

Approved  
September 29, 2016

## **AP 4103 WORK EXPERIENCE**

### **Reference:**

Title 5 Sections 55250 et seq.;

The Student Employment Office shall ensure that the District maintains a current plan approved by the California Community Colleges Chancellor's Office for the administration and operation of its cooperative work experience program. This plan will include: The systematic design of the program whereby students gain realistic learning experiences through work

- Specific descriptions of the respective responsibilities of the college, the student, the employers and other cooperating agencies
- A description of guidance services offered to prospective and accepted students
- Assurances that there is 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
- Criteria for student participation and evaluation
- The basis for awarding grades and credit
- Information about how adequate clerical and instructional services are provided

Co-op Work Experience records are maintained in the Student Employment Office for seven years after the completion of the work experience. These records include:

- Type and units of work experience
- Location of employer
- Position held by student
- Basis of determining student qualification
- Student hours worked
- Performance evaluation(s)
- Work permits (if required)

To enroll in a work experience class a student must:

- Be simultaneously enrolled in a class that relates to the Cooperative Work Experience class
- Participate in a Co-op Ed Orientation in the Student Employment Office
- Identify the student's Faculty Advisor in a related discipline and the student's Worksite Supervisor
- Complete forms from Student Cooperative Work Experience Handbook and ensure Faculty Advisor and Worksite Supervisor complete required forms.

The maximum number of work experience units that may be earned is 16 semester units.

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.