

General Institution

AP 3950 WORK EXPERIENCE EDUCATION

Reference(s):

Title 5 Sections 55250 et seq.

The district's Work Experience Plan is developed and submitted to the Board of Trustees after a process of approval through the Office of Academic Services and the Academic Senates of the colleges. The plan includes:

- The systematic design of a program whereby students gain realistic learning experiences through work;
- A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;
- Guidance services;
- A sufficient number of qualified academic personnel to direct the program and provide other required college services;
- Processes for documentation of students' on-the-job written learning objectives, and criteria for student evaluation and awarding of grades and credit;
- Adequate clerical and instructional services;
- A statement that the district has adopted the plan, subject to approval by the Board of Trustees.

The colleges shall have processes in place which address:

- The maintenance of records that include the type and units of work experience in which a student is enrolled, where employed, job held, basis for determining student qualifications, student hours worked, evaluation of performance, and that a work permit was issued, if appropriate.
- Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.
- Work-experience education involving apprentice occupations shall be consistent with the purposes of chapter 4 (commencing with section 3070) of division 3 of the Labor Code and with standards established by the California Apprenticeship Council. For work experience education involving apprenticeships, the Joint or Unilateral Apprenticeship Committee, and its designated staff, shall act on behalf of the college or district staff and faculty.

Approved: February 18, 2015

Board Reviewed: May 21, 2024; October 20, 2020; Edited August 21, 2018