

**San Diego Community College District
Cooperative Work Experience Education Plan**

**PART I
CONTACT INFORMATION**

DISTRICT/College(s)

If you are a multiple college district, please indicate all colleges covered. Individual variations should be delineated in the appropriate sections of the plan.

| | | |
|---|--|--|
| San Diego City College 1313 Park Blvd. San Diego, CA 92101 | Rose LaMuraglia Dean, School of Business and Information Technology & Cosmetology | (619) 388-3488 rlamurag@sdccd.edu |
| San Diego Mesa College 7250 Mesa College Drive San Diego, CA 92111 | Tina Recalde Dean, Health Sciences and Public Service | (619) 388-2789 trecalde@sdccd.edu |
| San Diego Miramar College 10440 Black Mountain Road San Diego, CA 92126 | Jesse Lopez Dean, School of Business & Technical Careers | (619) 388-7392 Jlopez0006@sdccd.edu |

Contact information for clarification any questions, such as name/contact information for person who prepared plan, the Chief Instructional Officer, or other individual(s) designated by District.

Please include Name, Title, District, Email, and Telephone

Name: Stephanie Bulger

Title: Vice Chancellor, Instructional Services

District: San Diego Community College District, Instructional Services Division

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**San Diego Community College District
Cooperative Work Experience Education Plan**

**PART II
RESPONSES TO PLAN REQUIREMENTS**

This and following sections set forth a Title 5-required element, background information as appropriate, and prompts the district's required and/or optional response.

- (1) **A statement that the district has officially adopted the plan, subject to approval by the local governing board.**
(\$55251)

Date plan approved by local board August 27, 2020

Optional comments, if any, on process for Plan development (i.e., local academic Senate review, curriculum committee deliberations, other deliberations).

The SDCCD plan was updated throughout the 2019-2020 academic year as a result of multiple meetings by Work Experience personnel from the District Office of Instructional Services Division, Career Education and Workforce Development department and San Diego City, Mesa, and Miramar Colleges. These meetings were held over a six-month period which allowed input from campus Work Experience instructors. The plan was reviewed by Work Experience Deans, Work Experience Coordinators, and Discipline Faculty before being submitted to the board of trustee.

2020 updates are in response to the new SDCCD Cooperative Work Experience Education Administrative Procedure (AP 5103) which requires the plan to include the minimum required content for the District work experience handbooks.

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(2) Specific description of (§55251):

(a) District responsibilities (§55251):

Background: Title 5 criteria and requirements

District Services. (§55255).

(a) The district shall provide sufficient services for initiating and maintaining on-the-job learning stations, coordinating the program, and supervising students. The supervision of students shall be outlined in a learning agreement coordinated by the college district under a state-approved plan. The employer and the qualified Community College Instructor/Coordinator shall share responsibility for on-the-job supervision, which shall include but not be limited to:

(1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.

(2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.

(3) Consultation with students in person to discuss students' educational growth on the job.

(b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

District will comply with these requirements

Optional: Additional comments or narrative on District Services, if any.

SDCCD Career Education and Workforce Development department have the staff to support inter-district coordination, maintenance of policies and guidelines, origination of forms and records systems, and upkeep of continuity and compliance.

A Dean at each college is responsible for the General and Occupational Work Experience Programs and for its respective work experience program, subject to the SDCCD Plan. Each college provides staff and services for enrollment, placement, counseling, instructor coordination with employers, student guidance and supervision, record keeping and public relations.

Staff for Work Experience Education Programs include a district manager, a college dean, a college Work Experience Coordinator and faculty who provide support for Work Experience Education programs and students.

Specific responsibilities include:

WORK EXPERIENCE ADMINISTRATION - DISTRICT OFFICE

The Dean of Career Education and Workforce Development or designee is responsible for coordination of districtwide Work Experience Education programs, processes, and services, including liaisons with college deans, instructors, and other staff to help assure that the programs comply with title 5 regulations.

