

Cooperative Work Experience Education Overview and Update

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Substantive changes have been made to T5 regulations concerning CWEE between 6/07 and 11/09.

These changes are the result of

- input from the southern CA “Tri-Regional” and the northern CA/Bay Area CWEE practitioners
- the COSAC/Work-Based Learning and Employment Services and
- the recommendations of the State Academic Senate

CWEE PRIMER

CWEE is an academic program in which students earn transferable credit for achieving new or improved knowledge or skills on-the-job

All districts must have a “District Plan for CWEE” approved by the CCCCCO

Two forms: *General WE* and *Occupational WE*

- General Work Experience has learning objectives broader than one occupational discipline.
- Occupational Work Experience is focused solely on the particulars skills of one occupational area

Primer (cont)

- Students can earn up to 8 units (Occupational) or 6 units (General) in one semester
- Courses are repeatable and count toward apportionment for up to 16 units
- Students must document 75 hours (paid) or 60 hours (volunteer) per unit
- Units are awarded based on the achievement of specific, measurable, college-level learning objectives
- Faculty, employers and students work together to develop learning objectives and evaluate outcomes
- Coordination of CWEE programs may be centralized or decentralized

Rationale for Awarding Units

Units are based on achievement of specific, measureable objectives that involve the rigor of **college-level learning** and a time commitment appropriate for the number of units awarded.

Complies with Title V section 55002(a)(2)(A) (Standards and Criteria for Courses).

Each district has the responsibility to determine the quantity, types and nature of students' learning objectives that would qualify for a specific number of units.

REGULATIONS

Title V (Division 6, Chapter 6, Subchapter 3, Article 4) Sections 55250-55257

http://www.mendocino.edu/docs/work-experience/Title_V_12-09.pdf

Faculty Load

Title V, § 58051(b) - Method for Computing Full-Time Equivalent Student (FTES):

For the purpose of work-experience education programs... *the student/instructor ratio in the work-experience education program shall not exceed 125 students per full-time equivalent academic coordinator.*

Apportionment Value

Title V Section 58009. Application of Alternate Attendance Procedure for Independent Study, Work-Experience and Certain Distance Education Courses.

CCCCO Student Attendance Accounting Manual

<http://www.cccco.edu/SystemOffice/Divisions/FinanceFacilities/FiscalServices/AllocationsSection/StudentAttendanceAccountingManual/tabid/833/Default.aspx>.

CHAPTER 3: FULL-TIME EQUIVALENT STUDENT (FTES) ATTENDANCE ACCOUNTING; “Application of Attendance Procedures”

6. Courses of Independent Study and Work Experience Education (includes credit or noncredit Distance Education courses)

- a. Credit Courses: For courses of independent study and work experience education (IS/WEE), **one student contact hour shall be counted for each unit of credit** for which the student is enrolled as of the census date or day. Reference: ECS 84501, T5 58003.1(f)(1), T5 55250, T5 58782
- b. Student contact hours (units) of enrollment for IS/WEE credit courses scheduled coterminously with the primary term are counted as of the census week and date as prescribed by T5 58003.1(b), and T5 58782 (weekly census procedures). **The term length multiplier is the same as for all other primary term weekly census credit courses.** (See computations for Weekly Student Contact Hour Procedure, pages 11 and 12.)
- c. Student **contact hours (units) of enrollment for short-term or intersession IS/WEE credit courses are counted as of the census day** determined as prescribed by T5 58003.1(c) and T5 58782 (daily census procedure). (See computations for Daily Student Contact Hour Procedure, page 12.) Student contact hours (units) of enrollment for short-term or intersession IS/WEE courses counted as of the census day may be multiplied by the same course length multiplier (or TLM) that produces the same total WSCH for the same student effort as would be generated in such courses conducted in the primary terms. Reference: T5 58003.1(f)(1)

Supervision of Students

Title V, § 58051(b) - "Immediate supervision" of off-campus work training stations means ***student participation in on-the-job training*** as outlined under a training agreement, coordinated by the community college district under a state-approved plan, wherein the ***employer and academic school personnel share the responsibility for on-the-job supervision.***

There are no requirements for line-of-site supervision, making CWEE a good option for “practicum” or “internship” courses

RECENT TITLE V CHANGES

July 2007 Board of Governors meeting

Section 55252, Types of Cooperative Work

The distinction between “Alternate” and “Parallel” cooperative work experience education was eliminated and these two types have been consolidated.

Effect: students can enroll in up to 8 units of Occupational Work Experience in any semester.

May 2008 Board of Governors meeting

Section 55253. College Credit and Repetition

Section 58161. Apportionment for Course Repetition

Section 55254. Student Qualifications (Alternate and Parallel plan)

Section 55255. District Services (in-person visits)

Section 55253. College Credit and Repetition

The amendment to Title 5 created an **exception to the general rule for repetition of activity courses** to allow students to take the full number of units of cooperative work experience, which would otherwise be allowed.

- (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.

Section 58161. Apportionment for Course Repetition.

A community college district may claim the attendance of students who repeat credit courses for state apportionment only if so authorized by this section and if all other requirements of this chapter are satisfied.

(h) The attendance of a student repeating a cooperative work experience course pursuant to section 55253 may be claimed for state apportionment without limitation.

Section 55254. Student Qualifications

It was amended to **delete requirements related to enrollment in the parallel or alternate plans of cooperative work experience.**

The first phase of revisions to chapter 6 (55252) eliminated the distinction between the parallel and alternate plans but the reference to these plans in section 55254 was overlooked. The amendments resolve this problem.

Section 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 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.
- (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.

CCC Chancellor's Report on Alternatives to In-Person Visits

www.mendocino.edu/docs/work-experience/Report_on_Alternative_to_InPerson_Consultations_4-09.pdf

Several limited circumstances occur when districts might reasonably permit an alternative to an “In-person” visit.

The most common circumstances include the following:

- The worksite is hosted by a reliable entity with a strong track record.
- The student and supervisor are repeating Work Experience—they know about the program and instructors know them.

Other Limited Circumstances may occur when Districts Might Reasonably Permit an Alternative to an “In-person” Visit.

- Emergency and security of instructor, supervisor, or student.
- Work hours of student or supervisor do not match the instructor's.
- Student and supervisor are working in virtual offices.
- Distance.

November 2009 Board of Governors meeting

Section 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 **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.

Added the clause “during one enrollment period” Technical revisions for clarity and parallel regulation structure in subdivision (2) are also included.

Allows students to enroll in 6 units of General Work Experience Education during one enrollment period, and clarifies that students can enroll in 8 units of Occupational Work Experience Education during one enrollment period.

Synopsis

- Students can enroll in CWEE without enrolling in other courses
- Students can earn up to 8 units (OWE) or 6 units (GWE) in one enrollment period
- Students can repeat CWEE to earn up to 16 units; repetitions can be counted for apportionment
- One student contact hour shall be counted for each unit of credit for which the student is enrolled; student contact hours (units) of enrollment for short-term or intersession IS/WEE credit courses are counted as of the census day
- Alternatives to “in-person” visits to employers are allowed “under limited circumstances” as defined by the district and in keeping with guidelines adopted by the Chancellor
- Each district (or individual college) must revise and have the local BOT and CCCCO approve the District Plan for Work Experience Education in order to take advantage of these changes in T5

For more information:

http://www.mendocino.edu/tc/pg/5188/for_cwee_instructors.html

<http://www.cccco.edu/ChancellorsOffice/Divisions/EconDevWorkPrep/CTE/CooperativeWorkExperienceEducation/tabid/1258/Default.aspx>