

1 **AP 4103 WORK EXPERIENCE**

2 **References:**

3 Title 5, Sections 55250 – 55254;
4 Education Code, Sections 66700, 70901, and 70902.

5 To enroll in a work experience class a student must:

- 6
 - 7 • Declare a major in the discipline of the work experience.
 - 8 • Be enrolled in a program leading to a career goal.

8 The maximum number of work experience units that may be earned is 14 semester units
9 as specified by Title 5, Section 55253.

10 **Purpose**

11 The purpose of work experience education is to provide students with an integrated
12 instructional program that provides opportunities to connect academic curricula to applied
13 experiential learning in the workplace. Work experience education should be substantive
14 in nature, linked in a way relevant to a student’s educational pathway, and contribute to
15 demonstrable learning outcomes that have value towards a degree or certificate (Title 5,
16 Section 55250 (a)).

17 **Type of Work Experience Offered**

18 Work experience education involves student employment and/or internships selected,
19 approved, and supervised by the District to provide meaningful work experiences related
20 to the course of study, or specific career pathway training, combined with instruction in
21 critical workplace skills. Work experience education may include paid or unpaid
22 employment, full or part-time employment, and may be structured as separate credit or
23 noncredit classes or integrated as a component of a course. It should be integrated as
24 part of students’ educational pathway allowing students to achieve both educational and
25 occupational goals. It should also assist the student in developing career awareness,
26 learning industry culture, competencies and norms, and developing professional
27 networks in their desired field to support career mobility. Work experience education
28 should be encouraged to provide economically disadvantaged students with opportunities
29 to earn a wage while completing program requirements and earning academic credit (Title
30 5, Section 55251 (a)(2)).

31 **District Responsibilities**

32 A. The District shall appoint a coordinator for initiating and maintaining on-the-job
33 learning experiences, coordinating the program, and supervising students. The

34 supervision of students shall be outlined in a learning agreement coordinated by
35 the District. The employer and the qualified Community College
36 Instructor/Coordinator shall share responsibility for on-the-job supervision, which
37 shall include but not be limited to:

- 38 • Instructor/Coordinator consultation in person with employers or designated
39 representatives to discuss students' educational growth on the job.
- 40 • Written evaluation of students' progress in meeting planned on-the-job
41 learning objectives.
- 42 • Consultation with students in person to discuss students' educational
43 growth on the job.

44 B. Provide Coordinated Support for Work Experience

- 45 • The District will appoint a coordinator who will:
 - 46 ○ Conduct student hours for drop-in and scheduled appointments to
47 work with students interested in and participating in work experience
48 education;
 - 49 ○ Participate in on-campus and off-campus outreach events to inform
50 students early on about work experience opportunities;
 - 51 ○ Work with other student services departments to ensure awareness
52 of work experience opportunities available both on-campus and off-
53 campus at Cerritos College approved partners;
 - 54 ○ Provide advisement services for students during enrollment in work
55 experience education;
 - 56 ○ Monitor equitable access to work experience through annual unit
57 planning and program review to ensure equitable access to work
58 experience opportunities for underrepresented and socially
59 disadvantaged students. Through this process, the coordinator will
60 review disaggregated participation and success data and develop a
61 plan for addressing disproportionate impact when it occurs;
 - 62 ○ Identify and recruit public, private, and campus employers with whom
63 to partner in providing work experience education opportunities to
64 students.

65 The District may subsidize student work experience education provided by public
66 employers, or by private employers, for the employment of students with
67 disabilities. Any appropriate fund source may be used for such subsidies, which
68 shall be calculated not to exceed a reasonable estimate of the net costs of
69 providing the work experience education opportunity, and shall not be used to
70 inflate an employer's usual compensation rate for work experience employees.

71 C. The District may authorize work experience education programs and opportunities
72 outside district boundaries within the state of California.

73 *District Records*

74 The District shall maintain records which shall include at least the following:

- 75 • The type and units of Work Experience Education in which each student is
76 enrolled, where the student is employed, the type of job held, and a statement

77 signed and dated by an academic employee which sets forth the basis determining
78 whether the student is qualified for work experience.

- 79 • A record of the work permit issued, if applicable, signed by the designated issuing
80 agent.
- 81 • The employer's or designated representative's statement of student hours worked
82 and evaluation of performance on the agreed-upon learning objectives. Work
83 hours may be verified either by weekly or monthly time sheets or by a summary
84 statement at the end of the enrollment period.
- 85 • New or expanded on-the-job measurable learning objectives which serve as part
86 of the basis for determining the student's grade, signed by academic personnel,
87 the employer or designated representative, and the student.
- 88 • Instructor/Coordinator consultation with employers or designated representatives
89 to discuss students' educational growth on the job.
- 90 • Written evaluation of students' progress in meeting planned on-the-job learning
91 objectives.
- 92 • Consultation with students to discuss students' educational growth on the job.

