

**California Community College District  
Cooperative Work Experience Education Plan**

**PART I  
CONTACT INFORMATION**

**DISTRICT/College(s)**

If you are a multiple college district, please indicate all colleges covered. Individual variations with plan details should be delineated in the appropriate sections of the plan.

Allan Hancock Community College		

Contact information for clarification any questions, such as name/contact information for person who prepared the plan, the Chief Instructional Officer, or other individual(s) designated by District.

Please include Name, Title, District, Email, and Telephone

**Name:** Emily Smith

**Title:** TBD

**District:** Allan Hancock Community College

**Email:** esmith@hancockcollege.edu

**Phone:** (805)922-6966

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**PART II  
RESPONSES TO PLAN REQUIREMENTS**

This and following sections set forth a Title 5-required element, background information as appropriate, and prompts the district's required and/or optional response.

- (1) A statement that the district has officially adopted the plan, subject to approval by the State Chancellor**  
(§55251)

Date plan approved by local board: \_\_\_\_\_ *(Please also attach Board minutes or other documentation.)*

Optional comments, if any, on process for Plan development (i.e., local Academic Senate review, curriculum committee deliberations, other deliberations).

The Cooperative Work Experience (CWE) District Plan was reviewed by the, ...

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**(2) Specific description of (§55251):**

**(a) District responsibilities (§55251):**

*Background: Title 5 criteria and requirements*

**District Services.** (§55255).

(a) The district shall provide sufficient services for initiating and maintaining on-the-job learning stations, coordinating the program, and supervising students. The supervision of students shall be outlined in a learning agreement coordinated by the college district under a state-approved plan. The employer and the qualified Community College Instructor/Coordinator shall share responsibility for on-the-job supervision, which shall include but not be limited to:

(1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.

(2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.

(3) Consultation with students in person to discuss students' educational growth on the job.

(b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

District will comply with these requirements.

Optional: Additional comments or narrative on District Services, if any.

Allan Hancock Community College (AHC) will provide sufficient resources for maintaining on-the-job learning stations, coordinating the program, and supervising students. The college employs a designated Coordinator/Director, (Adjunct) Faculty and part-time staff to coordinate CWEE program activities.

Duties of the CWEE Coordinator/Director include but are not limited to: plan, implement, organize, supervise, and evaluate the CWEE program.

In certain, but very limited situations, as defined in guidelines issued by the California Community College Chancellor's Office, the District will substitute approved alternatives to "In-person" consultations with employers/supervisors. Alternative methods and circumstances will be documented. If reasonably possible, in-person consultations will be conducted to discuss students' educational growth on the job. Important outcomes occur from the in-person consultations with employers, which include but are not limited to: evaluation of learning objectives, increased employer relationships, opportunity to network and share programs and services offered by AHC, educate faculty on latest industry trends, support changes to improve educational programs, ensure site safety and legitimacy (within the reasonable expertise of the CWEE faculty). It also provides an opportunity to market and expand the programs, creating additional credibility for the CWEE program.

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(a) **District responsibilities**

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*Background: Title 5 criteria and requirements*

**Records.** (§55256).

- (a) The district shall maintain records which shall include at least the following.:
- (1) The type and units of Cooperative 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 an academic employee which sets forth the basis determining whether the student is qualified for Occupational or General Work Experience.
  - (2) A record of the work permit issued, if applicable, signed by the designated issuing agent.
  - (3) 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.
  - (4) 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.
- (1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.
- (2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.
- (3) Consultation with students in person to discuss students' educational growth on the job.
- (b) Records must be maintained which are signed and dated by academic personnel documenting:
- (1) Consultation(s) in person with the employer or designated representative.
  - (2) Personal consultation(s) with the student.
  - (3) Evaluation of the student's achievement of the on-the-job learning objectives.
  - (4) The final grade.

District will comply with these requirements.

NOTE: The Chancellor's Office interprets the lack of a plural option under "type ... of Cooperative Work Experience Education..." to prohibit a student from concurrently enrolling in multiple "types" of Cooperative Work Experience Education.

Optional: Additional comments or narrative on Record Keeping, if any.

Allan Hancock College maintains records of the developed standard written agreements as outlined in the above requirements.

