

AP 4103 Cooperative Work Experience Education

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

Date Issued: November 19, 2013

Revised: November 13, 2018

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

The Grossmont-Cuyamaca Community College District (District) Chancellor shall ensure that these administrative procedures regarding Work Experience Education program (WEX) are set forth in detail in the Cooperative Career Education/Work Experience Operating Procedure and include, but are not limited to, the following components:

A plan that is submitted to the District Governing Board, which includes:

- ~~▪ The systematic design of a program whereby District students gain realistic learning experiences through work~~
- A specific description of t
 - The respective responsibilities of the college, the student, the employer, and other cooperating agencies or individuals involved in providing work experience education.
 - The types of work experience education offered by the District;
 - How the District will:
 - Provide Support Services for students during enrollment in work experience education;
 - AssignA sufficient number of qualified academic personnel instructional or other personnel to direct the program and provide other required District services.
 - Processes that assure that Distric Assess student progress int students' on the job learning experienceswork experience education are documented with through written specific, attainable, and measurable student learning objectives and outcomes, and goals, detailing the expectations that students are: 1) required to meet certain criteria, 2) evaluated by the employer based on that criteria, and 3) graded based on methods for awarding grades and credit
 - 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 (disaggregation's including, but not limited to, student race/ethnicity, income status, gender, and accessibility status for credit & noncredit work experience);
 - AEnsure adequate clerical and instructional services are provided to facilitate the program: and

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- Ensure equitable access to work experience opportunities for underrepresented and socioeconomically disadvantaged students.

The District will furnish commercial general liability and workers compensation insurance coverage for the students while participating in the Work Experience Education WEX-P program and actually working for the host agency.

The cooperating host agency agrees to provide the student an opportunity to learn and perform within the framework of its operation without regard to ethnic group identification, race or ethnicity, color, national origin, religion, age, gender, gender identity, gender expression, physical or mental disability, medical condition, pregnancy, genetic information, ancestry, sexual orientation, marital status, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

- Guidance services
- ~~▪ A sufficient number of qualified academic personnel to direct the program~~
- ~~▪ Processes that assure that District students' on the job learning experiences are documented with written specific, attainable, and measurable student learning outcomes and goals, detailing the expectations that students are: 1) required to meet certain criteria, 2) evaluated by the employer based on that criteria, and 3) graded based on methods for awarding grades and credit~~
- ~~▪ Adequate clerical and instructional services are provided~~
- A statement that the District has officially adopted the plan, subject to approval by the Governing Board
- The maintenance of records that include the type and units of work experience in which the student is enrolled, where employed, job held, basis for determining the student's qualifications, statement of student hours worked, and an evaluation of the student's performance.
- Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the student's final grade.

NOTE: *In addition, procedures should address:*

The retention of student records 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.

See also: BP/AP 7270 Student Workers