

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT OPERATING PROCEDURE	DATE: 09/12/03 REVISED: 08/08/05
COOPERATIVE CAREER EDUCATION/WORK EXPERIENCE, COMMUNITY SERVICE LEARNING, INTERNSHIP, AND FIELD EXPERIENCE ASSIGNMENTS	
PE20	

OVERVIEW

This procedure details the process used for Cooperative Career Education/Work Experience, Community Service Learning, Internship, and Field Experience Assignments.

FORMS USED

Assignment Letter
Community Service Learning/Work Experience Agreement (f-1)
Evaluation of Student Performance by On-Site Supervisor (f-2)
Work Experience Student Information Sheet (f-3)
Work Experience Student Timesheet (f-4)
Instructor Student-Employer Contact Record (f-5)
Work Experience Agreement Transmittal Form (f-6)

CODES, REGULATIONS, AND DISTRICT POLICIES RELATED TO THIS PROCEDURE

California Education Code 87350 et seq.
District - United Faculty Agreement
California Code of Regulations, Title 5, 55250 et seq.

PRIMARY STAKEHOLDER: Vice Chancellor-Human Resources; Vice President, Instruction; Division Dean; Faculty; Employment Services; Payroll Department

COMMENTS

All Cooperative Career Education/Work Experience, Community Service Learning, Internship, and Field Experience Assignments must be initiated by and approved through the Division Dean.

Employees hired in these academic assignments must meet minimum qualifications for the discipline in which hired as stated in the Minimum Qualifications for Faculty and Administrators in California Community Colleges.

A full-time faculty member may accept such assignments only on an overload/extra pay basis in addition to his/her regular teaching load.

A maximum of twenty (20) students may be assigned to an instructor during any academic term, but may be exceeded with the approval of the instructor, the Division Dean and the next senior level administrator.

Approved: _____ Omero Suarez _____ Issued: September 24, 2003; revised 8/08/2005

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<u>STEP</u>	<u>TASK PERFORMED BY</u>	<u>DESCRIPTION</u>
1	Division Dean	<p>Initiate Assignment The Division Dean will initiate an assignment letter for employees who have been designated for Cooperative Career Education/Work Experience, Community Service Learning, Internship, and Field Experience assignments.</p> <p>The course LED value for initial assignments will be shown as .0109 LED per student according to the maximum enrollment of the head course section.</p> <p>Assignment letters are to be submitted to the Payroll Department by the 5th of the month in which the session begins.</p>
2	Payroll Department	<p>Verify Pay Rate The Payroll Department will enter a pay rate on the assignment letter and indicate whether individual is a new or current employee.</p> <p>Assignment letters are then forwarded to Employment Services.</p>
3	Employment Services	<p>Verify Minimum Qualifications Employment Services will verify that individual hired has completed appropriate employment paperwork, and that all transcripts/work experience verifications are on file to confirm that individual meets minimum qualifications for discipline assigned.</p> <p>Once minimum qualifications are verified Employment Services returns the assignment letter to Payroll Department.</p>
4	Payroll Department	<p>Calculate Pay and Input Payroll Record Payroll Department will calculate pay and load a payroll record for the LED listed on the assignment letter.</p>

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5 Instructor

Completes Assignment Requirements

The instructor schedules and allows for the following activities as required with each student enrolled:

- a. on-campus conference with student for one-half (1/2) hours;
- b. first on-the-job employer/instructor conference for one (1) hour;
- c. mid-semester in-service preparation and record review for one-half (1/2) hour
- d. second on-the-job employer/instructor conference for one (1) hour;
- e. second on-campus student conference for one-half (1/2) hour;
- f. end of semester in-service preparation and record review for one-half (1/2) hour

The instructor is responsible for ensuring that agreement form (f-1) is provided to each student and completed.

The course LED value for above listed assignments shall be .0109 LED/student for whom a "Community Service Learning/Work Experience Agreement" has been completed, signed, and photo copy submitted with a Work Experience Agreement Transmittal Form (f-6) to the Division Dean's Office during the sixth week of the semester or by the third week of term if a first or second eight-week course (1/3 of the term of the course).

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A maximum of twenty (20) students may be assigned to an instructor during any academic term. The maximum LED for placement on the Work Experience Agreement Transmittal Form (F-6) may not exceed a value higher than .0109 LED/student multiplied by the current maximum enrollment of the head course section. However, the maximum may be exceeded with the approval of the instructor, the Division Dean, and the next senior level administrator.

6 Division Dean

Reviews transmittal form (f-6) and agreements and initiates a revised assignment letter to payroll.

Documents to be maintained as per college site procedures.

7 Payroll Department

Process Payment

The Payroll Department will finalize assignment pay based upon revised assignment letters. Assignment pay will begin on next available payroll cycle.

Full-time tenured faculty who wish to bank this time may do so provided a banking form is submitted with the revised assignment letter, and other overload banking requirements are met.

Payroll records will be updated according to revised assignment letter to reflect correct LED. Sick leave will be posted to employee records for appropriate hour(s) earned.

8 Instructor

The instructor is responsible for ensuring that agreement form (f-1) and all other supporting documents (f-2, f-3, and f-4) are submitted to the appropriate site office, as stipulated by their Division Dean, by completion of assignments.

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The instructor completes an Instructor Student-Employer Contact Record form (f-5) for each course title and section and submits to the Division Dean for approval.

Completed forms documenting student contact must be submitted no later than the end of the term in which assignment occurs.

9 Division Dean

Review and Approve Instructor Student-Employer Contact Record

The Division Dean reviews Instructor Student-Employer Contact Record and will contact instructor if there are any questions or concerns regarding the completion of assignments.

After its approval, the Division Dean submits the Instructor Student-Employer Contact Record to the Vice President for approval.

10 Vice President

Review Instructor Student-Employer Contact Record

The Vice President reviews Instructor Student-Employer Contact Record and, if acceptable, approves and forwards to appropriate office for retention with program records.