

**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.

Mendocino-Lake CC District		

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: Dan Jenkins

Title: Director, Cooperative Work Exp Education

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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: 8/4/2010 (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).

This District Plan for CWEE was developed by the Mendocino-Lake CCD CWEE Director in collaboration with CWEE faculty and in consultation with the Dean of Career Technical Education. The Plan was reviewed and approved by the MLCCD Academic Senate leadership.

The District's CWEE Director, Dan Jenkins, serves on the Chancellor's State-wide Advisory Committee for Work-Based Learning and Employment Services, which was directly involved in drafting the recommended changes in Title V that were enacted and which created the need for the revised District Plans.

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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.

When sanctioning an UNPAID CWEE with an employer, district personnel are expected to exercise reasonable judgment in determining the legitimacy and safety of the worksite. The district's prior experience with the employer, the employers' history and reputation in the community and the type of work involved are useful criteria for making such a determination. A memorandum of Agreement between the employer and the District indicating the employer's compliance with pertinent laws and regulations, and students' individualized Learning Objectives provide further reassurance of a legitimate and safe work-site learning experience.

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(a) **District responsibilities**

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.

CWEE forms and student files shall be standardized District-wide. All CWEE-specific forms and modifications thereof must be approved by the CWEE director before their use. The files of students completing CWEE will contain at least the following forms, signed by the student, employer, and instructor/coordinator, as required: a record of work permit issued if applicable; signed by designated issuing agent; CWEE Application; Job Description; Time Sheet(s); draft and approved Learning Objectives; Employer Evaluation; Student Self-Evaluation; and, for General Work Experience Students, a written Project.

Additionally, written notes will be maintained in the student file of all in-person meetings and phone conversations between District personnel and student and employer, which are to be initialed and dated after each entry. Notes regarding consultation with the student and/or employer for the purpose of evaluating the student's progress will clearly indicate the student's progress in achieving the Learning Objectives, and a general assessment of work performance. Copies of all written letters, memos, notifications and email to students and employers will also be placed in the file in a timely manner.

The instructor will record a student's progress and outcomes in a Student Assignment Tracking/Grading form, which will provide the basis for the student's final grade, which will be noted on this form.

Student records will be maintained for 4 years, after which they will be destroyed.

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(b) Student responsibilities (§55251):

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.

Students must attend a CWEE orientation at the beginning of each semester which provides students with all the information necessary to successfully comply with CWEE course requirements. Students may be excused from attending an orientation on the following conditions:

1. The student completed CWEE the previous semester with a grade of "A".
2. By the date and time of the final scheduled orientation of the current semester, the student is enrolled in CWEE, has submitted a signed CWEE Application and has submitted a sufficient number of draft Learning Objective(s) for the units being attempted, and that generally meet the course requirements for Learning Objectives.
3. After submitting the application and Learning Objective(s), the student has communicated with the CWEE instructor and received permission to not attend the orientation.
4. The student agrees to meet with the instructor during the semester when the instructor visits with the employer.

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(c) Employer responsibilities (§55251):

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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All employers are expected to sign a Memorandum of Agreement with the District in which the roles and responsibilities of both the Employer and District, in keeping the Title V requirements, are outlined.

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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."

Several limited circumstances occur when the District might reasonably permit an alternative to an "In-person" visit, and must be approved on a case-by-case basis by the CWEE director. In these cases district personnel will exercise reasonable judgment in determining the legitimacy of the workplace as part of the normal operating procedure of the CWEE program. Circumstances justifying an alternative to in-person visits may include the following: the worksite is hosted by an established and easily verifiable entity, the worksite has an established and positive relationship with college; the student and supervisor are repeating CWEE; extraordinary work-place security concerns exist which impair the ready ability for an in-person consultation; work hours of student or supervisor do not match the instructor's and cannot be easily accommodated; student and supervisor are working in virtual offices; and/or the workplace is too distant, and travel would be prohibitive.

Types of acceptable options to use in lieu of an in-person visit include, but are not limited to: Phone; Teleconference; E-mail; Partner with instructors from other colleges; Video/web conference; U.S. Postal Service

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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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None

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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 Apprenticeable Occupations. (§55250.5)
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.

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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.

The Mendocino Community College district will provide appropriate and continuous guidance services for students throughout their enrollment in Cooperative Work Experience Education. Each student will be assigned a certificated instructor/coordinator who will provide the student with an orientation to CWEE; advice and feedback regarding Learning Objectives; and guidance and feedback regarding the student's attempts at achieving the Learning Objectives.

Furthermore, Mendocino College's office of Student Services provides counseling services designed to assist students in pursuing appropriate career and educational goals and provide assistance to students who are struggling in their academic progress. The counseling staff is available to both enrolled and prospective students. All new students are encouraged to meet with a counselor to develop an education plan during their first semester.

