

# CALWORKS

Students who participate in the College CalWORKs program (<https://www.moorparkcollege.edu/departments/student-services/college-calworks/>) will identify a program of study and an educational goal to develop a comprehensive educational plan and acquire skills to prepare them to enter the job market. The Moorpark College CalWORKs program serves CalWORKs students by providing educational and career opportunities combined with an array of support services that enables them to complete their educational goals, find meaningful employment, and successfully transition into the workforce.

## Available services include:

- Academic counseling, career planning
- Early registration
- Internships (paid or unpaid)
- Individual Training Plans (ITP)
- Workshops:
  - resume writing
  - interview preparation
  - life skills
  - time-management
  - financial education
  - and study skills
  - job & career forum and fair
- Backpack and some school supplies
- Computer lab

## Student Learning Outcomes:

1. Develop a Student Education Plan.
2. Find and utilize effectively available campus and community-based resources.
3. Students placed in CalWORKs work-study program will demonstrate essential workplace skills.

## College CalWORKs Eligibility Criteria

Eligibility is determined by contacting your local Human Services Agency. Requirements for CalWORKs:

- Must be parent(s) of minor children
- Receiving TANF (public assistance)
- County approved activities with a commitment to a welfare to work program that combines 20-30 (35 for couples) hours a week of school

For additional information about College CalWORKs at Moorpark College, call (805) 553-4055 or come by the office in building SSA-107A.

## Units of Credit

Our district, consistent with other districts across the state, adheres to the Carnegie Unit Model for time spent in class and for time a student is expected to spend out of class in order to conduct required reading and homework.

- For every lecture hour that a student spends in class each week, the Carnegie Unit Model calls for a student to spend two hours

outside of class reviewing the material from lecture, reviewing notes, reading, and/or completing required homework.

- In courses that are “hands-on” and include lab time incorporated into the instruction, such as a word processing course or automotive repair course, there is very little homework involved. Because of the “hands on” nature of this type of instruction, the required weekly hours for such a course or program are typically on-site at the colleges. The scheduled hours are posted within the printed college schedule for the given semester. In addition, every course and program offered by the three colleges is described in each of the respective college catalogs. The course and program descriptions clearly specify whether a course/program is straight lecture or lab based.
- In cases where you have a College CalWORKs participant with learning or physical disabilities, extra time may be needed in order to accommodate the special student success needs of such students. College counselors and/or Accessibility Coordination Center & Educational Support Services (ACCESS) staff will advise and/or assist County case workers with estimation of weekly schedules for any student with special needs.

The chart below serves to illustrate the various configurations and weekly schedules that a student, depending on the unit load, may be required to follow in order to succeed with their course of study.

## VCCCD Based on Carnegie Unit Model

Total Weekly Number of Hours Based on Number of Lecture Units Being Pursued by a Student

| Academic Units for In-Class Lecture Time | Two-to-One Ratio of Hours for Outside Class Study Time, i.e. Reading Time, Homework | Total Number of Weekly Hours that a CalWORKs Student Will be Actively Dedicated to Educational Program |
|--|---|--|
| 1 Unit                                   | 2   | 3  |
| 2 Units                                  | 4   | 6  |
| 3 Units                                  | 6   | 9  |
| 4 Units                                  | 8   | 12   |
| 5 Units                                  | 10  | 15   |
| 6 Units                                  | 12  | 18   |
| 7 Units                                  | 14  | 21   |
| 8 Units                                  | 16  | 24   |
| 9 Units                                  | 18  | 27   |
| 10 Units                                 | 20  | 30   |
| 11 Units                                 | 22  | 33   |
| 12 Units                                 | 24  | 36   |
| 13 Units                                 | 26  | 39   |
| 14 Units                                 | 28  | 42   |
| 15 Units                                 | 30  | 45   |

### In-Class Lab Formula (i.e. "Hands-on Training" Programs)

| Academic Units for In-Class Lecture Time | Two-to-One Ratio of Hours for Outside Class Study Time, i.e. Reading Time, Homework   | Total Number of Weekly Hours that a CalWORKs Student Will be Actively Dedicated to Educational Program |
|--|---|--|
| 20 Lab-based Instructional Hours         | 20 All Work Typically Performed by Student In-Class, Lab, Shop, Unless Required Otherwise by Instructor or Program <sup>1</sup> | 20 Weekly Hours  |

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There are some training programs, such as Film Television Media at Moorpark College that utilize both the straight lecture formula and the lab-based formula to deliver their instruction to students.

**Note:** The weekly hourly schedule described above does not include any time that a CalWORKs participant may be required to conduct extra-curricular activities (i.e. field trips), student services orientations outside of class, counseling sessions, tutoring sessions, or travel time to and from campus, etc. Credit for acceptable activities will have to be determined as such by County personnel who, ideally, will discuss any related concerns with appropriate college staff.