WED 258 - Work Experience

WED 259 - Occupational Training

e-Project - Assembling Work Experience and Occupational Training Packet

Guidelines for completing the Transmittal Worksheet

1. Open and “Save as” a copy of the Transmittal Worksheet.

If you plan to submit your packet electronically, use the following nomenclature for your document files:

   i. For your Transmittal Worksheet: Site_Last name,first initial_258-9_Trans
   ii. For your DD214: Site_Last name,first initial_258-9_DD214
   iii. For your employment verification letters: Site_Last name,first initial_259_emp
   iv. For your training verification letters: Site_Last name,first initial_259_trng
   v. For other documents, follow format as above

2. You will complete the white portions of the worksheet; WED personnel will complete the gray shaded areas.

3. Complete the Demographic section with your full name, SIUC Dawg Tag #, site at which you are enrolled, your gender, your SIU.edu e-mail address as well as a second e-mail address if you have one, and include at least one phone number. Proof read this section. Any mispellings, transposed or omitted numbers, or omitted and/or misplaced “.” or “_” will affect evaluation of and processing of your WED 258/WED 259 packet.

4. Complete the Military Status section by listing in cell A all of the military branches in which you have served. In cell B, type the date you entered each of the military branches you listed in cell A. In cell C, write “Active” or the date you separated or retired from each of the military branches you listed in cell A.

5. You must complete the Transcripts section and request transcripts from all of the schools you have attended or are currently attending other than and in addition to SIUC (See pp. 22-23, Submission of Transcripts in the Transfer Credit section in the SIUC Undergraduate Catalog). Your transferred course work will be evaluated for courses you have taken at other institutions that may count toward your 41 University Core Curriculum (UCC) semester hours.

   All transferred courses evaluated as “General Elective” on your SIUC transcript will be reviewed as to whether they can be used toward your required 44 Technical Training semester hours.
If you took CLEP or DANTES proficiency exams, you will need to submit those transcripts.

You will also need to request your military transcript(s) (See pp. 22-23, Credit for Military Experience in both the Transfer Credit section and p. 35, Credit by Means Other than Classroom Attendance section in the SIUC Undergraduate Catalog. For Navy and Marine Corps personnel, you will need to submit a SMART; Army personnel will need to submit an AARTS; Coast Guard personnel will need to submit a CGI. For Reservists, you will need to submit the appropriate military transcript. If you are retired or separated, you will also need to submit a Member-4 or Service-2 copy of your DD214 (See #6 below, Occupational and Educational Training section). SIUC’s Transfer Student Services will evaluate your military schools and post appropriate credit as recommended by the American Council on Education (ACE) to your SIUC transcript. Your SMART, AARTS, or CGI will also be used by the WED 258/WED 259 evaluator to determine if additional occupational education credit can be awarded by the Department. Credit derived from a SMART, AARTS, or CGI is awarded at the 4-year institutional credit level.

For Air Force personnel, SIUC’s Transfer Student Services will evaluate your CCAF transcript and post appropriate credit to your SIUC transcript. If you are retired or separated, you will also need to submit a Member-4 or Service-2 copy of your DD214 (See #6 below, Occupational and Educational Training section). Credit derived from a CCAF is awarded at the 2-year institutional credit level. Because you may not have enough senior institution hours (4-year institution) you will also need to submit 4 years of EPRs so as to meet the required 60 senior institution hours. Your EPRs will be used to award WED 258 Work Experience credit (See p. 39, Credit for Work Experience in the SIUC Undergraduate Catalog. Do Not include copies of Air Force certificates for training already documented on your CCAF transcript or copies of certificates for training less than 36 hours in length.

If after you have completed all of the academic requirements for your WED degree, but SIUC has not received all of your transcripts; you will not be cleared for graduation until they are all received.

6. Complete the Occupational Education and Training section if you have received training related to your technical or career area, or if you have earned professional certificates and licenses, or completed professional apprenticeships that are not listed on any of your transcripts. It is important to keep in mind that you will be awarded college credit for your occupational education and training (WED 259, from 1 to 60 semester credit hours); therefore the work must require skills and/or knowledge beyond the high school level. It is inappropriate to include letters of appreciation, decoration citations, and transcripts from colleges/institutions you've previously attended (ie, transcripts that you have already sent to Transfer Student Services).

