

**Title V: Education**

Division 6: California Community Colleges

Chapter 6: Curriculum and Instruction

Subchapter 3: Alternative Instructional Methodologies

**Article 4: Cooperative Work Experience Education**

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**§ 55250. Approved Plan Required.**

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.

**§ 55250.2. 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.

**§ 55250.3. "Work Experience Education."**

Work-experience education authorized by this article 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.

**§ 55250.4. Funds for Work Experience Programs for Students with Developmental Disabilities.**

The governing board of any community college district which establishes and supervises a workexperience 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 workexperience 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.

**§ 55250.5. 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.

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

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

**§ 55250.7. 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.

**§ 55251. Requirements of Plan.**

- (a) The district plan shall contain 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.

**§ 55252. 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.

**§ 55253. 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 in general work experience education.
  - (2) Occupational Work Experience Education.  
A maximum of eight credit hours may be earned in occupational work experience education during one enrollment period up to a total of 16 semester or 24 quarter credit hours.
- (b) If a college offers only one course in occupational work experience in a given field and that course is not offered as a variable unit open-entry/open-exit course, the district policy on course repetition adopted pursuant to section 55040 may permit a student to repeat that 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.

#### **§ 55254. 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.

#### **§ 55255. District Services.**

- (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.

**§ 55256. 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.

**§ 55256.5. 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.

**§ 55257. 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.