well as three hours of the Foundation Skills requirement (University Core requirements).

Additional hours to complete degree requirements 31
Some of which may be satisfied by:

IT 258 Work Experience Credit
IT 259 Occupational Credit

Total 120

COURSE DESCRIPTIONS, INDUSTRIAL TECHNOLOGY

***IT 105-3 Computer-Aided Drafting.** (Same as Engineering Technology 103). Links the components of technical sketching with current CAD software. Sketching to include: orthographic projection, sectional views, and dimensioning. Employ these elements with current CAD software in creating drawing entities, managing layers, displaying and modifying drawings, annotating and dimensioning, and file management.

****IT 110-3 Geometric Dimensioning and Tolerancing.** Geometric dimensioning and tolerancing (GD&T) principles based on industry standards such as ANSI and ASME. Includes terminology, symbol identification, feature control frames, modifiers, datums, etc. Selection of datum features, calculation of bonus tolerances, assignment of form, run-out and positional tolerances, and tolerance stack-up.

IT 208-3 Fundamentals of Manufacturing Processes. Introduction to the basic processes, equipment, and material used in manufacturing. Includes plastics, metal removal, materials joining, casting, and some of the newer processes.

***IT 240-3 First-Line Supervision.** Analysis of problems of first-line supervisors. Topics include leadership, motivation, communication, grievances, training, discipline, group and individual effectiveness, and labor relations.

IT 258-2 to 30 Work Experience Credit. Credit granted for past work experience while employed in fields related to the student's educational objective. Credit is established by departmental evaluation.

IT 259-2 to 60 Occupational Credit. For occupational credit earned at junior colleges and technical institutes. Credit is established by departmental evaluation.

***IT 270-3 Computational Methods for Industrial Technologists.** Introduces the student to a problem-oriented computer language that is used to solve relevant problems that occur in industry.

***IT 305-3 Industrial Safety.** Principles of industrial accident prevention; accident statistics and costs; appraising safety performance; recognizing industrial hazards and recommending safeguards. Includes a study of the Occupational Safety and Health Act and the Coal Mine Health and Safety Act.

IT 307-3 Applied Calculus for Technology. Applying mathematical techniques to technology problems, including the analysis, formulation, and problem solutions. Techniques of differentiation, max-min problems, and elementary techniques of integration. Prerequisite: Mathematics 111 or equivalent.

***IT 341-3 Maintenance.** Principles and practices of maintenance department organization, preventative procedures, and typical equipment problems. Also, includes related topics such as plant protection, custodial services, and maintenance of powerplants.

IT 375-3 Production and Inventory Control. Production and inventory control systems. Includes topics in forecasting, master production scheduling, material requirements planning, capacity requirements planning, inventory management, production activity control, and applicable operations research techniques.

IT 382-3 Motion and Time Study. Principles and practices of motion and time study including process charts, operation charts, motion summary, and time standards.

***IT 386-3 Total Quality.** Application of quantitative methods and human resources to improve product quality, enhance productivity, customer satisfaction, manufacturing organizational effectiveness and ability to compete in a global market.

IT 390-3 Cost Estimating. (Same as Engineering Technology 390.) Study of the techniques of cost estimation for products, processes, equipment, projects, and systems. Prerequisite: Mathematics 111.

IT 392-3 Facilities Planning. The analysis of data to produce a complex facilities plan which maximizes the efficiency of the operation. Methods and equipment of material handling are an important part of the course. Students are assigned an extensive facilities planning project. Prerequisite: 208, 382 or consent of instructor.

***IT 395-3 Technology Design.** An elective project on a technical subject selected by the student with advice from the instructor. Stimulates original thought and creativity. Prerequisite: consent of instructor.

***IT 440-3 Manufacturing Policy.** Review of all areas covered by the industrial technology program. Includes problems which simulate existing conditions in industry. Students present their solutions to the class and to the instructor in a formal manner. Prerequisite: 375, 382, 392, and 475.

***IT 445-3 Computer-Aided Manufacturing.** (Same as Engineering Technology 445.) Introduction to the use of computers in the manufacture of products. Includes the study of direct and computer numerical control of machine tools as well as interaction with process planning, inventory control, and quality control. Laboratory. Prerequisite: Engineering Technology 103 or Industrial Technology 105, Industrial Technology 208 or Engineering Technology 209 and computer programming.

****IT 450-3 Project Management I.** This course is designed to provide students with an overview of the project management process followed by an in-depth examination of the activities needed to successfully initiate, plan, schedule, and control the time and cost factors of the project. Prerequisite: IT 375, 382, 392, or consent of instructor.