The agreements are as follows:

1. Student Data Form: Documents student and employer contact information, CWEE course and unit enrollment, job title, and number of hours the student expects to work each week.
2. Jobsite Agreement: Outlines the employer/supervisor responsibilities and an agreement to support the student in achieving the identified learning objectives. The form is signed and dated by the student, employer/supervisor and CWEE Staff or faculty.
3. Learning Objectives Form: The student's learning objectives are documented on this form. The form is signed and dated by student, the employer/supervisor, and CWEE Staff or faculty.
4. Performance Evaluation: Mid-term and at the conclusion of the semester, the employer/supervisor evaluates the student's achievement of their workplace learning objectives. This form is signed and dated by the employer/supervisor, CWEE Staff of faculty and student.
5. Timesheets: The employer/supervisor verifies the number of work hours completed by the student in order to validate the number of CWEE units earned.
6. Student Self and Jobsite/Employer Evaluation: At the conclusion of the semester, the student evaluates their own job performance and the employer/jobsite.

If a student is a minor, the district will maintain a copy of the student's work permit in the student's file. The District retains the right to change the title and content of the agreement forms and also assures it will continue to comply with the requirements of this District Plan.

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**(b) Student responsibilities** (§55251):

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*Background: Title 5 criteria and requirements*

**Student Qualifications** (§55254).

In order to participate in Cooperative Work Experience Education students shall meet the following criteria:

- (a) Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
- (b) Have on-the-job learning experiences that contribute to their occupational or education goals.
- (c) Have the approval of the academic personnel.
- (d) Meet the following condition if self-employed: Identify a person who is approved by academic personnel to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:
  - (1) Assist the student in identifying new or expanded on-the-job learning objectives.
  - (2) Assist in the evaluation of the student's identified on-the-job learning objectives.
  - (3) Validate hours worked.

Optional: Additional comments or narrative on Student responsibilities, if any.

Allan Hancock College will comply with the requirements of section 55254, Student Qualifications, and section 55251, District Responsibilities.

The CWEE website, on-line orientation and available staff provides pre-enrollment information to help students understand the Student Qualifications and their responsibilities for successful completion of the Cooperative Work Experience Course(s).

CWEE Instructors are required to: 1) review and approve documented new or expanded responsibilities or learning objectives beyond those experienced during previous employment and enrollments in CWEE courses, 2) ensure students are enrolled in CWEE courses that contribute to their occupational or educational goals.

CWEE Instructors must also review and sign the forms listed under the above Records section (55256) to ensure Student Qualifications are enforced.

CWEE Instructors will support the student throughout their CWEE experience and issue a final grade based upon demonstration of the Student Learning Outcomes identified in the Course Outline of Record:

1. Develop and apply personal skills, attitudes, and competencies in the workplace and within course-related activities.
2. Write and complete Specific, Measurable, Achievable, Relevant and Timely (S.M.A.R.T.) objectives related to new or expanded workplace responsibilities.
3. Demonstrate effective communication and technological awareness through the use of technologies (internet, email and telephone) in ways appropriate to the course.

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(c) **Employer responsibilities** (§55251):

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*Background: Title 5 criteria and requirements*

**Records.** (§55256).

(a) The district shall maintain records which shall include at least the following:

(1) The type and units of Cooperative 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 an academic employee which sets forth the basis for determining whether the student is qualified for Occupational or General Work Experience.

(2) A record of the work permit issued, if applicable, signed by the designated issuing agent.

(3) 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.

(4) 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.

(b) Records must be maintained which are signed and dated by academic personnel documenting:

(1) Consultation(s) in person with the employer or designated representative.

(2) Personal consultation(s) with the student.

(3) Evaluation of the student's achievement of the on-the-job learning objectives.

(4) The final grade.

**Job Learning Stations.** (§55257)

Job learning stations shall meet the following criteria:

(a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.

(b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.

(c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.

(d) Employers agree to comply with all appropriate federal and state employment regulations.

District will comply with these requirements.

Optional: Additional comments or narrative on Employer responsibilities, if any.

