



Policy

4103 Work Experience

The Board recognizes that practical knowledge obtained through work experience is an integral part of student preparation. The Board directs the Chancellor to ensure that credit given for work experience meets applicable state requirements.

References:

Title 5 Sections [55250 et seq.](#)

Adopted: February 14, 2018

Last Reviewed: February 14, 2018

Administrative Procedure

4103 Work Experience

The District plan is developed and submitted to the California Community Colleges Chancellor's Office, which includes, but is not limited to:

- The systematic design of a program whereby students gain realistic learning experiences through work;
- A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;
- A specific description of guidance services provided for students during enrollment
- A sufficient number of qualified academic personnel to direct the program and to assure District services required in Section [55255](#);
- A process to assure students' on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described;
- Adequate clerical and instructional services.
- The maintenance of records that include the type and units of work experience in which student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and that a work permit was issued.
- The maintenance of records by a supervising faculty member that shows consultation with the employer and the student, evaluation of the student's achievement, and the final grade.

References:

Title 5 Sections [55250 et seq.](#), [55251](#), [55252](#), [55253](#), [55254](#), [55255](#), [55256](#), and [55257](#)

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