****IT 465-3 Lean Manufacturing.** This course will cover the principles and techniques of lean manufacturing. Major topics covered include lean principles, 5S, value stream mapping, total productive maintenance, manufacturing/office cells, setup reduction/quick changeover, pull system/Kanbans, continuous improvement/Kaizen, lean six sigma, lean simulation, and other modern lean manufacturing techniques and issues.

****IT 470a-3 Six Sigma Green Belt.** Study the knowledge areas of Six Sigma Green Belt. Topics include six sigma goals, lean principles, theory of constraints, design for six sigma, quality function deployment, failure mode and effects analysis, process management, team dynamics, project management basics, data and process analysis, probability and statistics, measurement system analysis, and process capability.

****IT 470b-3 Six Sigma Green Belt.** Study the knowledge areas of Six Sigma Green Belt. Topics include exploratory data analysis, correlation and regression, hypothesis testing, single-factor ANOVA, design of experiments basics, implement and validate solutions, statistical process control, and control plans. Prerequisite: IT 470a, or consent of instructor.

IT 475-3 Quality Control I. Study the principles and techniques of modern quality control practices. Topics include total quality management, fundamentals of statistics, control charts for variables and other quality related issues and techniques.

****IT 480-3 Six Sigma Black Belt.** Study the knowledge areas of Six Sigma Black Belt. Topics include analysis of variance, fractional factorial experiments, Taguchi robustness concepts, response surface methodology, robust design and process, and other advanced six sigma principles and techniques. Prerequisite: IT 470a, b, or consent of instructor.

***IT 485-3 Quality Control II.** Study the principles and techniques of modern quality control practices. Topics include fundamentals of probability, control charts for attributes, acceptance sampling systems, reliability and other quality related issues and techniques. Prerequisite: senior standing.

IT 490-3 Six Sigma. Six Sigma is a data-driven management system with near-perfect-performance objectives that has been employed by leading corporations. Its name is derived from the statistical target of operating with no more than 3.4 defects per one million chances, but its principles can be applied in business of all types to routinely reduce costs and improve productivity. This overview describes what Six Sigma is, and what its techniques and tools are. Prerequisite: 475.

***IT 492-1 to 6 Special Problems in Industry.** Special opportunity for students to obtain assistance and guidance in the investigation and solution of selected industrial problems. Not for graduate credit. Prerequisite: consent of instructor.

***IT 494-1 to 9 (1 hour per section) Applied Project.** Selected applied project. Requires the students to apply knowledge learned in various courses to the solution of industrial problems. (a) Motion and time study, (b) Cost estimating, (c) Materials handling and plant layout, (d) Production and inventory control, (e) Quality control, (f) Manufacturing policy, (h) Fundamentals of industrial processes, (i) Industrial safety, (k) Computer-aided manufacturing. Not for graduate credit. Prerequisite: consent of instructor.

*May be independent study

**Course will be offered beginning fall semester 2007; course is not listed in the 2007-08 Undergraduate Catalog but will be included in the 2008-09 Undergraduate Catalog.

CREDIT FOR WORK EXPERIENCE

Southern Illinois University Carbondale recognizes that work experience may be included in a number of undergraduate programs. It, therefore, permits those undergraduate programs to grant credit for work experience related to students' areas of specialization. Credit granted applies to the major program and is awarded only upon approval by the major department. Credit earned by work experience is limited to 30 hours and any combination of credit for proficiency examinations and credit for work experience is limited to 40 hours. Credit granted for work experience is nonresident credit when granted for work that is not part of a regular instructional course. Students should consult with their major departments to see whether work experience may be evaluated for credit.

WORK EXPERIENCE, COLLEGE OF APPLIED SCIENCES AND ARTS

A. General

Students may be awarded up to 30 semester hours of credit for meaningful work experience acquired prior to enrolling in the baccalaureate degree program. Generally, if favorably evaluated, this credit is certified for transcript recording during the final term of enrollment. However, notification of the award may be made earlier. The following are the established guidelines for this credit.

The College of Applied Sciences and Arts in both its on-campus and off-campus degree programs, offers qualified students an opportunity to obtain credit for previous experience in which occupational, supervisory, or management skills were obtained in industry, business, the professions, service occupations, or military service.

A critical part of the process used in evaluating prior work experience is the necessary documentation describing and substantiating the request for consideration. This documentation will generally include job/assignment descriptions, performance reports, or employer/supervisor letters attesting to the dates of employment/assignment, specific duties, and quality of work performed. Proposal and Record Forms received without documentation will not be considered for evaluation.

