

**Academic Affairs**

This procedure is legally required if the District allows work experience and is due for review as part of the regular cycle of review. Compared to CCLC model procedure. Edits include clean-up of language. There was an update in 2018. I have attached the CCLC model for comparison and guidance. This could benefit from reformatting because the bullet layout is messy. Career Education Programs or is this separate? This is a 10+1. Mici 3-7-2023

To Jonathan/Alina 3-9-2023

To Academic Senate

**AP 4103 WORK EXPERIENCE****References:**

Education Code Section 78249;

Title 5 Sections 55250 et seq.

The Cooperative Work Experience Education **Plan:**

- Cooperative Work Experience Education Program ~~will offer~~s the students the opportunity to earn college credit for ~~planned learning activities~~ skills and training related to employment.
- ~~The systematic design a program whereby Students gain realistic learning experiences through work;~~
- ~~A specific description of the respective responsibilities of the~~ District, ~~the student, the~~ employer, and other cooperating agencies:
  - ~~Work Experience Education will Offer~~ working students in paid or unpaid positions, ~~in cooperation with the instructor and job site supervisor,~~ assistance in setting goals to be accomplished during the school term.
  - These Goals will be set in cooperation with the Work Experience Education instructor and job site supervisor.
- ~~Guidance services;~~
  - Work Experience Education Instructor ~~will offer~~s the students guidance services for which ~~apply to~~ success in college and at on the job site.
- ~~A sufficient number of qualified academic personnel to direct the program;~~
  - Work Experience Education ~~will be~~ is coordinated by the Work Experience Course Instructor of Record.
- 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;
  - Work Experience Education ~~will~~ provides the students with skills-based learning opportunities, including, but not limited to, participating on projects, attending group and/or individual meetings with the coordinator, and experiencing career workshops ~~and new job skills.~~
  - Work Experience Education students are ~~will be~~ provided with a rubric, which serves as the basis for awarding grades.
- Adequate clerical and instructional services are provided; and

- Work Experience Education ~~will be~~ is supported by [Counseling](#), Workforce Development and [Career Education](#).
- 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, statement of student hours worked, evaluation of performance, and that a work permit was issued.
  - The Work Experience Education ~~coordinator~~ [Instructor](#) is responsible for maintaining all records for enrolled students, which is the basis for final grades.
  - The Work Experience Education ~~coordinator~~ [Instructor](#) is responsible for maintaining contact with the job site supervisor.

~~Supervising faculty~~ [Work Experience Education Instructor](#) must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.

There are limits to the total number of units a student may earn while attending California community colleges. General Work Experience Education is limited to 6 semester units. Occupational Work Experience Education is limited to 16 semester units. A combination of General and Occupational Work Experience is limited to 16 semester units.

[Office of Primary Responsibility: Student Learning and Success](#)

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Date Approved: April 19, 2011 (*Replaced College of Marin Policy 2.0002*)

**Date Reviewed/Revised:**