

WORK EXPERIENCE

DEFINITION AND PURPOSE

Work experience education involves student employment and/or internships selected, approved, and supervised by the District's colleges to provide meaningful work experiences related to the course of study, or specific career pathway training, combined with instruction in critical workplace skills. It should be integrated as part of a student's educational pathway allowing students to achieve both educational and occupational goals. Work experience education assists the student in developing career awareness; learning industry culture, competencies and norms; and developing professional networks in their desired field to support career mobility.

Work experience education may include paid or unpaid employment, full or part-time employment, and may be structured as separate credit or noncredit classes or integrated as a component of a course.

Work experience education should provide economically disadvantaged students with opportunities to earn a wage while completing program requirements and earning academic credit.

DISTRICT RESPONSIBILITIES

1. Each college shall enter into a work experience education agreement with each participating employer prior to any student beginning their work experience opportunity, as well as an agreement stipulating the student's agreed upon learning objectives.
2. Each college shall ensure that students receive regular and substantive feedback and written evaluations of their progress toward meeting their learning objectives.
3. Each college shall provide guidance services to students during enrollment in work experience education through academic counseling services and a work experience education orientation, as applicable.
4. Each college shall assess student progress in work experience education through written, measurable, learning objectives and outcomes. The college will assign grades or other evaluative symbols to mark student achievement in work experience education courses, and award units of credit, when applicable.
5. Each college shall clearly communicate student responsibilities related to work experience education and ensure equitable access to work experience opportunities for underrepresented and socioeconomically disadvantaged students.
6. Each college shall identify appropriate public or private employers to partner with in providing work experience education opportunities to students.
7. The District shall analyze disaggregated work experience enrollment, persistence, and course success data related to certificate, degree and transfer attainment (disaggregations including, but not limited to, student race/ethnicity, income status, gender, and accessibility status for credit & noncredit work experience).
8. The District may subsidize student work experience education provided by public employers, or by private employers for the employment of students with disabilities. Any appropriate fund source may be used for such subsidies, which shall be calculated not to exceed a reasonable estimate of the net costs of providing the work experience education opportunity and shall not be used to inflate

an employer's usual compensation rate for work experience employees. The district may provide workers' compensation insurance for students employed in unpaid work experience education.

9. The District shall provide sufficient administrative support, including classified and instructional personnel, for initiating and maintaining relationships with work experience employers, coordinating programs, and supervising students.

WORK EXPERIENCE EDUCATION DOCUMENTATION

1. Each college shall enter a work experience training agreement with each participating employer prior to any student beginning their work experience. Such agreements shall document the following:
 - a. the respective supervisory obligations of the college and the employer with respect to work experience students placed at the employer's site;
 - b. arrangements for the payment of student workers' compensation coverage, which must be covered by employers of paid work experience student employees, but is subject to negotiation with respect to unpaid work experience student employees;
 - c. the employer's acknowledgement of the purposes of this article, and the district and college's work experience education policies or procedures, and agreement to support their purposes;
 - d. the employer's intent to provide a continuous work experience during the enrollment term of each work experience student, and validate all student hours worked;
 - e. the employer's agreement to provide adequate facilities, equipment, and materials at the work experience site to achieve the learning objectives;
 - f. that work-experience education involving apprenticeable occupations complies with division 3, chapter 4 of the Labor Code (sections 3070 through 3100), and with any applicable rules, regulations, and standards adopted by the California Apprenticeship Council;
 - g. the employer's agreement that all work experience employment shall be free from discrimination and harassment based race, sex, disability and other forms of bias, and that the employer will afford all persons in the workplace, regardless of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other basis that is contained in the prohibition of hate crimes set forth in Penal Code, section 422, subdivision (a), equal rights and opportunities;
 - h. that work experience education shall be conducted in compliance with the requirements of this article, and that all state and federal laws applicable to the employment of minors apply to work experience education courses; and,
 - i. any other matters deemed appropriate by the District or college.
2. **Learning Objectives:** The appropriate college representative, the employer, and the student shall sign a learning objectives agreement. The learning objectives shall document the following:
 - a. the work experience education student's individual educational objectives aligned with the course outline of record;
 - b. the hours of work and a clear explanation of the student's work experience job duties;
 - c. the responsible supervisors at the college and the employment site;
 - d. a commitment from the employer and the college that students will receive regular and substantive feedback, and written evaluations of their progress toward meeting their learning objectives; and,
 - e. any other matters deemed appropriate by the District or college.
3. **Self-Employed Work Experience Students:** Work experience students who are self-employed must identify an individual to serve as a work experience advisor, subject to approval of the college.

This individual shall assist the student to identify work experience learning objectives and sign the learning agreement described above in place of the employer, which may be modified as appropriate to the self-employment arrangement.

4. **Student Records:** Each college shall retain as student records the following documents for each work experience education student:
 - a. Learning agreements establishing hours that will be worked;
 - b. statements verifying hours worked;
 - c. records of consultation with the employer;
 - d. records of faculty consultation;
 - e. evaluation of student achievement of learning objectives by instructor;
 - f. the work permit for minor students; and,
 - g. records of the final grade.

Title 5, Section 55250 et seq.
California Education Code Section 78249