

## **CITRUS COMMUNITY COLLEGE DISTRICT ACADEMIC AFFAIRS**

### **AP 4103 COOPERATIVE WORK EXPERIENCE**

Reference: Title 5 Sections 55250 et seq.

A Cooperative Work Experience plan is developed and submitted to the Board of Trustees. This plan will include:

- The systematic design of the program whereby students gain realistic learning experiences through work;
- Specific descriptions of the respective responsibilities of the college, the student, the employers and other cooperating agencies;
- A description of guidance services offered to prospective and accepted students;
- Assurances that there is a sufficient number of qualified academic personnel to direct the program;
- Processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives;
- Criteria for student participation and evaluation;
- The basis for awarding grades and credit;
- Information about how adequate clerical and instructional services are provided; and
- A statement that the District has officially adopted the plan, subject to the approval by the Board of Trustees.

In addition, procedures address the maintenance of records that include the type and units of work experience in which the student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of the student, and issuance of a work permit.

To enroll in a work experience class a student must:

- Be in good standing in a program of study that aligns with the Cooperative Work Experience class
- Identify the student's Faculty Advisor in a related discipline and the student's Worksite Supervisor

Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade. Final grades will be determined by the work experience instructor who may consult with the employer.

Board Approved	05/18/10
Revised	05/27/14
Revised	10/01/19
Revised	11/16/21