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Employer records are kept by the district. The same agreements identified under "District Responsibilities - Records" section of this plan (section 55256): (a) 1) The "Student Data Form" identifies type of CWEE, Occupational or General and unit enrollment. The form is reviewed by faculty. 2) Work permit documentation will be maintained, if applicable. 3) Timesheets will be signed by the employer/supervisor, student and CWEE instructor and maintained in student file by the District. 4) New or expanded on-the-job measurable learning objective(s) will be documented on the Learning Objective Form, signed and dated by academic personnel, the employer or designated representative, and student. (b) (1) (2) Consultation(s) with the employer or designated representative and personal consultations with the student and will be documented on the Advisor Summary Sheet, Signed by academic personnel and maintained in student file by the District. (3) Evaluation of the student's achievement of on the job learning objectives will be completed by the employer or designated representative and signed by CWEE Instructor and student in accordance with the Course Outline. This form will be maintained by the District in student file. Student's (4) final grade is recorded on the Advisor Summary Sheet and Performance Evaluation Form. Both forms are maintained in student file. In certain limited situations, the District may substitute alternatives to "in-person" employer consultations. The District will document both the specific authorized alternative used in place of the in-person visit and the reason for its use. Employer responsibilities are included in the Employer Handbook.

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(c) **Employer responsibilities** (§55251):

*Background: Title 5 criteria and requirements*

**Consultation(s) in person with the employer.** (§55255).

(b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

The approved guidelines issued by the Chancellor for Districts to substitute approved alternatives to "in person" consultations is attached.

District will use alternatives to "Consultation(s) in person," as described in Title §55255(c).

District will not use alternatives "Consultation(s) in person," as described in Title §55255(c).

Comments on "Consultation(s) in person," if any, including criteria and limits on alternatives to "Consultation(s) in person."

Allan Hancock College faculty will provide in-person consultation with the employer at least once each semester for each student, when possible. In-person consultations with employers will be completed in most circumstances. In those circumstances in which the alternatives to consultations in person are used, the District will adhere to the specified guidelines in the Records section of this District "Alternatives to In-Person Constultations" authorized by Jose Millan, California Community College Vice Chancellor, Economic Development and Workforce Preparation, Dated April 2009 and required by Title 5, California Code of Regulations, Section 55255 (c), "District Services."

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**(d) Other cooperating agencies in the operation of the program, if any. (§55251)**

Comments on other cooperating agencies in the operation of the program, if any.

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Allan Hancock College will continue to collaborate with cooperating agencies. Cooperating agencies have the potential of positively impacting students by: providing outstanding career and workplace preparation, providing students with opportunities to understand important concepts, developing essential skills, and applying what they learn in the classroom to real-world work experience. Cooperating agencies enable students and the college to use the community as the classroom and provide employers the opportunity to actively participate in the education and training of their future workforce.

Agencies/employers provide faculty coordinators with up-to-date industry specific information, anticipated employment needs, and job and internship placement opportunities.

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**(3) Specific description of each type of CWEE (§55251):**

Types of Cooperative Work Experience Education (§55252)

Cooperative Work Experience Education is a district-initiated and district-controlled program of education consisting of the following types:

Check all that will be offered at the district:

- (a) General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students' educational goals.
- (b) Occupational Work Experience Education is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal.
- Minor Students in Work Experience  
All laws or rules applicable to minors in employment relationships are applicable to minor students enrolled in work-experience education courses. (§55250.2).
- Work Experience Programs for Students with Developmental Disabilities. (§55250.4)  
The governing board of any community college district which establishes and supervises a work experience education program in which students with developmental disabilities are employed in part-time jobs may use funds derived from any source, to the extent permissible by appropriate law or regulation, to pay the wages of students so employed.  
The Board of Governors hereby finds and declares that the authority granted by the provisions of this section is necessary to ensure that the work experience education program will continue to provide a maximum educational benefit to students, particularly students with developmental disabilities, and that such program is deemed to serve a public purpose.
- Work Experience Education Involving Apprenticeship Occupations. (§55250.5)  
Work-experience education involving apprenticeship 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.

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**(4) A description of HOW the district will (§55251)**

**(a) *Provide guidance services* (§55251):**

Describe the specifics on how district will achieve this requirement.

General and Occupational Work Experience Education will be offered.

Allan Hancock College CWEE Director/Coordinator and faculty work directly with Counselors and Advisors and Admission and Records staff to ensure proper guidance for students enrolling in Cooperative Work Experience Education.

