

INSTRUCTIONAL SERVICES

**AP 4103 COOPERATIVE WORK EXPERIENCE EDUCATION**

**References:**

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

The District's existing Cooperative Work Experience (CWE) Plan has been adopted and approved by the District's Governing Board.

CWE courses may be offered in .5 unit increments as aligned with AP 4020 Program, Curriculum, and Course Development.

Changes or revisions to the CWE Plan shall be approved by the District's Governing Board prior to implementation and shall include:

- 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
- A statement that the District has officially adopted the plan, subject to approval by the Governing Board

In addition, CWE processes include 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.

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**Date Approved: 5/6/09; Revised: 10/16/18**

*(Replaces former Palomar Procedure 325 and all previous versions of AP 4103.)*

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