



AP 4103 Work Experience Education

References:

Title 5 Sections 55250 et seq.

The District shall offer Work Experience (WE) opportunities for students during all terms. The District and faculty play a role in ensuring students have met the educational and legal requirements for credit. Employers/supervisors provide experience in various sectors allowing for career development and exploration. The District shall offer WE courses to students from employers who extend paid or unpaid internships that allows for career development and exploration. The District shall offer both General and Occupational WE courses.

1. Definitions

- A. Work Experience Education (WEE) is the department for the District's internship program.
- B. Work Experience (WE) is the course taught depending upon the type of internship whether general or occupational.
- C. General WE courses are those that afford the opportunity to develop desirable work habits, attitudes and career awareness as well as potentially apply knowledge and skills gained in the area of study from college courses or career exploration in an actual work setting.
- D. Occupational WE courses are those that afford the opportunity to apply knowledge and skills gained in a particular curricular area from college courses or career exploration in an actual work setting.
- E. Workplace Project Agreement is a legal document reflecting the internship experience among the District, student, and Employer/Supervisor.
- F. Employer/Supervisor is the individual responsible for the student at the internship site.
- G. Internship site is the location where the internship takes place, whether in person or remote.

2. In offering WE courses, the respective responsibilities shall be:

A. District:

- i. to supervise students while the student is engaged in activities related to completing course work.
- ii. to provide worker's compensation benefits for unpaid internships.

B. Faculty:

- i. to mentor students in the process of creating a draft learning project for Employer/Supervisor to review.
- ii. to meet with Employers/Supervisors via phone, video conferencing, email, or in-person to review students' progress and performance at the internship site.
- iii. to evaluate students' compliance with and progress toward meeting WE requirements.
- iv. to provide students' records relating to internships to the Internship office for scanning and storing.

C. Student:

- i. to work the required number of hours based on the number of units enrolled. Hours must be completed by the end of the term enrolled and documented on a WE timesheet.
- ii. to complete a learning project and other WE requirements.
- iii. to document the workplace learning project on the Workplace Project Agreement, present to the Employer/Supervisor for review and signature, and turn the form into the faculty for review and signature.

D. Employer/Supervisor:

- i. to supervise the student in performance of internship work and assignments while the student is working as an intern.
- ii. to make sufficient hours available for the student to complete their hours during the term.
- iii. to provide worker's compensation and/or liability insurance for students enrolled in a paid internship.
- iv. to collaborate with the student in selecting a meaningful learning project with a measurable objective.
- v. to review and sign the Workplace Project Agreement form.
- vi. to provide adequate facilities, equipment, and materials to achieve the students' learning objectives.
- vii. to follow all laws and legal requirements related to employment and those prohibiting discrimination and harassment.
- viii. to consult with the WE faculty to discuss the student's progress.
- ix. to sign a WE time sheet provided by the student, validate hours worked, and progress on the learning objective.

3. The District shall provide guidance services for students during enrollment in WE courses. In addition to college-wide guidance services available to all students, a WEE website, online pre-enrollment orientation, and staff shall be available to WE students.

4. The District shall assign sufficient instructional or other personnel to direct the program and provide other required District services. The District may utilize full-time and adjunct faculty to maintain appropriate student-teacher ratios, where 125 students enrolled in WE is considered a full time teaching load. In addition, the District shall assign classified staff or part-time staff to assist WEE faculty with record keeping, internship recruitment, pre-enrollment services, and student file management requirements.
5. The District shall assess student progress in WE courses through written, measurable learning objectives and outcomes. The student, WEE faculty, and Employer/Supervisor shall agree on a written measurable workplace project that reflects new or expanded job or career related responsibilities, which the student shall be required to complete by the end of the term.
6. The District shall provide opportunities for students to discuss their educational growth with the appropriate WE faculty and employer representatives at regular intervals within each term.
7. The District shall ensure WE faculty assign grades or other evaluative symbols to mark student achievement in WE courses, and award units of credit.
8. The District shall analyze disaggregated WE enrollment, persistence, and course success data related to certificate, degree and transfer attainment. Such disaggregations shall include, but are not limited to, student race/ethnicity, income status, gender, and accessibility status.
9. The District shall ensure adequate clerical and instructional services are available to facilitate the program.
10. The District shall ensure equitable access to work experience opportunities for underrepresented and socially disadvantaged students.
11. The District shall ensure retention of student records for each WE student:
 - i. Workplace Project Agreement,
 - ii. timesheet verifying time the student worked,
 - iii. records of consultation with the Employer/Supervisor,
 - iv. evaluation of student achievement of learning objectives by the WE faculty,
 - v. progress on the learning project,
 - vi. the work permit for minor students, and
 - vii. records of the final grade.

Reviewed by CPC: 5/28/2024

Next Review Date: Spring 2030