

Note: This procedure is **legally required** to comply with Ed Code if the District permits work experience. Local practice may be inserted, *but must* involve the template language.

New – GCCCD Procedure

First Reading–10/22/12

Second Reading–11/26/12, 4/22/13

Final Reading–5/22/13

[t1] **AP 4103** **Cooperative Work Experience**

Reference: ***Title 5 Sections 55250 et seq.***

Date Issued:

[CCLC template, except italicized language]

The Grossmont-Cuyamaca Community College District (District) Chancellor shall ensure that these administrative procedures regarding Work Experience (WEX) are set forth in detail in the WEX Handbook, Cooperative [t2] Career Education/Work Experience Operating Procedure and include, but ~~may~~ are ~~not be~~ limited to, the following components:

- A plan that is developed and submitted to the California Community Colleges Chancellor's Office, which includes:
 - ♦ The systematic design of a program whereby *District* 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
 - The District will furnish commercial general liability and workers compensation insurance coverage for the students while participating in the WEX Program and actually working for the host agency
 - The cooperating host agency agrees to provide the student an opportunity to learn and perform within the framework of its operation without regard to race, age, color, national origin, sex, or disability
 - ♦ Guidance services
 - ♦ A sufficient number of qualified academic personnel to direct the program
 - ♦ Processes that assure that District students' on-the-job learning experiences are documented with written specific, attainable, ~~and~~ and measurable student learning outcomes, and ~~SMART~~ goals, detailing the expectations that students are: 1) required to meet certain criteria, 2) evaluated by the employer based on that criteria, and 3) graded based on methods for awarding grades and credit.
 - ♦ Adequate clerical and instructional services are provided
- 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 *the* student's qualifications, statement of student hours worked, *and an* evaluation of *the student's* performance [t3]
- Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the *student's* final grade

See also: BP/AP 7270 Student Workers