**Chaffey College**

**DRAFT Cooperative Work Experience Education Plan**

**Responsibilities of the District, College, Student, and Employer**

* 1. **Responsibilities of the District**
  2. **Approved Plan Required**.

Responsibilities of the District are to design and follow this approved plan for Cooperative Work Experience Education. This Cooperative Work Experience Education program which has been approved by Chaffey College Board of Trustees and claimed for apportionment. 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. (§55250, §58501, §5800.9)

Work-experience education includes the employment of students in part-time jobs selected and approved as having educational value for the students employed therein and coordinated by college employees. (§55250.3)

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901,

70902 and 78249, Education Code.

1.2 **Requirements of Plan.**

(a) The district plan contains the following provisions:

(1) A statement that the district has officially adopted the plan, subject to approval by the State Chancellor.

(2) A specific description of the respective responsibilities of college, student, employer, and other cooperating agencies in the operation of the program.

(3) A specific description for each type of Cooperative Work Experience Education program.

(4) A description of how the district will:

(A) Provide guidance services for students during enrollment in Cooperative Work Experience Education.

(B) Assign a sufficient number of qualified, academic personnel as stipulated in the district plan to direct the program and to assure district services required in section 55255.

(C) Assure that students' on-the-job learning experiences are documented with written measurable learning objectives.

(D) With the assistance of employers, evaluate students on-the-job learning experiences.

(E) Describe basis for awarding grade and credit.

(F) Provide adequate clerical and instructional services.

(b) Prior to implementation, any changes or revisions to the district plan shall be submitted for approval to the Chancellor. (§55251)

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 78249, Education Code.

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

(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. (§55252)

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 78249, Education Code.

1.4 **Laws or Rules Applicable to 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)

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 78249, Education Code

* 1. **Funds for Work Experience Programs for Students with Developmental Disabilities**.

The Board of Trustees which established and supervised this 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. (§55250.4)

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 78249, Education Code.

* 1. **Work-Experience Education Involving Apprenticeable Occupations**.

Work experience education involving apprenticeable 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.

(§55250.5)

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

* 1. **Work Experience Outside the District.**

The Chaffey College Board of Trustees may provide for the establishment and supervision of work experience education programs providing part-time jobs for students in areas outside the district. (§55250.6)

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 78249, Education Code.

* 1. **Wages and Workers' Compensation.**

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. (§55250.7)

Note: Authority Cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 78249, Education Code.

* 1. **College Credit and Repetition.**

(a) For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours or 24 quarter credit hours, subject to the following limitations:

(1) General Work Experience Education.

A maximum of six semester credit hours or nine quarter credit hours may be earned during one enrollment period in general work experience education.

(2) Occupational Work Experience Education.

A maximum of eight credit hours may be earned during one enrollment period in occupational work experience education.

(b) The district policy on course repetition adopted pursuant to section 55040 may permit a student to repeat a cooperative work experience course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education set forth in subdivision (a). Consistent with section 58161, attendance of a student repeating a cooperative work experience course pursuant to this subdivision may be claimed for state apportionment.

(§55253)

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

**1.10 District Services**.

(a) The Chaffey College 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 in this 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.

(§ 55255)

Note: Authority cited: Section 70901, Education Code. Reference: Sections 70901, 70902 and 78249, Education Code.

1.11 **Records.**

(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.

(§55256)

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 78249, Education Code.

1. **Responsibilities of the College**

**2.1 College- defined student qualifications.**

The College establishes the following criteria for students:

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.

( §55254)

Note: Authority cited: Section 70901, Education Code. Reference: Sections 70901, 70902 and 78249, Education Code.

2.2 **Work Experience Credit.**

(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.

(§ 55256.5)

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

2.3 Provide CWEE Coordinators/Instructors time to maintain and promote the CWEE program, maintain weekly student contact hours to consult with students, consult in person with employers at least once each semester, and teach the orientation class.

2.4 Provide financial support to the CWEE program including supplies and equipment; necessary travel expenses for worksite visits required for coordination; and professional development.

2.5 **Retention of a CWWE Coordinator:**

The responsibilities of the CWEE Coordinator include the following:

a. Develop contacts with business, industry and governmental agencies for potential job

learning stations;

b. Maintain good public relations by speaking to civic, educational, governmental, and service

organizations;

c. Introduce CWEE instructors to key personnel within business, industry and governmental

agencies;

d. Work closely with the college counseling/career center staff;

e. Maintain liaison with the faculty and administration;

f. Handle student and instructor appeals related to CWEE;

g. Administer the CWEE budget;

h. Participate in college advisory committees;

i. Provide appropriate and continuous instructional support and supervision for students

throughout their enrollment in CWEE;

j. Evaluate student program applications to determine eligibility for entrance into the program;

k. Discuss and approve student learning objectives and ensure that they are measurable and

academically rigorous;

l. Provide a weekly CWEE class (orientation);

m. Provide referral to counseling, career center, and other student services staff as needed;

n. Obtain written employer evaluations, in addition to completing an on-site consultation with

the employer;

o. Alternatives to in-person site visits will be approved on a case­ by-case basis by the CWEE

Coordinator and documented on the Site Visit form.

p. Assure that work done by students contributes to their occupational or educational goals.

q. Individual student learning objectives identifying new or expanded learning will be agreed

upon by employer, CWEE Coordinator/ instructor and student.

r. Performance evaluations on these specific objectives at the end of the enrollment term will

assure that work done by students contributes to their occupational or educational

goals.