(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 provide one full-time CWEE faculty member to serve as CWEE Program Director. The Program Director will be responsible to do the following:

1. Administer the CWEE budget, in consultation with the appropriate Dean
2. Schedule CWEE sections, in consultation with the appropriate Dean
3. Provide direction and oversight to adjunct and other faculty members instructing CWEE students to ensure compliance with CWEE regulations and standards
4. Develop and maintain relationships with business, industry and agency employers to ensure the availability of CWEE work sites
5. Develop, update and otherwise modify CWEE curriculum as necessary
6. Develop, update and otherwise modify CWEE program policies, procedures, and forms as necessary
7. Maintain and update the CWEE website
8. In coordination with the office of Institutional Research, gather and analyze program evaluation data
9. Complete Program Review, as required
10. Periodically audit a random sample of CWEE student files for quality assurance purposes
11. Oversee the development, assessment and revision of Student Learning Outcomes
12. Serve as initial point-of-contact for student and instructor appeals as they relate to CWEE
13. Engage in marketing and outreach activities
14. Supervise the CWEE program administrative assistant
15. Fulfill other contractual obligations of a full-time faculty member

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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.

Students may enroll in CWEE when employed in part-time jobs outside the District only when the legitimacy of the employer and employment can be verified, as described in sections II-2a (District Services) and II-2c (Consultation) of this document.

The District will provide Workers' Compensation and Liability insurances for any student engaged in an unpaid internship or volunteer work when enrolled in CWEE and when the worksite serves as a CWEE learning station.

Any employer participating in CWEE will be expected to sign a Memorandum of Agreement with the District in which the employer agrees to comply with pertinent aspects of the District Plan for CWEE, in particular the requirements outlined in Title V section 55257.

All employers will be required to sign the District's CWEE Student Application. By signing, the employer agrees to do the following: review and approve learning objectives; sign monthly time sheets; meet briefly with the course instructor; review and sign the student's self-evaluation; and complete an evaluation of the student at the end of the semester.

CWEE instructor/coordinators will consult with each student's employer at least once each semester for the purpose of evaluating the student's progress toward achieving his or her Learning Objectives.

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

Describe the specifics on how district will achieve this requirement.

1. A database will be maintained of all students enrolled in CWEE each semester, tracking the students' compliance with program requirements. Students not in compliance with CWEE program requirements will be contacted and given an opportunity to achieve full compliance; those that fail to do so will be dropped from the Program or receive a failing grade.
2. Each student will have a separate file containing forms and documents as described section II-2a (Records) of this document. All student documents will be reviewed by the student's instructor/coordinator, and will serve as the basis for decisions regarding continued enrollment and final grade.
3. All students will be required to attend a CWEE orientation, unless exempt in accordance with section II-2b of this document.
4. Students must submit completed assignments, signed by the student and employer, which include a CWEE Application, Job Description, Learning Objectives, Time Sheets, and Self-Evaluation. Assignments must be submitted in accordance with an assignment schedule provided to students at the beginning of each semester. All assignments will be reviewed in a timely manner for accuracy and completeness by the student's instructor/coordinator.
5. Instructor/coordinators will maintain contact with students via email, phone, and/or postal mail, and will consult with students and employers at least once each semester for the purpose of evaluating students' progress toward achieving Learning Objectives.

(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.

Students will be expected to consult with employers to identify and draft written Learning Objectives, which will be reviewed by CWEE instructor/coordinators to ensure each Learning Objective is properly formatted and describes a college-level learning experience that justifies earning college credit.

Learning Objectives will be drafted by the student, after consultation with the employer, according to instructions and in a format provided to the student by the instructor/coordinator, and which can be found on the CWEE website and in the CWEE Student Handbook. Learning Objectives must be approved by both the employer and the instructor/coordinator before becoming the student's official description of his or her learning process and objective, and serving as the basis for awarding credit.

Written Learning Objectives must provide a statement of the knowledge or skills the student intends to achieve; specific, measurable/observable outcomes of this achievement; a specific and realistic learning process; and an intended achievement date.

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

Describe the specifics on how district will achieve this requirement.

Employers will be required to complete an Employer Evaluation of the Student form at the conclusion of the semester (or when the student completes his or her Learning Objective(s)). The instructor/coordinator will review and discuss this document with the employer before the employer is expected to complete it.

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

Comments, if any.

The District will provide instructional services, student personnel services, and clerical assistance as deemed essential to the success of the program.

Each student will be assigned an instructor/coordinator. The full-time load for an instructor/coordinator will be 125 students. Full-time Instructor/coordinators may take additional students in excess of a full-time load, and will be compensated for the additional students according to the District's compensation agreement with the instructor/coordinator's bargaining unit.

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

Check to indicate compliance

Yes