

Palomar College Catalog 2009-2010

Cooperative Education (CE)

Contact the Cooperation Education Department for further information.
(760) 744-1150, ext. 2354
Office: ST-54

General Cooperative Work Experience

In accordance with Board Policy 4103, the General Cooperative Work Experience Education Program is designed to give job information and experience to those students employed in jobs not related to coursework in school. Employment may be on or off campus; the student may or may not receive pay depending on where the work is performed. The Cooperative Education Coordinator will assist students in obtaining jobs.

STUDENT QUALIFICATIONS: In order to participate in cooperative work experience education students shall meet the following requirements:

1. Complete no less than seven units (summer session, one course) including cooperative work experience education.
2. Have approval of the Cooperative Work Experience Education Coordinator.
3. Have occupational or education goals to which, in the opinion of the Coordinator, the cooperative work experience education will contribute.
4. Pursue a planned program of cooperative work experience education which, in the opinion of the Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during the previous employment.

The number of units received each semester for on the job experience will be based on the total number of hours worked each semester or summer session as follows:

- 1 unit - 75 paid hours per semester or session; 60 volunteer hours
- 2 units - 150 paid hours per semester or session; 120 volunteer hours

A maximum of six units may be earned in general cooperative work experience, not to exceed three units each semester. In addition to the hours worked, a student must attend a coordinating class. Topics of discussion in the class include choice of occupation, employee information, job application, human relations, and appearance and personality development as related to employment in the vocational field.

Occupational Cooperative Work Experience

The Occupational Cooperative Work Experience Program is designed to coordinate on the job training and classroom instruction. Supervised employment is related to the occupational goal of the individual student. Employment may be on or off campus; the student may or may not receive pay, depending on where the work is performed. The Cooperative Education Coordinator will assist students in obtaining jobs.

STUDENT QUALIFICATIONS: In order to participate in cooperative work experience education students shall meet the following requirements:

1. Be a legally indentured or certified apprentice.
- OR
2. Complete no less than seven units (summer session, one course) including cooperative work experience education.
- AND
3. Have approval of the Cooperative Work Experience Education Coordinator.
 4. Have occupational or education goals to which, in the opinion of the Coordinator, the cooperative work experience education will contribute.
 5. Pursue a planned program of cooperative work experience education which, in the opinion of the Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during the previous employment.

The number of units received each semester for on the job experience will be based on the total number of hours worked each semester or summer session as follows:

- 1 unit 75 paid hours per semester or session; 60 volunteer hours
- 2 units 150 paid hours per semester or session; 120 volunteer hours
- 3 units 225 paid hours per semester or session; 180 volunteer hours
- 4 units 300 paid hours per semester or session; 240 volunteer hours

A maximum of sixteen units may be earned in occupational cooperative work experience, not to exceed four units each semester.