

Academic Affairs

AP 4103 WORK EXPERIENCE EDUCATION**References:**

Title 5 Sections 55250 et seq.

The Work Experience Education Program offers students the opportunity to earn college credit for skills and training related to employment.

The respective responsibilities of the college, faculty, the student, the employer, and any other cooperating individuals or agencies involved in providing work experience education:

- The Work Experience Education Program offers 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 Education Course Instructor of Record.

The type of work experience education offered by the District

- College of Marin will offer Work Experience Education courses

The Work Experience Education Course Instructor of Record will:

- Provide guidance services for students during enrollment in work experience education;
- Assign sufficient instructional or other personnel to direct the program and provide other required District services;
- Assess student progress in work experience education through written, measurable learning objectives and outcomes;
- Ensure planned opportunities for students to discuss their educational growth with the appropriate college and employer representatives at regular intervals within each term;
- Assign grades or other evaluative symbols to mark student achievement in work experience education courses, and award units of credit, when applicable;
- Analyze disaggregated work experience enrollment, persistence, and course success data related to certificate, degree and transfer attainment (disaggregations including, but not limited to, student race/ethnicity, income status, gender, and accessibility status for credit & noncredit work experience);
- Ensure adequate clerical and instructional services are available to facilitate the program; and
- Ensure equitable access to work experience opportunities for underrepresented and socioeconomically disadvantaged students.
- Ensure the retention of 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.

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. Work Experience Education is limited to 6 semester units per term and 16 semester units total.

Office of Primary Responsibility: Student Learning and Success

Date Approved: April 19, 2011

Date Reviewed/Revised: September 19, 2023

Date Revised: April 16, 2024