



## **AP 4103**

## **COOPERATIVE WORK EXPERIENCE**

### **References:**

Title 5 Sections 55250 et seq.

The District offers the following types of Cooperative Work Experience:

- A. General Work Experience Education is supervised employment that is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students' educational goals.
- B. Occupational Work Experience Education is supervised employment extending classroom-based occupational learning at an on-the-job learning station relating to the students' educational or occupational goals.

The District will create a Cooperative Work Experience Plan prepared by the Chief Instructional Officer or designee and submit it 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;
- A description of available guidance services;
- A provision for sufficient number of qualified academic personnel to direct the program;
- A description of the processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives criteria for evaluation, and the basis for awarding grades and credit;
- A provision for adequate clerical and instructional services; and
- A statement that the District has officially adopted the plan, subject to approval by the Board of Trustees.

The faculty member assigned to teach work experience maintains student records. These records 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, if applicable, a work permit. Supervising faculty maintain records that include consultation with the employer and the student, an evaluation of the student's achievement, and the final grade.



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