

INSTRUCTIONAL SERVICES

AP 4103 COOPERATIVE WORK EXPERIENCE EDUCATION

References:

- Labor Code Section 3070;
- Title 5 Sections 55250 et seq.

The District shall develop and submit a plan to the State Chancellor’s Office, which includes:

- The systematic design of a program whereby the student gains realistic learning experiences through work
- A specific description of the respective responsibilities of the District, the student, the employer, and other cooperating agencies
- Guidance services
- A sufficient number of qualified academic personnel to direct the program
- Processes as developed by the supervising faculty that assure the student’s on-the-job learning experiences are documented with written measurable learning objectives
- Criteria as developed by the supervising faculty by which the student is evaluated and the basis for awarding grades and credit is described
- Adequate clerical and instructional services

In addition, procedures shall address 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 student qualifications, statement of student hours worked, evaluation of performance, and, if required, a work permit was issued.

Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student’s achievement, and the final grade.

Office of Primary Responsibility: Instructional Services