

AP 4103 WORK EXPERIENCE

References:

Title 5 Sections 55250 et seq.

Sample 1 (Riverside CCD)

A plan is developed and submitted to the State Chancellor's Office, which includes:

- The systematic design of a program whereby students gain realistic learning experiences through work;
- A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;
- Guidance services;
- A sufficient number of qualified academic personnel to direct the program;
- Processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described;
- Adequate clerical and instructional services are provided

In addition, procedures address the maintenance of records that include the type and units of work experience in which student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and that a work permit was issued.

Supervising faculty maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.

Sample 2 (North Orange County CCD)

Requirements

Students must be enrolled in a minimum of seven units, including work experience classes at the colleges.

Students must be enrolled in a program leading to a career goal and be appropriately declared in a major.

Students must enroll in a Work Experience class, and comply with college procedures for earning credit for the class.

Units Earned

The number of units that may be earned through work experience is established by the colleges.

Grading

Grades are determined by the Work Experience instructor of record, who may consult with the employer.

Sample 3 (Yuba CCD)

Operation of Program Cooperative Work Experience in the Yuba Community College District is a program that provides students the opportunity to earn college credit for learning that takes place on the job.

To insure that learning takes place, students develop from three to five job-oriented learning objectives each semester. These objectives must be new or expanded responsibilities or learning experiences beyond those developed during previous Work Experience classes.

Students meet with their employers during the first two weeks of the semester to discuss possible objectives that can be developed. These objectives are further defined and developed with the Instructor/Supervisor. Final approval of each student's objectives is made by the Work Experience Coordinator. They are then submitted to the employer for a signature, indicating understanding and approval of them.

The first on-the-job visitation to the job station is made by an instructor/supervisor to insure that the employer is aware of the purpose of the program, to discuss the student's job objectives, and to have the employer training agreement signed. At the second visitation of the semester, a student's on-the-job performance and accomplishment of the objectives are discussed.

There are two types of Cooperative Education available to Yuba Community College District students, General and Occupational Work Experience Education. All students enrolled in General or Occupational Work Experience attend an orientation session given by qualified, instructor/supervisors.

Under the General type, jobs held by students need not be related to their occupational goals or college programs. It exists for the purpose of assisting students to acquire desirable work habits, attitudes, and career awareness through supervised employment.

A maximum of six semester units of credit can be earned during a student's enrollment in the District in General Work Experience, with a three-unit maximum in any one semester.

The Occupational type is designed for students who are employed in occupational fields that are directly related to their college program or declared major. A maximum four units of credit can be earned each semester with a maximum total of sixteen units in any combination of Work Experience/Internship during the student's college career.

A limited program of the Occupational type is available through Internship. This plan is designed for students who can work at a job related to their major. Students can earn up to eight units per semester with a maximum of sixteen units in any combination of Work Experience/Internship during their college career. The use of this plan is limited to specific programs and special work situations upon approval of the Coordinator.

College credit for all types of Work Experience programs is based on one unit of credit being earned for the completion of each 75 hours of on-the-job training, up to the maximum allowed (60 hours is required for those in a verified volunteer position).

There are several important areas of responsibility that must be defined and assumed in order that a quality Cooperative Work Experience program is operated and maintained at the District's Colleges.

Coordinator Responsibilities The program is under the direction of the Cooperative Education Coordinator, who is directly responsible to the appropriate Dean. It is the coordinator's responsibility to insure that the college's Work Experience program is operated in conformance with this plan, Section 55250 through 55257 of Title 5, current regulations promulgated from the Chancellor's Office, California Community Colleges and College regulation.

Twenty percent of the Work Experience Coordinator's time is assigned to administering this program. The Coordinator's primary responsibility to students is to be available to interview and counsel them regarding their eligibility and acceptance into the program.

Once enrolled, student applications are reviewed by the Coordinator at which time Coordinator approves job stations and assures that students have been enrolled in the proper type of Work Experience. Furthermore, all job objectives are submitted to the Coordinator for final approval, to assure uniformity and quality within the program.

Coordinator's responsibility for the program also encompasses the scheduling of day and evening related classes. The coordinator must assist with the development of a meaningful curriculum for those coordinating classes and provide for relative comparability of instruction within them. When necessary, meetings are held to encourage the continual upgrading of class content, develop better qualified staff members, and discuss problems related to the program.

Additionally, the coordinator is responsible for proper maintenance of required student records.

To further develop a meaningful program, a Lay Advisory Committee is appointed by the Coordinator and meets on a semester basis as needed. Additional community support is solicited by the Work Experience Coordinator throughout the year and new job stations are continually being developed.

The Coordinator develops an Annual Summary Report and evaluation of the program. This report is reviewed with the appropriate Dean. Copies of this report are also forwarded to the staff and participating employers.

Record keeping responsibilities include the maintenance of a central personnel file for each student in the Work Experience program. This file includes an enrollment application, monthly time cards, a copy of the student training agreement, job-oriented learning objectives co-signed by the student and the employer, documentation by certificated staff or consultations with employers, employer evaluation of student's on-the-job performance, and a written evaluation by the Instructor/Supervisor of each student, including a grade.

Instructor/Supervisor Duties Qualified Academic personnel are assigned to Work Experience evaluation duties. The academic employee will visit each student's job station twice a semester. During the first of these consultations, the purpose of the Work Experience program is explained to the employer, the training agreement is signed by the employer, and job objectives are discussed. The purpose of the second visitation is to discuss the student's on-the-job performance and student accomplishment of stated objectives. This gives the Academic personnel reasonable assurance that both the student and employer comply with their responsibilities under this plan and the training agreement.

The Academic employee is responsible for assuring a student works the required number of hours necessary to earn the credit for which the student registered, or that the credit assignment is adjusted when necessary. The staff then submits a written evaluation of the student for the permanent file, including a grade.

The grade is based on a student's overall job performance, degree of completion of job-oriented learning objectives, attendance and participation in the coordinating class, compliance with requirements, and the Academic employee observations.

Student Responsibilities A student's specific responsibilities in the operation of this program are to complete and return the enrollment form for approval, and to sign and return the student training agreement. Students must develop three to five job-oriented learning objectives with the help of his/her employer and the Instructor/Supervisor. The student must make sure that these objectives include new or expanded responsibilities or learning opportunities beyond those developed during previous Work Experience classes. (During the semester, satisfactory completion of at least seventy-five (75) hours working on the job for each unit earned). Students working on a volunteer basis

need to complete sixty (60) hours of each unit. These will be verified by monthly time sheets which are signed by the employer. Monthly signed time sheets are to be turned in to the Coordinator or the instructor and placed in the student's permanent file.

Employer Responsibilities Upon signing the training agreement, the employer agrees specifically to:

1. Provide reasonable probability of continuous employment for the student during the college session in which he is enrolled.
2. Meet the Federal and State regulations governing employees and working conditions.
3. Provide a wage at a comparable scale and Workman's Compensation insurance if the work station is one providing compensation.
4. Work closely with the Coordinator or Academic employee and evaluate the student's performance.
5. Verify hours of work and attendance for college records. Upon signing this agreement, the employer also implies they have knowledge of the intent and purpose of the program and agrees, in principle, to the training agreement which governs the relationship of the employer to the college and the student under this program.

Other employer responsibilities that greatly increase the effectiveness of the program in meeting its objectives are to assist students in developing measurable educational learning objectives and to provide job supervision adequate to insure a planned program that will provide a student with maximum educational benefit.

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*(This is a new procedure recommended by the
Policy and Procedure Service)*