

## ADMINISTRATIVE PROCEDURES

### Chapter 4      Academic Affairs

**4103**

#### **AP 4103      Work Experience**

**NOTE:** This procedure is **legally required** if the District permits work experience. Local practice may be inserted, but must involve:

A Cooperative Work Experience Education plan shall be developed and submitted to the Board of Trustees, which 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;
- 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, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described;
- Adequate clerical and instructional services are provided;
- A statement that the District has officially adopted the plan, subject to approval by the Board of Trustees.

Cooperative Work Experience Requirements:

- Faculty supervising Cooperative Work Experience Education shall maintain records that include the type and units of work experience in which the student is enrolled, where employed, the job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and that a work permit was issued (if applicable).
- Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.

See Board Policy BP 4103 - Work Experience

**References:**    *Title 5 Sections 55250 et seq.*

**President's Cabinet Approved:** **TBD**