

Academic Affairs

AP 4103 WORK EXPERIENCE**References:**

Title 5 Sections 55250 et seq.

The Cooperative Work Experience Education Plan includes:

- Cooperative Work Experience Education Program offers students the opportunity to earn college credit for skills and training related to employment.
- District, employer, and other cooperating agencies:
 - Offer students in paid or unpaid positions, assistance in setting goals to be accomplished during the school term.
 - Goals will be set in cooperation with the Work Experience Education instructor and job site supervisor.
 - Work Experience Education Instructor offers students guidance services for success in college and on the job.
 - Work Experience Education is coordinated by the Work Experience Course Instructor of Record.
- 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;
 - Work Experience Education provides students with skills-based learning opportunities, including, but not limited to, participating on projects, attending group and/or individual meetings with the coordinator, and experiencing career workshops.
 - Work Experience Education students are provided with a rubric, which serves as the basis for awarding grades.
- Adequate clerical and instructional services are provided; and
 - Work Experience Education is supported by Counseling, Workforce Development and Career Education.
- Maintenance of records that 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 that a work permit was issued.
 - The Work Experience Education Instructor is responsible for maintaining all records for enrolled students, which is the basis for final grades.
 - The Work Experience Education Instructor is responsible for maintaining contact with the job site supervisor.

Work Experience Education Instructor must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.

There are limits to the total number of units a student may earn while attending California community colleges. General Work Experience Education is limited to 6 semester units. Occupational Work

Experience Education is limited to 16 semester units. A combination of General and Occupational Work Experience is limited to 16 semester units.

Office of Primary Responsibility: Student Learning and Success

Date Approved: April 19, 2011 (*Replaced College of Marin Policy 2.0002*)

Date Reviewed/Revised: September 19, 2023