93 Records must be maintained which are signed and dated by academic personnel
94 documenting:

- 95 • Consultation(s) with the employer or designated representative.
- 96 • Personal consultation(s) with the student.
- 97 • Evaluation of the student's achievement of the on-the-job learning objectives.
- 98 • The final grade.

99 **Faculty Responsibilities**

- 100 • Provide advisement services for students during enrollment in work experience
101 education;
- 102 • Provide opportunities for students to discuss their educational growth with the
103 appropriate faculty and employer representatives at regular intervals within the
104 term;
- 105 • Assess student progress in work experience education through written,
106 measurable learning objectives and outcomes;
- 107 • Assign grades or other evaluative symbols to mark student achievement in work
108 experience education courses, and award units of credit, when appropriate;
- 109 • Analyze disaggregated work experience enrollment.

110 **Student Responsibilities**

- 111 • Pursue work experience that develops career awareness, learning industry
112 culture, competencies and norms, and developing professional networks in their
113 desired field to support career mobility.
- 114 • Work with the coordinator to find an appropriate work experience placement and
115 submit all work experience paperwork to the instructor of record documenting work

- 116 experience student learning objectives and outcomes. Receive approval from the
117 instructor of record and the employer.
- 118 • During the term, students are required to keep timecards and a daily log of work
119 completed.
 - 120 • Participate in the end of the term evaluation meeting with the workplace supervisor
121 and instructor of record.
 - 122 • Submit all required documentation to the workplace supervisor and instructor of
123 record.

124 **Employer Responsibilities**

- 125 A. The District shall enter a work experience employer agreement with each
126 participating employer prior to any student beginning their work experience. Such
127 agreements shall document the following:
- 128 ○ The respective supervisory obligations of the district and the employer with
129 respect to work experience students placed at the employer's site;
 - 130 ○ Arrangements for the payment of student workers' compensation coverage,
131 which must be covered by employers of paid work experience student
132 employees;
 - 133 ○ The employer's acknowledgement of the purposes of this article, and the
134 district's work experience education policies or procedures, and agreement
135 to support their purposes;
 - 136 ○ The employer's intent to provide a continuous work experience during the
137 enrollment term of each work experience student, and validate all student
138 hours worked;
 - 139 ○ The employer's agreement to provide adequate facilities, equipment, and
140 materials at the work experience site to achieve the learning objectives;
 - 141 ○ That work-experience education involving apprenticeable occupations
142 defined in division 3, chapter 4 of the Labor Code (sections 3070 through
143 3100), will comply with any applicable rules, regulations, and standards
144 adopted by the California Apprenticeship Council;
 - 145 ○ The employer's agreement that all work experience employment shall be
146 free from discrimination and harassment based on race, sex, disability and
147 other forms of bias, and that the employer will afford all persons in the
148 workplace, regardless of disability, gender, gender identity, gender
149 expression, nationality, race or ethnicity, religion, sexual orientation, or any
150 other basis that is contained in the prohibition of hate crimes set forth in
151 Penal Code, section 422, subdivision (a), equal rights and opportunities;
 - 152 ○ That work experience education shall be conducted in compliance with the
153 requirements of this article, and that all state and federal laws applicable to
154 the employment of minors apply to work experience education courses; and
155 ○ Any other matters deemed appropriate by the district.
- 156 B. The instructor, the employer, and the student shall sign a learning agreement. The
157 learning agreement shall document the following:

- 158 ○ The work experience education student's individual educational objectives
159 aligned with the course outline of record;
160 ○ The hours of work and a clear explanation of the student's work experience
161 job duties;
162 ○ The responsible supervisors at the college and the employment site;
163 ○ A commitment from the employer and the college that students will receive
164 regular and substantive feedback, and written evaluations of their progress
165 toward meeting their learning objectives;
166 ○ Any other matters deemed appropriate by the district.

167 C. The District shall enter an agreement to define respective responsibilities with
168 other cooperating agencies in the operation of the program, if any (Title 5, Section
169 55251).

- 170 ○ Currently, the District does not use any other cooperating agencies in the
171 operation of this program.

172 D. The District may approve work experience students who are self-employed and
173 shall identify an instructor to serve as a work experience advisor, subject to
174 approval of the District. The instructor shall assist the student to identify work
175 experience learning objectives, and sign the learning agreement described in
176 subdivision (b) in place of the employer, which may be modified as appropriate to
177 the self-employment arrangement.

178 Office of Primary Responsibility: Vice President, Academic Affairs

Date Approved: August 20, 2007

Date Reviewed: January 16, 2019

Date Revised: February 21, 2024