



Reference: *Title 5 Sections 55250 et seq.*

A Work Experience Plan shall be developed and submitted to the Board of Trustees for review and consideration. The plan shall include:

- 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, criteria that students are required to meet, evaluation of students on the criteria, and a description of the basis for awarding grades and credit;
- Adequate provision of clerical and instructional services

The Work Experience Plan shall be kept on file in the Office of the Vice Chancellor of Education and Technology, a copy included in the curriculum packet sent to the California Community College Chancellor's Office when new work experience courses are submitted for approval, and a copy shared with each of the District's colleges. The plan shall be reviewed bi-annually.

Each college shall maintain records that include the type and units of work experience in which work experience students are enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and issuance of a work permit if applicable.

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

### College Credit

A maximum of 16 units may be earned by each student. A maximum of 6 units per semester may be earned in general work experience. A maximum of 8 units per semester may be earned in occupational work experience.

- General work experience is a broader employment experience "intended to assist students in acquiring desirable work habits, attitudes and career awareness" that does not need to be related to a student's educational goals.
- Occupational work experience is intended to relate specifically to a student's educational or occupational goal meant to extend what has been learned in the classroom to application in a real employment environment.

Both types of work experience are coordinated by a college or district, “a district-initiated and district-controlled program of education” (§55252), on behalf of the student. This is different than apprenticeship, as apprenticeship involves the same three participants (college, student, employer); however, the coordination is done by the employer or employee group rather than the college.

Date: 2/24/2020