s. Evaluate work done by students and award grade and credit for successful accomplishment

each enrollment term

t. Consult with employers in person to assess student progress on the job;

u. Receive written overall evaluation of students from employers, as well as the rating on

specific learning objectives set forth for the semester;

v. Evaluate the CWEE Program through the college program review process.

w. Participate in the evaluation process for CWEE instructors.

x. Provide the instructor with CWEE forms for students and employers including the district's

liability for unpaid internships.

y. Collect CWEE student records from CWEE instructors and maintain work experience

participant records according to Title V regulations

z. Maintain records which are signed and dated by CWEE Instructor/Coordinator, Employer, and student including the following:

i. Documentation by CWEE Instructor/Coordinator of consultations with the student;

ii. Documentation by CWEE Instructor/Coordinator of consultations with employers in

person with the employer or designated representative at the employer's place

of business once each semester; unless site meets the alternative "In-Person"

options.

iii. Written evaluation by CWEE Instructor/Coordinator of each student, including the

final grade.

iv. The Chaffey College District Unpaid Internship Agreement signed by the CWEE

instructor, the employer or designated representative, and the student when

applicable.

**2.6 Retention of CWEE Instructor(s)**

**2.6.1** The responsibilities of the CWEE Instructor(s) include the following:

a. Award student grade and units earned based on evaluations of job site

hours, required documents, course assignments, and student performance reviews

from employers.

b. Maintain weekly student contact hours to consult with students, consult in person with

employers at least once each semester, and teach the orientation class;

c. Maintain records including the following:

i. Chaffey College District waiver forms and required documents

ii. student application form

iii. learning objective agreement

iv. performance evaluation

v. timesheet

vi. when applicable, an unpaid internship agreement to the CWEE coordinator by the end of the enrollment term.

2.6.2 Work Experience hours must be completed during the term in which they are enrolled.

**2.7 Retention of Adequate Clerical Assistance**

The responsibilities of adequate clerical staff include providing sufficient clerical assistance to the

CWEE program to maintain records;

**2.8 Retention of Adequate Instructional Services**

The responsibilities of adequate instructional services, including counselors, include providing

support to the CWEE program to enhance student success.

1. **Responsibilities of the student**

**3.1 Student Qualifications**

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.

(§55254)

Note: Authority cited: Section 70901, Education Code. Reference: Sections 70901, 70902 and 78249, Education Code.

**3.2 Student Responsibilities**

Students will be responsible for the following:

1. Attend required weekly orientation, group seminars, and/or individual conferences called by

the CWEE instructor.

1. Notify the CWEE instructor of any changes of job, supervisor, or work hours.
2. Return completed and signed Chaffey College District waiver form and required documents to the CWEE instructor including an application form, learning objective agreement form, performance evaluation forms, timesheet, and when applicable an unpaid internship agreement form.
3. Complete and sign the Chaffey College District Waiver/Assumption of Risk form at the beginning of the enrollment term and prior to the start of the student's work participation at the job learning station.
4. Complete and sign, if applicable, the Self Employment form designating and identifying a qualified supervisor/mentor for the self-employed student.
5. Report hours worked.
6. Consult the CWEE Instructor and/or Coordinator concerning job-related problems.
7. Participate in part-time or full-time paid employment; OR Paid or unpaid internships.

**NOTE:** Unpaid internship participants must submit a signed and dated Chaffey College Unpaid Internship Agreement form to CWEE Instructor prior to start of unpaid internship; **AND**

1. Be enrolled in General Work Experience Education (198) which is supervised employment intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the student's educational goals and is not transferable; **OR**
2. Be enrolled in Occupational Work Experience Education (298/498) which is supervised employment extending classroom-based occupational learning at an on-the-job learning station relating to the student's educational or occupational goal for which his/her college program has been designed.
3. Students must submit required program forms and assignments during the term in which they are enrolled.

**4.0 Responsibilities of the Employer and the Job Learning Stations**

**4.1 Job Learning Stations.**

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.

(§ 55257)

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 78249, Education Code.

**4.2 Employers’ Records**

Employers agree to sign the following forms and complete the following activities:

i. Assist students to define new or expanded measurable on the job learning objectives. The objective will be written by the student on the Learning Objectives form, and approved by the employer and instructor; and

ii. Evaluate on the Performance Evaluation form agreed upon learning objectives at midterm and at the end of the work experience activity; and

iii. Meet with the instructor at the student's job learning station once each semester and complete the Site Visit form documenting the in-person consultation(s) with the employer or designated representative; and

iv. Sign and verify the student's hours worked on the Time Sheet form; and

v. Sign the Chaffey College District Unpaid Internship Agreement form when applicable. For liability purposes, a signed and dated form must be submitted to the CWEE office at the beginning of the enrollment term and prior to the student's start of the unpaid internship; and

vi. Verify information on the Application form to establish the location of the student's job learning station, the type of job held, the course identifier, and the number of units in which each student is enrolled.

**5.0 Other Responsibilities**

5.4 College Credit and Repetition §55253

(a) For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours or 24 quarter credit hours, subject to the following limitations:

(1) General Work Experience Education.

A maximum of six semester credit hours or nine quarter credit hours may be earned during one enrollment period in general work experience education.

(2) Occupational Work Experience Education.

A maximum of eight credit hours may be earned during one enrollment period in occupational work experience education.

(b) The district policy on course repetition adopted pursuant to section 55040 may permit a student to repeat a cooperative work experience course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education set forth in subdivision (a). Consistent with section 58161, attendance of a student repeating a cooperative work experience course pursuant to this subdivision may be claimed for state apportionment.