
Academic Affairs

AP 4103 WORK EXPERIENCE

References:

Title 5 Sections 55250 et seq.

NOTE: This procedure is legally required, as the District permits work experience.

The District's Work Experience Plan is developed and submitted to the Board of Trustees. The plan 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;
- A statement that the District has adopted the plan, subject to approval by the Board of Trustees.

The colleges should have processes in place which address:

- The maintenance of records that include the type and units of work experience in which a student is enrolled, where employed, job held, basis for determining student qualifications, student hours worked, evaluation of performance, and that a work permit was issued, if appropriate.
- Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.