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1. Convening the districtwide Work Experience Process Committee no less than once per academic year. This committee will consist of Work Experience Coordinators (faculty and staff) and Work Experience Deans from San Diego City, Mesa, and Miramar College.
2. Update and maintain required forms, handbooks, and administrative procedures.
3. Serve as liaison to District Risk Management.
4. Provide updates to the Chancellor's Cabinet and Board of Trustees on Work Experience.
5. Work with the College Deans to ensure that Work Experience Education at the college is in compliance with Title 5 regulations.

WORK EXPERIENCE ADMINISTRATION – COLLEGE DEAN'S OFFICE

Work Experience Education Programs and Occupational Work 270 and General Work 272 courses are under the general supervision of a respective college dean as assigned the appropriate Vice President of Instruction. Responsibilities include:

1. Assign Work Experience Coordinator.
2. Make instructional assignments and monitor instructor's workload to ensure they do not exceed the full-time equivalency load authorized by District policy.
3. Assure instructors meet minimum qualifications required by CA Community Colleges
4. Provide approval, following state guidelines, for alternatives to in-person consultations with work experience site supervisor/mentor and student.
5. Administer the Work Experience budget.
6. Mediate student-instructor issues related to Work Experience Education and refer students or faculty to appropriate college services for support with issues beyond the scope of Work Experience Education.
7. Ensure that Work Experience Education at the college is in compliance with Title 5 regulations.
8. Participate in the development of the District Plan.
9. Participate in Districtwide Work Experience Process Committee meetings.
10. Ensure maintenance of archived Work Experience Education student records - maintained for 5 years (Title 5, Section 55256)
 - a. Work Experience Education *Application*
 - b. *Learning Agreement*
 - c. *Cumulative Work Hours*
 - d. *Unpaid WEE Volunteer Form* (for unpaid work experience only)
 - e. *Alternative Site Visit Request Form* (when applicable)
 - f. Work Permit signed by designated issuing agent, if applicable
 - g. Proof of required sexual assault and harassment training

WORK EXPERIENCE COORDINATOR

The individual responsible for primary coordination and supervision of Work Experience Education activities is identified as the Work Experience Coordinator. The following represents typical coordination responsibilities; however expanded duties not specified may be unique to the individual college.

1. Participate in the development of the District Plan.
2. Participate in Districtwide Work Experience Process Committee meetings.
3. Coordinate Work Experience Education instructional activities and provide professional learning for new and continuing faculty.
4. Maintain current term Work Experience Education student records.
5. Determine that each participating student qualifies by reviewing student information to determine if they meet the eligibility requirements.
6. Consult with other college programs and serve as liaison to promote Work Experience Education with other faculty, staff, and administration.

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7. Evaluate the Work Experience Education services in regard to effectiveness and success of student learning outcomes each semester.
8. Implement Course and Program Learning Outcomes (faculty coordinators only).

WORK EXPERIENCE INSTRUCTORS

Instructors under Work Experience Education are assigned by the Dean responsible for Work Experience Education to provide direct supervision of students enrolled in their course(s). The instructor must meet minimum qualifications required by California Community Colleges. Work Experience Instructor responsibilities include:

1. Conduct Work Experience Education courses according to Title 5 of the State Education Code and District policy and procedures.
2. Develop course syllabus and submit a copy to the instructional Dean by the date determined and as directed.
3. Maintain student records under confidentiality guidelines.
4. Determine that each participating student qualifies by reviewing student information to determine if they meet the eligibility requirements.
5. Conduct orientation session(s) before the first census of each semester and ensure that students have access to syllabus and all necessary program information and materials that are reviewed at the orientation.
6. Guide students in developing a proposal of least three (3) measurable new or expanded job-oriented learning objectives per course that are specific, achievable, relevant, and time-based, and grant approval for objectives that sufficiently support the units to be awarded.
7. Conduct two site visits.
8. Collaborate with the worksite supervisor during at least one in person site visit involving the student and supervisor to discuss the Work Experience process and the learning objectives to be completed during the term. *Circumstances that require alternatives to in-person site visits must be approved by the appropriate Dean with input from the Work Experience Program Coordinator through the use of the Alternative Site Visit Request form.*
9. Provide work-site supervisor with a copy of student's approved Learning Agreement.
10. Provide ongoing student support for achieving learning objectives and course assignments through conferences, email, or phone contact.
11. Make referrals to appropriate college services when students have concerns beyond the scope of Work Experience Education course.
12. Maintain supervisor and student evaluations of documented objectives/projects using the Learning Agreement rating scale to measure how well objectives/projects were accomplished. Include a written evaluation of each student's progress and accomplishments and assign a letter grade for the course.
13. Work with the Work Experience Coordinator to ensure that all required paperwork is completed by the student and verify students' signature consenting to communication between course instructor, Work Experience Coordinator, and supervisor regarding Work Experience Education matters.
14. Report student injuries.
15. Report student drops or removal from course.