The maximum credit allowable to be recorded on the transcript is 30 semester hours, which may be earned at the rate of no more than six semester hours per year of full-time work or assignment. Proposals for work experience credit are evaluated by a faculty committee using the following criteria: the level of experience (whether it is routine or

complex); the amount of supervisory or managerial responsibilities associated with the experience; growth in knowledge or skill acquisition resulting from the experience; and the quality of performance. Part-time work experience may be considered for credit on a proportional basis as detailed in Unit III, Section 2 of the policy, procedure and guideline handout.

Work experience credit or proficiency credit (CLEP, DANTES, etc.) may total 30 hours each but the combined total may not exceed 40 semester hours.

To be considered for full prior work experience credit, such experience must have been at increasingly rigorous levels of learning equivalent to the level of difficulty associated with college course work. In addition, the experience must show progress from routine to complex to amply demonstrate increased opportunities for learning.

Evidence of increased opportunities for learning would include for example promotion and advanced levels of job responsibility, assignment to supervisory or management positions, and similar indications of job or assignment progress. Thus, five years of full-time work at the routine level on the same job assignment would not qualify for 30 semester hours of credit. In this case, the applicant would be considered for minimal credit only.

B. Job Classification for Work Experience Credit in the College of Applied Sciences and Arts

ROUTINE WORK is defined as customary or regular courses of procedure generally of a non-varying or mechanical nature involving simple skills providing little or no opportunity for improvisation, imagination, or deviation. Security patrols, some office workers, apprentice tradesman, key punch operator, stock clerk, and cashier are examples.

COMPLEX WORK experience involves combinations of parts, usually interconnected, requiring compound or complicated procedures exhibiting an intimate knowledge of specific intricacies. Planning, organizing, scheduling, contingency evaluating, extricating, and assessing are examples of complex procedural thought and execution processes. Data programmers, investigative personnel, aircraft, automotive and appliance service technicians, complicated machinery calibrators (high intensity electrical systems, intensive care equipment, space vehicle systems, et al.), traffic controllers, construction superintendents, and medical researchers are examples.

All work experience credit will be posted as 258.

C. Checklist for Submitting Work Experience Proposals

This section establishes the procedure for documenting requests for work experience credit to assure that all eligible experience is considered and should serve as a checklist for preparing the necessary materials for presentation.

A Proposal and Record form is to be prepared by the applicant who must make sure each separate period of employment or assignment is accounted for and substantiated separately. For example, if there are five different or succeeding assignments, each lasting one year, five Proposal and Record Forms with supporting evidence attached must be submitted.

Documentation for each separate period of work experience being submitted for evaluation should be checked to assure that:

Performance being evaluated must be related to the degree program pursued by off-campus students.

Credit requests for more than one year of routine jobs or assignments in one category or classification must not be submitted. They will not be considered for credit. However routine jobs or assignments in different categories or classifications resulting from job changes or reassignment may be considered provided the new job or assignment is compatible with the student's degree program.

Periods of attendance at military or civilian schools are not included. This credit is not eligible for consideration as work experience. School attendance usually is considered upon entrance into the baccalaureate degree program and is evaluated separately.

Performance quality evaluations by previous employers or supervisors must evaluate rather than simply verify dates of employment or supervision.

Only those periods of work experience obtained previous to enrollment in the program are covered.

Documents submitted by in-service students in which periods of performance are not covered by a performance report must have a letter attached attesting to the quality and level of performance.

All documentation forms are in chronological order and easily legible. Photographic copies of performance briefs must be legible. They should not be on microfilm or microfiche. This is particularly important with regard to dates and ratings shown on military performance reports.

All proposals and supporting documents are submitted to the work experience coordinator's office no later than two terms prior to the expected term of graduation.

The request for credit from work experience accompanied by supporting documentation will be forwarded to the Office of Records and Registration for posting to the transcript.

WORK EXPERIENCE, WORKFORCE EDUCATION AND DEVELOPMENT

Work experience and proficiency credit may total 30 hours each, but no more than 40 semester hours will count toward the 121-semester hours required in total.

This section describes the work experience part of the technical specialization portion of the degree program. There are two ways to earn credit for work experience: (1) previous work experience, and (2) concurrent work experience under SIUC supervision. The courses involved are described in the catalog as:

WED 258-1 to 30 Work Experience. Credit granted for past work experience while employed in business, industry, labor, government service or military organizations. Credit determined by departmental evaluation. Prerequisite: Completion of 12 semester hours of WED courses with *C* or better.

WED 395-1 to 24 Field Experience. Supervised work experience in a departmental approved position in business, industry, labor, government or military organizations for students specializing in (a) Administrative services training, (b) Business education, (c) Education, training and development, (d) Home economics, (e) Vocational teacher development or (f) Clothing and textiles. Clock hours/credit arranged by department coordinator.

The first course, WED 258, does not require class attendance. Credit is established for skills and knowledge acquired previously in a post-secondary school or work setting. The second course, WED 395, does not require classroom attendance, but does require completion of certain educational activities.

