

ARIZONA WESTERN COLLEGE
SYLLABUS

WEX 101 Workplace Experience

Credit Hours: 1cr, 12 EXP (12 hours of supervised applied learning appropriate for industry)

PREREQUISITE: None

COREQUISITE: Apprenticeship RTI course and supervised work-based learning

COURSE DESCRIPTION

This course provides students with college-supervised applied learning designed to integrate classroom instruction with authentic workplace experience. Students participate in structured activities at an approved worksite, applying knowledge and skills from their program coursework to real-world tasks. Learning outcomes are defined, monitored, and evaluated by Arizona Western College faculty to ensure direct alignment with program competencies. Faculty maintain oversight of student learning, assess performance based on academic standards, and verify documentation of skill attainment and professional growth.

1. COURSE GOAL

To integrate classroom instruction with supervised workplace experience, enabling students to develop and demonstrate occupational skills, professional behaviors, and workplace competencies under faculty guidance.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

2.1 Perform core tasks to defined specifications under supervision, with emphasis on-the-job training task.

2.2 Apply concepts and procedures from related technical instruction (RTI) to real-world work assignments.

2.3 Demonstrate safe work practices and comply with applicable policies, codes, state laws and regulations.

2.4 Produce accurate work and complete, professional documentation (e.g., work orders, reports, logs, tickets, or equivalent).

2.5 Communicate effectively with supervisors, coworkers, and customers using appropriate terminology and channels.

2.6 Use tools, equipment, and digital systems correctly, including basic inspection, setup, and care.

2.7 Identify and resolve common challenges—such as equipment issues, client concerns, and workplace conditions—using a structured troubleshooting process and verified corrective actions.

2.8 Manage time and priorities to meet productivity and quality for assigned work.

2.9 Exhibit professional behaviors—reliability, teamwork, ethics, confidentiality, and respect for diversity—in the workplace.

2.10 Reflect on performance, incorporate feedback, and document growth toward greater professional independence.

3. METHODS OF INSTRUCTION

Work-based learning at approved employer sites includes guidance from workplace supervisors and continuous oversight by the college instructor of record, who verifies progress, ensures

academic integrity, and evaluates student performance.

4. LEARNING ACTIVITIES

- 4.1 Worksite orientation and safety briefing.
- 4.2 Supervisor shadowing and step-by-step task walk-throughs.
- 4.3 Guided practice on core tasks with immediate, in-process coaching.
- 4.4 Independent performance of assigned tasks to industry standard.
- 4.5 Job Hazard Analysis (JHA) and mitigation planning prior to task execution.
- 4.6 Pre-use inspection, setup, and basic maintenance of tools/equipment.
- 4.7 Quality control/assurance checks and documentation of results.
- 4.8 Work documentation: work orders, logs, checklists, and photo/video evidence.
- 4.9 Team communication: shift hand-offs, toolbox talks, and briefings.
- 4.10 Customer/stakeholder interactions as appropriate to the site.
- 4.12 Timekeeping and hour tracking aligned to work-based learning requirements.
- 4.13 Weekly reflective journal or progress log tied to SLOs.
- 4.14 Instructor check-ins/site-visit evaluations and debriefs with mentor.
- 4.15 On-the-job skill demonstration/performance assessment.

5. EVALUATION

Student performance is evaluated by the college instructor of record based on documented evidence of competency, professional behaviors, work products, and safety compliance. Input from workplace supervisors is incorporated into the instructor's assessment.

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 Classroom Assignments: Students are responsible for work missed and for completing all work before the next class meeting. Students are responsible for participating in all oral drills and for taking all exams.
- 6.3 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.4 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through Access ABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.5 Academic Integrity: Any student participating in acts of academic dishonesty including, but not limited to, copying the work of other students, using unauthorized "crib notes", plagiarism, stealing tests, or forging an instructor's signature—will be subject to the procedures and consequences outlined in AWC's Student Code of Conduct.
- 6.6 Textbooks and materials: Students are required to bring notebook or loose-leaf book, pens, pencils, dictionaries, and purchase textbook required for class.

6.7 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for "No Show" reporting during the first 10 days of each semester.

Students who have enrolled but have never attended class may be issued a "No Show" (NS) grade by the professor or instructor and receive a final grade of "NS" on their official academic record. An NS grade may result in a student losing their federal financial aid.

For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):

- Submitting an academic assignment
- Taking an exam, an interactive tutorial or computer-assisted instruction
- Attending a study group that is assigned by the school
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course