The criterion for any of these types of education or training is that they must have required 36 hours or more of consecutive training time. Certificates, licenses, and apprenticeships must list the title(s) of each training module, as well as the beginning and ending dates that you attended/trained. If the certificate/license does not list this
information, you must attach additional official information to the certificate/license listing the pertinent information. You can accomplish this by requesting a letter from the institution from which you received the certificate/license from. Also, you can attach a copy of the course description of the courses you took or the training you attended. A self-typed list is not sufficient documentation.

Below is a list of examples of WED 259 Occupational Training for which you may be awarded credit:

- If you have a Master Training Specialist certificate, take the certificate to your ESO so that it will be added to your SMART via the Virtual Education Center.
- If you have either a US Military Apprenticeship Program (USMAP) or State Apprenticeship certificate, you will need to also submit official documentation as to how many clock hours were required to complete your apprenticeship.
- If you attended the Trident Training Facility in Bangor, Washington, you will need to submit your 2-year certificate and your TTF transcript.
- If you attended police trainings, you will need to submit your POST or WSP transcript or other states’ similar official documentation as to the titles of your trainings and clock hours for each.
- If you have an apprenticeship through a Union, you will need to submit official documentation as to the clock hours required to complete the apprenticeship.
- If you have a construction or real estate license, you will need to submit official documentation as to the clock hours required for you to acquire or complete the license. You will also need to provide your license so that our WED site staff may make a photocopy.
- If you have US Department of Transportation FAA license, you will need to provide your license so that our WED site staff may make a photocopy. You may be asked to provide additional documentation as to the clock hours required for you to acquire the license.
- If you attended corporate training, you may download the Training Verification letter template. The training verification letter documents that indeed you attended in-house or external agency training for a specified length of time. The letter is consistent with the United States Freedom of Information Acts of 1994 and 2001 (FOIA). Original training verification letter(s) must be written on company letterhead, signed and dated, and include the title of training(s), beginning and ending dates of training, and clock hours.
- If you have any questions as to whether your particular employment meets the required criteria, contact your site coordinator or assistant coordinator.

WED 259 credit will be calculated using one of the following conversion methods:

\[ \frac{x \text{ CLOCK HOURS}}{40 \text{ CLOCK HOURS}} \times 1 \text{ SEMESTER CREDIT HOURS} = y \text{ SEMESTER CREDIT HOURS} \]

OR

\[ \frac{x \text{ CEUs}}{4 \text{ CLOCK HOURS}} \times 1 \text{ SEMESTER CREDIT HOURS} = y \text{ SEMESTER CREDIT HOURS} \]
A maximum of 60 credit hours of WED 259 Occupational Training can be awarded (See p. 464 in the SIUC Undergraduate Catalog). Decimals will be rounded down to the nearest whole number. SIUC will post partial semester credit hours for 259 credit.

7. If you are lacking Technical Training credit hours, you may complete the Work Experience section (See p. 39, Credit for Work Experience in the SIUC Undergraduate Catalog. It is important to keep in mind that you will be awarded college credit for your work experience (WED 258); therefore the work must require skills and/or knowledge beyond the high school level. Examples of jobs that do not qualify include but are not limited to the following: cashiers, local delivery drivers, curriers, hostesses, waiters and waitresses, bar tenders, lawn mowing and related tasks, and home child care providers. Other than administrative positions, credit may not be granted for experiences or training with pre-school, elementary, or secondary school children. If, based on your work history, the evaluator determines that additional information is required to support your credit award, you or your site personnel will be contacted via e-mail or phone.

If you have any questions as to whether your particular employment meets the required criteria, contact your site coordinator or assistant coordinator.

Be sure to include not only the name of the company or organization for which you worked, but also the city and state. This is important because many companies have branches in several cities and/or states and while local companies may be well known where you live, they may not be recognized beyond their geographic region.