The District shall provide a Districtwide Cooperative Work Experience Education Student Handbook and a Staff/Instructor Handbook. Handbooks will be reviewed regularly by the Work Experience Process Committee and update as needed. San Diego City, Mesa, and Miramar College will utilize the handbooks. The minimum required content for each handbook includes:

- Definition of Work Experiences: General and Occupational
- Types of Work Experiences: Paid, Unpaid, Internship

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- Guidelines for Specific Student Populations: Self-Employed, Veterans, International Students, Students with Disabilities, Accommodations in the Work Experience Environment, Students Employed in Another State, Students Working Remotely.
- Instructor Responsibilities
- Employer/Supervisor Responsibilities
- Required Forms
- Site Visits with Instructor, Student, and Supervisor
- Evaluation and Grades
- Unpaid Work Experience Student Injuries

(a) District responsibilities

Background: Title 5 criteria and requirements

Records. (§55256).

- (a) The district shall maintain records which shall include at least the following:
- (1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis determining whether the student is qualified for Occupational or General Work Experience.
 - (2) A record of the work permit issued, if applicable, signed by the designated issuing agent.
 - (3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
 - (4) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.
- (b) Records must be maintained which are signed and dated by academic personnel documenting:
- (1) Consultation(s) in person with the employer or designated representative.
 - (2) Personal consultation(s) with the student.
 - (3) Evaluation of the student's achievement of the on-the-job learning objectives.
 - (4) The final grade.

District will comply with these requirements

NOTE: The Chancellor's Office interprets the lack of a plural option under "type ... of Cooperative Work Experience Education..." to prohibit a student from concurrently enrolling in multiple "types" of Cooperative Work Experience Education.

Optional: Additional comments or narrative on Record Keeping, if any.

Students can enroll in multiple short term courses within a semester/term, but can enroll in only one (1) General Work Experience 272 or Occupational Work Experience 270 course (including subject specific 270 courses) at a time. Students may take the course more than once in a semester as long as the course dates do not overlap.

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Maintenance of archived student records are maintained for five (5) years:

1. Application - Initial step in participating in Work Experience Education courses. Completed and signed by student and employer/site supervisor. The application provides:
 - a. Type of course and number of units in which each student is enrolled
 - b. Location of work experience site
 - c. Type of position held
 - d. Permission from student for the instructor to discuss academic matters related to the course with the site supervisor and work experience coordinator
2. Learning Agreement - Includes learning objectives and must be signed by the Supervisor, Student, and Instructor. This form includes three measurable learning objectives approved by the instructors and the evaluation of these objectives.
3. Cumulative Work Record - Utilized throughout the semester by the student and submitted to the instructor. This form provides a record of the hours completed by the student and verification of the hours by the site supervisor.
4. Unpaid Work Experience Volunteer Form - Required for all unpaid work experience student participants. Completed by student and signed by Work Experience Coordinator/Instructor and reviewed by District Risk Management.
5. Alternative Site Visit Request Form - Required for initial site visits unable to be held in-person. Completed by instructor and signed by Work Experience Coordinator and Dean. This form provides the extenuating and/or limiting circumstances that necessitate the alternative consultation as well as the alternatives used to complete the consultation.
6. Work Permit signed by designated issuing agent, if applicable.
7. Proof of required sexual assault and harassment training.

