

## ADMINISTRATIVE PROCEDURE 4103 WORK EXPERIENCE

### I. Purpose

The purpose of Cooperative Work Experience is to provide for on the job experiences for students whereby they will gain a deeper understanding of the relationships between classroom theory and practical application, be an active participant in an actual workplace environment, and improve their employment opportunities.

In keeping with the educational philosophy of the District/Colleges, which maintain that occupational education is a vital and inseparable segment of the total educational program of the Colleges, the Colleges of the Peralta Community College district are committed to the development and expansion, as appropriate, of the effective program of work experience education.

Work Experience courses are submitted for review and approval to the local college curriculum committee and forwarded to the Council on Instruction, Planning and Development (CIPD) for final approval.

### II. Cooperative Work Experience Plan (new section)

A Cooperative Work Experience plan is developed and submitted to the State Chancellor's Office. This plan will include:

- A. The systematic design of the program whereby students gain realistic learning experiences through work;
- B. Specific description of the respective responsibilities of the college, the student, the employers and other cooperating agencies;
- C. A description of guidance services offered to prospective and accepted students;
- D. A sufficient number of qualified academic personnel to direct the program;
- E. 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;
- F. Adequate clerical and instructional services are provided; and
- G. A statement that the District has officially adopted the plan, subject to approval by the Board of Trustees.
- I. 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, and issuance of a work permit.
- J. Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade. Final grades will be determined by the work experience instructor who may consult with the employer.

### III. Provisions

- A. Duplicate credit will not be granted for concurrent enrollment in General Work Experience and Occupational Work Experience education
- B. A maximum of 16 units can be granted for occupational work experience or a combination of general and occupational work experience education.

- C. The student's plan of work and study must have the approval of the college work experience supervisor/coordinator.
- D. Work experience, in conjunction with a program of instruction, makes it possible for a student to obtain college credit for paid or volunteer experience.
- E. Students may enroll in no more than four (4) units of Cooperative Work Experience education per semester, on the basis of 75 hours of paid work experience per semester per each unit of credit, or 60 hours of unpaid or volunteer work experience per semester per each unit of credit.

**V. Authority**

California Community Colleges may offer work experience courses in accordance with title 5 of the California Code of Regulations.

References:

Title 5 Sections 55250 et seq.

Approved by the Chancellor: January 31, 2012

Revised and approved by the Chancellor: November 16, 2018