



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

*Office of Career Education & Workforce Development
Instructional Services Division*

COOPERATIVE WORK EXPERIENCE EDUCATION MEETING

September 24, 2018
10:00 a.m. to 12:00 p.m.

AGENDA

- I. Introductions
- II. Follow-up Discussion and Review of Revisions:
 - a. Work Experience Forms
 - b. Program Application
 - c. Learning Agreement
 - d. Cumulative Work Record
 - e. Alternate Site Visit Request
 - f. Volunteer Form
- III. Work Experience Handbook
 - a. Title 9 requirements
 - b. Ability to work during college closure
 - c. Student injuries
 - d. Student handbook
- IV. Minimum Faculty Qualifications
- V. Next Steps and Timeline
 - a. Work Experience Plan
 - i. Title 5 Requirements for a Plan
 - ii. Existing Plan 2010
 - iii. New Plan to be presented at January 2019 BOT meeting
 - b. New Work Experience SDCCD AP
 - i. Complete by end of fall semester

Meeting Materials

Work Experience Forms – Revised
New Volunteer Form
Handbook – Revised
Title 5 Requirements for Plan
Existing Plan
Draft Procedure
8/27 Minutes
Old Student Handbook

Developing Strategies, Making a Difference

Alignment | Communication | Compliance | Quality Innovation | Knowledge | Collaboration