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# Instructional Services

## Instructional Goals

West Hills College Lemoore will provide:

- A transfer program.
- Occupational courses and programs to meet the immediate and projected needs of students.
- A procedure by which learning disabilities can be detected and remedial help made available.
- Instructional and support services for students with special needs, to include but not limited to, the physically and educationally disabled, the senior citizen and the re-entry student.
- Educational opportunities and learning experiences for all residents of the college district.
- General education in areas required for everyday living, such as communications and the humanities.
- Courses and programs that will enhance the physical and emotional well-being of the members of its service community.
- Courses and programs that will familiarize students with a wide cultural base so that they may become aware of their humanity and become effective members of society.
- Courses that will enable students and community members to acquire the knowledge, skill and experience in recreational activities for the enrichment of their lives.
- Support services for instructional courses and programs offered throughout the District.
- Experiences which will develop in students a sense of pride in themselves, their community, their nation and West Hills College Lemoore.

## Cooperative Work Experience Education (CWEE)

Cooperative Work Experience Education (CWEE) develops skills and knowledge by integrating classroom study with planned, supervised work experience. It is based on the principle that well educated individuals develop most effectively through an educational plan that incorporates work experience. Through these structured experiences, the students enrich their college studies, which enhance their total development.

There are two types of Cooperative Work Experience Education Programs:

**Occupational Work Experience:** This program is designed to extend occupational work opportunities through work, paid or voluntary, in the occupation of the student's major (Administration of Justice, Business, Child Development, Computer Information Systems, Health Science, Nursing and Hotel/Restaurant/Casino Management). Students may earn up to 8 units per semester or a maximum of 16 units of total credit. Occupational Work Experience class codes are listed as follows:

- Administration of Justice - AOJ 015X
- Agriculture – AG 015X
- Business – BUS 015X
- Computer Information System – CIS 015X
- Child Development – CD 015X
- Education- EDUC 015X
- Emergency Medical Training- EMT 015X
- Health Science – HS 015X
- Hotel/Restaurant/Casino Management – HRCM 015X
- Industrial Technology – ITEC 015X
- Nursing- NURS 015X
- Social Work- SW 015X

**General Work Experience:** This program is designed to aid the student in developing desirable work habits and need not be related to the college major or career intents. Students may earn up to 6 units per semester or a maximum of 16 units of total credit.

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- General Work Experience class code is listed as WE 015XX.  
\*\* California State University accepts 12 units of work experience, no matter which option is chosen. All units transfer as elective classes. For more information on transferability, please speak to a counselor.

### **Special Requirements for Enrollment in Work Experience Courses**

The student must:

- Be enrolled in work experience, either General or Occupational. To be enrolled in an Occupational Work Experience class, the student must have a declared major that corresponds to the work experience section they wish to be enrolled in, be currently enrolled in at least one other required core course for their declared major and have a job that is directly related to that declared major. If the student has completed all required courses for their major, they must be enrolled in at least one course that is directly related to their declared major.
- Be enrolled in a minimum of at least seven (7) total semester units and complete all seven units to be eligible for work experience credits (work experience units count in this seven unit minimum). During the summer session, students must be enrolled in at least one other class concurrently with work experience.
- Be employed (paid or volunteer work). One credit is awarded for 75 hours paid work. One credit is awarded for 60 hours of volunteer work.
- Have the cooperation of the employer/supervisor and be able to successfully acquire needed input, signatures and evaluations.
- Complete and sign all required documents found in the Work Experience Course Packet.
- Successfully complete the work hours required for units enrolled and have on file a signed verification of complete hours.
- Students less than 18 years of age may be required to have a work permit in order to participate in the Cooperative Work Experience Education program.

## **Library Learning Resource Center**

West Hills College Lemoore provides a variety of support services to students and faculty in the Library/ Learning Resource Center (L/LRC). A Librarian is available during hours of operation to assist student with research and other information needs. Additional research and information competency skills are explained to students during orientation sessions provided by a librarian in their classes throughout each semester.

Particular services available to students and staff include a book collection of 30,000 volumes, coin-operated copy machine, group study rooms, magazine and newspapers, reference book collection, research databases for use on or off campus and wireless access.

The L/LRC is open on Monday through Thursday from 7:30am to 8:00pm. On Friday, the L/LRC is open from 7:30am to 4:00pm. Summer hours may be different and will be posted.

The L/LRC can be contacted by calling [559-925-3420](tel:559-925-3420).

## **Academic Support**

### **Academic Center of Excellence (ACE)**

Located in Library/LRC room 459, the Academic Center for Excellence (ACE) gives students the academic tools they need to succeed. You have the opportunity to work with English, Math, and Science Faculty, and Supplemental Instruction Leaders to get academic support in all subject areas. To check out the hours for ACE go to: <https://www.westhillscollge.com/lemoore/resources/student-support/tutoring/>

### **GED Lab**

Located in Room 273 in the 200 wing, the GED lab is staffed with faculty to help you prepare to take the GED test (high school diploma equivalency). The GED lab also serves as the primary location for our ESL Non-Credit class and provides academic and career prep software such as Aztec, Learning Express, eCASAS ESL Assessment, and Career Pillars.

### **Tutoring (Peer-to-Peer)**

Tutorial services are free and available to all students enrolled in classes at West Hills College Lemoore. There are a variety of subjects that have the tutoring option including Math, English, Chemistry, and Biology. Additionally, West Hills College Lemoore offers online tutoring for students who are not able to get to campus, or have the need for tutoring outside of the traditional Library/Learning Resource Center hours. For more information regarding how to sign up for tutoring services you can contact the Tutoring Coordinator at 925-3416. Additional information can be found on the website at: <https://www.westhillscollge.com/lemoore/resources/student-support/tutoring/>

## **Distance Learning**

West Hills College Lemoore is committed to meeting student needs. An emphasis has been placed on distance learning, or e-Learning, courses in order to make a college education available to students who live in the remote areas of the district or are otherwise unable to attend traditional classes. e-Learning describes the use of electronic technology to enhance the process of teaching and learning. West Hills College Lemoore offers online courses that can be completed from any location with an Internet connection. We also offer hybrid courses that combine online learning with one or more face-to-face meetings, and web-enhanced courses that meet regularly face-to-face but use technology to enrich the teaching and learning experience, and videoconference courses that allow students on multiple campuses to participate in class together.

### **Online**

Fully online courses at West Hills College Lemoore do not have a campus attendance requirement. Instead, students and faculty communicate using West Hills College Lemoore email, discussion boards, group chats and the online classroom. These classes are fully asynchronous and serve students worldwide. However, it may be necessary to come to a campus or testing center to take proctored exams in certain subjects such as Math. A pioneer in online education, the West Hills Community College District began offering online instruction in 1998.

### **Hybrid**

Hybrid courses are listed in the class schedule with fully online courses, but specify face-to-face meeting dates in their description. Students must carefully read the description of all classes in the class schedule to determine whether a class is fully online or hybrid.

### **Web-Enhanced**

Web-enhanced courses make use of Internet technologies to enrich and expand the learning experience for face-to-face classes. Teachers and learners have 24-hour access to course documents and other resources online.

### **Videoconference**

Videoconference courses allow the full breadth of academic curricula to be available to each campus. The technology of multi-conferencing brings together students and instructors throughout the district to optimize the interaction and learning experience of students at each site.

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