
Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4103 WORK EXPERIENCE EDUCATION

Purpose and Definition of Work Experience Education

- The purpose of work experience education is to provide students with an integrated instructional program that provides opportunities to connect academic curricula to applied experiential learning in the workplace. Work experience education should be substantive in nature, linked in a way relevant to a student's educational pathway, and contribute to demonstrable learning outcomes that have value towards a degree or certificate.
- Work experience education within the California Community Colleges involves student employment and/or internships selected, approved, and supervised by districts to provide meaningful work experiences related to the course of study, or specific career pathway training, combined with instruction in critical workplace skills. 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. It should be integrated as part of a student's educational pathway allowing students to achieve both educational and occupational goals.

Academic Affairs shall ensure that the District maintains a current plan approved by the State Chancellor's Office for the administration and operation of its work experience education (WEE) program. This plan will include:

- The respective responsibilities of the college, faculty, the student, the employer, and any other cooperating individuals or agencies involved in providing work experience education.
- The types of work experience education offered by the District.
- How the District will:
 - Provide guidance services for students during enrollment in work experience education;
 - Assign sufficient instructional or other personnel to direct the program and provide other required District services;
 - Assess student progress in work experience education through written, measurable learning objectives and outcomes;
 - Ensure planned opportunities for students to discuss their educational growth with the appropriate college and employer representatives at regular intervals within each term;

- Assign grades or other evaluative symbols to mark student achievement in work experience education courses, and award units of credit, when applicable;
- 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);
- Ensure adequate clerical and instructional services are available to facilitate the program; and
- Ensure equitable access to work experience opportunities for underrepresented and socioeconomically disadvantaged students.

To enroll in a work experience class a student must:

- have completed at least one semester in college
- attend an orientation, either face to face or online
- have a valid email address
- turn in fully completed forms identified in the Student Handbook and handed out at the orientation and ensure WEE instructor/advisor and worksite supervisor complete required forms
- comply with college procedures for work experience education

Units Earned:

- Units of credit for work experience education shall be calculated as specified by Title 5 Section 55253:
 - One semester unit of credit will be awarded for every 54 hours of work experience
- A maximum of fourteen semester credit hours may be earned during one enrollment period in work experience education. Students may repeat a work experience education course subject to section 55040.

Records and Grading

- The retention as student records the following documents for each work experience education student: learning agreements establishing hours that will be worked; statements verifying hours worked; records of consultation with the employer; records of faculty consultation; evaluation of student achievement of learning objectives by instructor; the work permit for minor students; and records of the final grade.
- Final grades will be determined by the work experience education instructor who may consult with the employer.

Allan Hancock College will maintain records of the developed standard written agreements. The agreements are as follows:

- Student Data Form: Documents student and employer contact information, WEE course and unit enrollment, job title, and number of hours the student expects to work each week.
- Jobsite Agreement: Outlines the employer/supervisor responsibilities and an agreement to support the student in achieving the identified learning objectives. The form is signed and dated by the student, employer/supervisor and WEE staff or faculty.

- Learning Objectives Form: The student's learning objectives are documented on this form. The form is signed and dated by student, the employer/supervisor, and WEE staff or faculty.
- Performance Evaluation: Mid-term and final evaluations are completed and documented on this form. The form is signed and dated by the employer/supervisor, WEE staff or faculty and student.
- Timesheets: The employer/supervisor verifies the number of work hours completed by the student in order to validate the number of WEE units earned.
- Student self and jobsite/employer evaluation: At the conclusion of the semester, the student evaluates their own job performance and the employer/jobsite.
- Advisory Summary Sheet: Employer and student consultations, evaluation of the student's achievement, and the final grade is recorded on the advisor summary sheet and maintained in the student file.
- If a student is a minor, the district will maintain a copy of the student's work permit in the student's file.

These records are maintained in the Work Experience Education/Internship program offices for a period of seven years and digitally attached to the student records.

References: Title 5, Section 55250 et seq.

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