

Coast Community College District
ADMINISTRATIVE PROCEDURE

Chapter 4
Academic Affairs

AP 4103 Work Experience Education

References:

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

Work Experience Education involves student employment and/or internships selected, approved, and supervised by the District to provide meaningful work experiences related to the course of study, or specific career pathway training, combined with instruction in critical workplace skills. Work Experience Education may include paid or unpaid employment, full or part-time employment, and may be structured as separate credit or noncredit classes, or integrated as a component of a course. It should be integrated as part of a student's educational pathway allowing students to achieve both educational and occupational goals. It should also assist the student in developing career awareness, learning industry culture, competencies and norms, and developing professional networks in their desired field to support career mobility. Work experience education should provide economically disadvantaged students with opportunities to earn a wage while completing program requirements and earning academic credit.

The respective responsibilities of the District, Colleges, instructor, student, employer, and any other cooperating individuals or agencies involved in providing Work Experience Education are as follows:

- District and Colleges will work collaboratively to identify appropriate public and private employers who best suit the student population career and educational needs. District and Colleges will also:
 - Ensure adequate clerical and instructional services are available to facilitate the program;
 - Ensure equitable access to work experience opportunities for underrepresented and socioeconomically disadvantaged students;
 - Establish a work experience employer agreement with each participating employer prior to any student beginning their work experience that includes:
 - The respective supervisory obligations of the District and the employer with respect to work experience students placed at the employer's site;
 - Arrangements for payment of student worker compensation coverage, which must be covered by employers for paid work experience student employees;
 - The employer's acknowledgement of the District's work experience education policies or procedures, and agreement to support their purposes;
 - The employer's intent to provide a continuous work experience during the enrollment term of each work experience student, and validate all student hours worked;

- The employer's agreement:
 - To provide adequate facilities, equipment, and materials at the work experience site to achieve the learning objectives; and
 - that all work experience employment shall be free from discrimination and harassment based on race, sex, disability and other forms of bias, and that the employer will afford all persons in the workplace, regardless of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other basis that is contained in the prohibition of hate crimes set forth in Penal Code, section 422, subdivision (a), equal rights and opportunities;
 - That Work Experience Education involving apprentice occupations defined in division 3, chapter 4 of the Labor Code (sections 3070 through 3100), will comply with any applicable rules, regulations, and standards adopted by the California Apprenticeship Council;
 - That Work Experience Education shall be conducted in compliance with the requirements of this article, and that all state and federal laws applicable to the employment of minors apply to Work Experience Education courses; and
 - Any other matters deemed appropriate by the District.
- Instructors must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade in the work experience course. The Instructor of Record will also:
 - Offer the student, in paid or unpaid positions, assistance in setting goals to be accomplished during the term of enrollment;
 - Provide guidance services to students during enrollment in Work Experience Education;
 - Work with the Dean to assign sufficient instructional or other personnel to direct the program and provide other required services;
 - Assess student progress in Work Experience Education through written, measurable learning objectives and outcomes;
 - Ensure planned opportunities for students to discuss their educational growth with the appropriate college and employer representatives at regular intervals within each term;
 - Assign grades or other evaluative symbols to mark student achievement in Work Experience Education courses, and award units of credit, when applicable;
 - Analyze disaggregated work experience enrollment, persistence, and course success data related to certificate, degree, and transfer attainment (disaggregation including, but not limited to, student race/ethnicity, income status, gender, and accessibility status for credit and noncredit work experience); and
 - Ensure the retention of the following documents for each Work Experience Education student:
 - learning agreements establishing hours that will be worked
 - statements from the employer and the student verifying hours worked
 - records of consultation with the employer
 - records of instructor consultation with both the employer and the student
 - evaluation of student achievement of learning objectives by instructor
 - the work permit for minor students
 - records of the final grade.
- The employer will:

- Offer students in paid or unpaid positions, assistance in setting goals to be accomplished during the school term;
- Fulfill the supervisory obligations of the employer with respect to work experience students placed at the employer's site;
- Arrange for the payment of student worker compensation coverage, which must be covered by employers for the paid work experience student employees;
- Acknowledge the purposes of this requirement, and the District's Work Experience Education policies or procedures, and agreement to support their purposes;
- Provide a continuous work experience during the enrollment term of each work experience student, and validate all student hours worked;
- Comply with any applicable rules, regulations, and standards adopted by the California Apprenticeship Council as it relates to apprentice occupations as defined in Labor Code Sections 3070 et seq.;
- Comply with all state and federal laws applicable to the employment of minors who apply to Work Experience Education courses; and
- Any other matters deemed appropriate by the District.
- Students will enroll in a Work Experience Education course and begin collaborations with the course instructor. The maximum number of Work Experience Education units that can be earned in a single enrollment period is 14 units. Students will sign a learning agreement which documents the following:
 - The Work Experience Education student's individual educational objectives aligned with the course outline of record;
 - The hours of work and a clear explanation of the student's work experience job duties;
 - The responsible supervisors at the College and the employment site;
 - A commitment from the employer and the College that students will receive regular and substantive feedback, and written evaluations of their progress toward meeting their learning objectives;
 - Any other matters deemed appropriate by the District.
- Other Cooperating Agencies: The District shall enter into an agreement to define respective responsibilities with other cooperating agencies in the operation of the program, if any.
 - Currently, the District does not use any other cooperating agencies in the operation of this program.

The District may subsidize student Work Experience Education provided by public employers, or by private employers, for the employment of students with disabilities. Any appropriate fund source may be used for such subsidies, which shall be calculated not to exceed a reasonable estimate of the net costs of providing the Work Experience Education opportunity, and shall not be used to inflate an employer's usual compensation rate for work experience employees.

The District may authorize Work Experience Education programs and opportunities outside District boundaries within the State of California.

The District shall maintain records for each student in each Work Experience Education class which shall include at least the following:

- The type and units of Work Experience Education in which each student is enrolled, where the student is employed, the type of job held, and a statement signed and dated by the instructor which sets forth the basis determining whether the student is qualified for work experience.
- A record of the work permit issued, if applicable, signed by the designated issuing agent.
- The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
- New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.
- Instructor consultation with employers or designated representatives to discuss students' educational growth on the job.
- Written evaluation of students' progress in meeting planned on-the-job learning objectives.
- Consultation with students to discuss students' educational growth on the job.

Ratified July 17, 2024