The CWEE website provides faculty, counseling, and students with online access to CWEE information, guidance, and resources.

The CWEE Director/Coordinator and support staff work directly with Career Services staff to assist students with job search skills, resume writing, interview skills, and other employment related activities.

CWEE pre-enrollment information meetings are available with CWEE Director/Coordinator and support staff in order to advise students on current CWEE course requirements, enrollment process, policies and procedures and internship opportunities.

Learning Assistance Program staff and counselors assist CWEE faculty in determining the specific needs of individual students and appropriate action relevant to work-based learning.

**(b) Assign a sufficient number of qualified certificated personnel to direct the program (§55251):**

Describe the specifics on how district will achieve this requirement.

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The District will comply with Title 5 Section 53416, Minimum Qualifications for Work Experience Instructors or Coordinators. The minimum qualifications for an instructor or coordinator of "general" or "occupational" work experience education, as defined in Section 55252, shall be the minimum qualifications in ANY discipline in which work experience MAY be provided at the college where the instructor or coordinator is employed.

Per Title 5, Section 58051(b), the student/instructor ratio in the Work Experience program shall not exceed 125 students per full-time equivalent academic coordinator. In the event that enrollment exceeds 125 students, the district may assign additional qualified faculty to assist in teaching, supervision of students, and consultations with employers. The district may also utilize adjunct faculty to maintain appropriate student-teacher ratios. In order to assist with record keeping activities, the District will assign classified staff or part-time staff to assist faculty with record keeping and student file management requirements.

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**(1) Initiate and maintain learning stations** (§55251)

*Background: Title 5 criteria and requirements*

(§55250) Any program of Cooperative Work Experience Education conducted by the governing board of a community college district pursuant to this article and claimed for apportionment pursuant to sections 58051 and 58009.5 shall conform to a plan adopted by the district. The plan adopted by the district shall set forth a systematic design of Cooperative Work Experience Education whereby students, while enrolled in college, will gain realistic learning experiences through work. This plan shall be submitted to and approved by the Chancellor.

**Work Experience Outside of District.** (§55250.6).

The governing board of any community college district may provide for the establishment and supervision of work experience education programs providing part-time jobs for students in areas outside the district

**Wages and Workers' Compensation.** (§55250.7).

The governing board of any community college district providing work-experience and work-study education may provide for employment under such program of students in part-time jobs by any public or private employer. Such districts may pay wages to persons receiving such training, except that no payments may be to or for private employers. Districts may provide workers' compensation insurance for students in work experience as may be necessary.

**Job Learning Stations.** (§55257)

Job learning stations shall meet the following criteria:

- (a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.
- (b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.
- (c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- (d) Employers agree to comply with all appropriate federal and state employment regulations.

Describe the specifics on how district will achieve this requirement.

**Work Experience Outside of District:** The District may provide for the establishment and supervision of work experience education programs providing part-time jobs for students in areas outside the District. The District may use faculty at other institutions and/or alternatives to in-person consultations as outlined in Alternatives to "In-Person" Consultations, Cooperative Work Experience Education, by Jose Millan, Vice Chancellor Economic Development and Workforce Preparation, dated April 2009 in order to provide work experience opportunities outside of the District.

**Wages and Workers' Compensation:** The District may provide CWEE to students in part-time jobs, paid or unpaid internships offered by public or private employers. Students in Federal Work Study are permitted to enroll in Cooperative Work Experience Education. Federal Work Study wages are available for eligible non-profit employers. However, the District retains the right to revise its Federal Work Study funding policy. As indicated in section 78249 of Title 5, the District shall be considered the employer of UNPAID students enrolled in the CWEE program for the limited purpose of providing Workers' Compensation. Students paid by the employer shall be under the Employer's Workers' Compensation and/or Liability Insurance.

**Job Learning Stations:** All employers of work experience students agree to section 55257 criteria when signing the CWEE Learning Objectives Worksheet and the Supervisors Statement of Understanding. Employers or designated representatives are provided a copy of each document.

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**(2) Coordinate the program and supervise students** (§55251)

Describe the specifics on how district will achieve this requirement.

The District will designate CWEE qualified faculty and will maintain appropriate student-instructor ratios in accordance with Title 5 section 58051 (b).