If more than 44 credits have been earned through training and experience, the total amounts are recorded on the student's transcript, even though they do not count toward graduation. This process is intended to enable the graduate to provide the transcript reader information about the total amounts of training and occupational experience evaluated by Workforce Education and Development even though all hours are not counted in the degree. Credit for technical training is granted based on the recommendations of the American Council on Education as set forth in the Guide to the Evaluation of Educational Experiences in the Armed Forces. Normally one week of full-time technical training, or 36 contact hours, equals one semester hour of credit. Credit for work experience is based on recommendation of the Council for Accreditation for Experiential Education (CAEL). Generally the rule for previous work experience, when continued progress in job knowledge and expertise takes place, is one semester hour of credit for each month and one half of full-time experience or equivalent.

The request for credit for work experience is forwarded to the Office of Records and Registration, which posts credit to the transcript. Supporting documentation becomes a permanent part of the student's WED records.

WORK EXPERIENCE, INDUSTRIAL TECHNOLOGY

A. General

Credit for prior work experience is established by a thorough evaluation of a student's resume which describes those activities related to the Industrial Technology educational objective.

To be eligible for any consideration, the student must be admitted to SIUC and enrolled in the Industrial Technology program. Evaluation of credit may be performed at any time, but no credit will be granted unless the student has earned at least a 2.0 average on a 4.0 scale in the first twelve calculated semester hours at the University.

Work experience credit and proficiency credit (CLEP, DANTES, etc.) cannot exceed forty (40) semester hours. Either work experience credit or proficiency credit may total 30 hours each, but the combined total may not exceed the previously mentioned total.

B. Procedures for Evaluation of Work Experience

1. The student will develop a typed resume that describes all prior work experience. This resume will include the following for each activity.

An activity is defined as a particular job classification; therefore, a student may have had more than one activity per employer.

- a. **Employer and location**
 - b. **Supervisor and phone number**
 - c. **Dates of employment and hours per week**
 - d. **Job title**
 - e. **Detailed job description**
 - f. **Can this activity be equated to an IT course or part thereof? If yes, explain.**
 - g. **If this activity cannot be equated to a particular course, does it fall within the overall preview of Industrial Technology? If yes, explain.**
- 2. The student must obtain letters of verification for all activities. The following guidelines are helpful when obtaining letters from supervisors:**
- a. **The individual writing the letter must know the student and have first-hand knowledge of the activity which the student has cited.**
 - b. **The individual should state clearly the nature of the relationship between him/her and the student.**
 - c. **The letter should be written on the official letterhead stationery of the company or organization.**
 - d. **The content of the letter should focus on the duties, responsibilities, tasks, or activities which were inherent in the activity under consideration. The job title must be specified.**
 - e. **Most of all, the student should make it clear to the author that the letter to be written is one of verification, not recommendation.**
 - f. **The letter should be mailed directly from the supervisor to the advisor.**
- 3. Upon receipt of all materials, the advisor will interview the student to**

evaluate the learning experience. The advisor may wish to discuss the student's performance with the supervisor.

4. The advisor will make his/her recommendation for work experience credit for each activity based on the following guidelines. This recommendation is sent to a committee for review.

Hours of credit granted for prior work experience are calculated as follows:

<u>No. of Years</u> <u>Wk. Exp</u>	<u>Routine Wk.</u>	<u>Complex Wk.</u>	<u>Management or Supervision</u>
1	2 cr. hrs.	4 cr. hrs.	6 cr. hrs.
2	1 additional hr.	2 additional hrs.	4 additional hrs.
<u>3-8</u>	<u>0 additional hrs.</u>	<u>1 additional hr.</u>	<u>2 additional hrs.</u>
Max.	3 cr. hrs. total	12 cr. hrs total	22 cr. hrs. total

Credit can be divided into quarters such as 2 1/4 years. It also can be prorated for part-time experience.

ROUTINE WORK involves simple skills, is closely supervised, and provides very limited opportunity for the employee to determine how a project should be completed. This would include such jobs as machine operator and welder.

COMPLEX WORK involves several skills. It requires the employee to use considerable judgment and to make decisions in the performance of the job. Typical jobs are maintenance, drafting, and inspection.

MANAGEMENT AND SUPERVISORY involves both people and materials. It requires a general knowledge of the skills of a group of people, materials available, and projects to be completed. Most management level work includes the word manager or supervisor in the job title.

5. A committee consisting of the department chair or designee, and two faculty will review the materials and recommend such credit as is deemed valid.
6. The request for credit for work experience will be forwarded to the Office of Records and Registration.
7. The Office of Records and Registration will determine final approval and post credit to the student's transcript.