You will need supporting documentation in order for WED 258 Work Experience credit to be calculated. You may download the Employment Verification letter template. The employment verification letter is not a recommendation letter; it documents that indeed you worked for the company for a specified length of time and states your job title and duties. The letter is consistent with the United States Freedom of Information Acts of 1994 and 2001 (FOIA). Original employment verification letter(s) need to document four years of full-time employment; must be written on company letterhead, signed and dated, and include beginning and ending dates of employment, position title, and include a brief description of duties/responsibilities. If you worked part-time, credit will be calculated accordingly.

If you are unable to request an employment verification letter, other supporting documentation may used. A report generated from The WorkNumber (https://www.theworknumber.com/), pay stubs, or reports from official company Web sites that document your term(s) of employment, job title, full- or part-time and/or the number of clock hours you worked per pay period will also suffice in lieu of an employment verification letter.

Credit will be calculated using one of the following formulas:

\[
1 \text{ YEAR} = 50 \text{ WEEKS} \times 40 \text{ CLOCK HOURS} = 2000 \text{ CLOCK HOURS} = 8 \text{ SEMESTER CREDIT HOURS}
\]

OR

\[
x \text{ CLOCK HOURS} / 2000 \text{ CLOCK HOURS} \times 8 \text{ SEMESTER CREDIT HOURS} = y \text{ SEMESTER CREDIT HOURS}
\]
A maximum of 30 credit hours of WED 258 Work Experience can be awarded, however there are limitations that will need to be considered if Advanced Placement, CLEP, and/or DANTES credit is transferred to SIUC. See p. 39, Proficiency Examinations in the SIUC Undergraduate Catalog for further information. Decimals will be rounded down to the nearest whole number. SIUC will not post partial semester credit hours for 258 credit.

8. If you are lacking Technical Training credit hours and you are or were self-employed, you will need to include such information and documentation in the Work Experience section (See p. 39, Credit for Work Experience in the SIUC Undergraduate Catalog). It is important to keep in mind that you will be awarded college credit for your work experience (WED 258); therefore the work must require skills and/or knowledge beyond the high school level. If, based on your occupational education and training, the evaluator determines that additional information is required to support your credit award, you or your site personnel will be contacted via e-mail or phone.

Be sure to include not only the name of your company or organization as well as the city and state in which you operated your business.

You will need to write a letter of explanation describing the nature of your self-employment. In addition, you will need supporting documentation. Letters of verification may include your CPA or associates with whom you were in business or with whom you do (did) business (business suppliers, clients, and landlords are good references to use for your verification letters), state forms and licenses, business Income Tax Returns, as well as any other documents that support your self-employment.

Credit will be calculated using one of the following formulas:

\[ 1 \text{ YEAR} = 50 \text{ WEEKS} \times 40 \text{ CLOCK HOURS} = 2000 \text{ CLOCK HOURS} = 8 \text{ SEMESTER CREDIT HOURS} \]

OR

\[ x \text{ CLOCK HOURS} / 2000 \text{ CLOCK HOURS} \times 8 \text{ SEMESTER CREDIT HOURS} = y \text{ SEMESTER CREDIT HOURS} \]

A maximum of 30 credit hours of WED 258 Work Experience can be awarded, however there are limitations that need to be considered if Advanced Placement, CLEP, and/or DANTES credit is transferred to SIUC. See p. 39, Proficiency Examinations in the SIUC Undergraduate Catalog for further information. Decimals will be rounded down to the nearest whole number. SIUC does not post partial semester credit hours.

9. Last but not least, you will need to read, sign, and date the I. Student section at the bottom of the Transmittal Worksheet. If you have any requests or questions, you may enter them in the cell below your signature.

10. As a final note, it is your responsibility to ensure that ALL documentation is received in a timely manner. However, in order to have your WED 258/WED 259 packet evaluated so as to complete the Technical Training component of your WED bachelor’s degree, materials must be received by the date your site coordinator determined.
11. SIUC must also have received and evaluated all the official transcripts from every college/institution that you've attended before your work experience and occupational training packet can be evaluated at main campus. For additional guidance regarding transfer credits, see p. 22+, Admission of Transfer Students section in your SIUC Undergraduate Catalog.