Responsibilities of qualified faculty include but are not limited to:

1. Develop and revise curricula (including student learning outcomes)
2. Develop and facilitate course assignments/syllabus and class meeting(s)
3. Market CWEE program to local industry in order to develop new learning stations and internship opportunities.
4. Consult with each student in-person at least once during the semester
5. Consult with employers/supervisors to assess the student's educational growth on-the-job.
6. Assist students with developing and achieving learning objectives.
7. Evaluate student progress (academic and on-the-job) and assign a final grade.
8. Maintain all student records as described by various sections of Title 5.
9. Coordination/collaboration with other district faculty and staff as needed for student success.
10. Participate in Division and Department meetings.
11. Participate in academic program reviews.

Faculty will meet all required CWEE job responsibilities as outlined in Title 5.

Faculty will also collaborate with College and District administration to ensure that all District plan requirements are being met and that CWEE programs are consistent throughout the District.

**(3) Shared supervision with employer to include (at least once each term)** (§55251)

**(c) Assure on-the-job experiences are documented with written/measurable** (§55251)

Describe the specifics on how district will achieve this requirement.

Each term CWEE students and their respective employers/supervisors will develop written measurable workplace learning objectives that reflect new or expanded job-related responsibilities, which the student will be required to complete by the end of the semester. Instructions and guidelines on how to write appropriate measurable learning objectives will be provided to students and employers. The workplace learning objectives will be written on the CWEE Learning Objectives Worksheet, signed by the student, employer/supervisor and approved and signed by CWEE Staff or faculty.

At least once each term a faculty member will conduct consultations (in-person or through alternative methods) with each workplace employer/supervisor to evaluate each student's on-the-job educational growth. All in-person consultations and alternatives to in-person consultations will be documented.

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- (d) Evaluate with employer, student's learning experiences (§55251):

Describe the specifics on how district will achieve this requirement.

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CWEE faculty will consider employer feedback received at the employer/supervisor consultation. In addition, at the conclusion of the semester, each employer/supervisor will evaluate the achievement of the student's workplace learning objectives by rating the level of accomplishment(s) on the Performance Evaluation form.

As identified on the Course Outline and as part of the completion of the workplace project (learning objectives), the student must complete a written reflection of what they learned throughout their work experience. Students will also complete a self and jobsite/employer evaluation of their CWEE experience. Faculty will evaluate the reflection paper and the quality of all required assignments and issue a final grade based upon demonstration of the Student Learning Outcomes (See section 2(b) page 7) identified in the Course Outline of Record. Faculty may consider employer/supervisor evaluation and punctuality of assignments in final grade.

- (e) Describe basis for awarding grade and credit (§55251)

*Background: Title 5 criteria and requirements*

**Work Experience Credit.** (§55255.5).

(a) One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education. The maximum contact hours counted for a student shall not exceed the maximum number of Cooperative Work Experience Education units for which the student may be granted credit as described in section 55253.

(b) The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.

(c) The following formula will be used to determine the number of units to be awarded:

(1) Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.

(2) Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.

District will comply with these requirements.

Comments on basis for awarding grade and credit, if any.

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Evaluating the students learning experience and the basis for awarding grades were both discussed in the previous section; "Evaluate with employer, student's learning experiences."

Work Experience Credit (Title 5 section 55253): For satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours, subject to the following limitations:

A student enrolled in General Work Experience can earn a maximum of 6 semester credit hours during one enrollment period.

A student enrolled in Occupational Work Experience can earn a maximum of 8 semester credit hours during one enrollment period.

Consistent with section 58161, attendance of a student repeating a Cooperative Work Experience course pursuant to this subdivision may be claimed for state apportionment.

**(f) Provide adequate clerical & instructional services (§55251)**

Comments, if any.

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The District will assign adequate qualified academic personnel and clerical staff to direct, maintain and promote the program. The District will assure full compliance with the requirements of this District Plan and relevant Title 5 sections. For example, the District will provide adequate and continuous guidance services to students by qualified academic and staff personnel, services for initiating and maintaining on-the-job learning opportunities, coordination of the program and record maintenance.

**(b) If district changes the plan, will submit changes for approval (§55251)**

Check to indicate compliance

Yes