



# MONTEREY PENINSULA College

## ADMINISTRATIVE PROCEDURES

### Chapter 4 Academic Affairs

4103

#### AP 4103 Work Experience Education

Work Experience Education allows for students to participate in high-quality work experience opportunities as a part of the learning process in a broad range of instructional programs that support student achievement of career-related goals, increase career awareness, learn industry culture, and develop professional networks. Diversity, equity, inclusion, and accessibility will be advanced by integrating high-quality work experience opportunities for all disciplines.

Work Experience Education may involve credit or noncredit classes offered through lecture, lab, or worksite placement in a job, internship, or volunteer experience. Work experience will be integrated as part of a student's educational pathway, allowing students to achieve both educational and occupational goals.

The Work Experience Education includes:

- Guidance for students during enrollment in work experience education;
- Assessment of student progress in work experience education through written, measurable learning objectives and outcomes;
- Planned opportunities for students to discuss their educational growth with the appropriate faculty and employer representatives at regular intervals;
- Assignment of grades or other evaluative symbols to mark student achievement in work experience education courses, and award units of credit, when applicable;
- Regular analysis of disaggregated work experience enrollment, persistence, and course success data related to certificate, degree and transfer attainment ( including, but not limited to the disaggregation of student race/ethnicity, income status, gender, and accessibility status for credit and noncredit work experience);
- A commitment to ensure equitable access to work experience education opportunities for underrepresented and socioeconomically disadvantaged students.

The respective responsibilities of the college, faculty, student, and employer, providing work experience education are as follows:

- **College responsibilities**
  - The District will provide resources to support an effective Work Experience Education Program.



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- **Work Experience Faculty responsibilities**
  - Instructional faculty supervising Work Experience Education shall
    - meet with students and employers; provide guidance related to work experience education; and maintain student and employer work experience agreements;
    - provide students with timely feedback and evaluation of student achievement of learning objectives
    - maintain records that include the following documents for each work experience education student: learning agreements establishing hours that will be worked; statements verifying hours worked; records of consultation with the employer; records of faculty consultation; evaluation of student achievement of learning objectives by instructor; the work permit for minor students; and records of the final grade.
- **Student Responsibilities**
  - Students, in collaboration with the worksite supervisor and supervising faculty, will create learning objectives that are specific, measurable, and within their ability to accomplish in the course time frame. The objectives must be formulated by the student, reviewed and approved by both the immediate work supervisor and the work experience instructor at the beginning of the course.
  - Students will curate their records during the semester including: their learning objectives, site agreement, hour log, employer evaluation, and student reflection. They will turn all of their records into the work experience coordinator before their course ends.
- **Employer Responsibilities**
  - The employer will provide a high-quality work experience for the student. The employer will agree to provide work experience placement for the duration of the course and will contact the work experience instructor immediately if placement becomes impacted.
  - The employer will sign a worksite agreement and participate in a worksite visit with the student and work experience instructor. The employer will sign off on the hours worked and provide the student with an exit performance evaluation that is appropriate for their skill level and constructive for their professional development.

See Board Policy 4103 - Work Experience



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

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