(b) Student responsibilities (§55251):

Background: Title 5 criteria and requirements

Student Qualifications: (§55254).

In order to participate in Cooperative Work Experience Education students shall meet the following criteria:

- (a) Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
- (b) Have on-the-job learning experiences that contribute to their occupational or education goals.
- (c) Have the approval of the academic personnel.
- (d) Meet the following condition if self-employed: Identify a person who is approved by academic personnel to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:
 - (1) Assist the student in identifying new or expanded on-the-job learning objectives.
 - (2) Assist in the evaluation of the student's identified on-the-job learning objectives.
 - (3) Validate hours worked.

Optional: Additional comments or narrative on Student responsibilities, if any.

In addition to Title 5 criteria, in order for a student to enroll in a Work Experience Education course, the student must meet the following eligibility requirements:

1. Have a job or an internship prior to the course orientation that will provide learning experiences that will contribute to his/her occupational or educational goal and includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.

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2. Have a job or internship that offers a reasonable probability of continuous work experience for the duration of the enrolled term and provides at least enough hours to meet the minimum semester hour requirement.
3. Be within the 16-unit repeatability limitation.
4. Have a declared major, educational or occupational goal related to the employment or internship when enrolled in any Occupational Work Experience course or if required by the course outline.
5. Sign and submit Work Experience *Application* to begin process of enrolling in academic course and provide consent for course instructor or WEE coordinator to contact site supervisor regarding WEE matters.
6. For students who are under the age of 18 and not high school graduates, the student must submit a copy Work Permit signed by designated issuing agent.
7. Complete the SDCCD Sexual Assault Prevention Training each academic year.

Students enrolled in Work Experience Education courses have the following responsibilities:

1. Attend a mandatory WEE orientation and complete required paperwork.
2. Read, understand, and follow course syllabus regarding responsibilities, attendance and drop policies, assignments, and grading criteria.
3. Establish and maintain contact with course instructor throughout the term.
4. Each semester, determine three measurable job-oriented learning objectives with work or internship supervisor and instructor input. Students repeating the course or employed with a company for an extended period of time must select NEW learning objectives beyond those available during the prior term.
5. Work or intern enough hours to meet the minimum as required by Title 5 regulations.
6. Actively participate in required conferences and the evaluation of measurable job-oriented learning objectives.
7. Submit a *Cumulative Work Record* verified by work supervisor and completed *Learning Agreement* form to the instructor as directed by the course syllabus.
8. Conduct themselves in a professional manner at all times.
9. Meet satisfactory job performance standards while completing measurable job-oriented learning objectives.
10. Inform instructor if they are unable to complete their Work Experience hours.
11. Inform instructor if they are no longer able to participate and require dropping or withdrawing from the course.

Additional guidelines for special student populations are as follows:

1. Self-Employed students may enroll in Work Experience if a Designated Employer Representative is available and approved by Work Experience Instructor. The Designated Employer Representative must agree in writing, to assist student with identifying and evaluating new or expanded measurable learning objectives and validate the hours worked by the student.
2. Veterans who receive overpayment of benefits because they did not complete the process, or course, are responsible for repayment.
3. International students are responsible for following guidelines and regulations related to their status and to Curricular Practical Training. International Students should attend the Practical Training Workshop prior to enrolling in any Work Experience course.

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4. Students with Disabilities who need academic accommodation(s) must provide verification of need either from DSPS or an outside source and notify the instructor during the first two weeks of class. SDCCD guidance for Academic Accommodations for Students with Disabilities can be found online at <http://www.sdccd.edu/public/district/policies> under Student Service - BP 3105.
5. Students employed in another state must be legally employed and paid by the employer per the state requirements. Volunteer or unpaid work experience with an out of state organization is not eligible for work experience credit.
6. Students working internationally are not eligible to receive Work Experience credit for hours worked internationally.

(c) Employer responsibilities (§55251):

Background: Title 5 criteria and requirements

Job Learning Stations. (§55257)

Job learning stations shall meet the following criteria:

- (a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.
- (b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.
- (c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- (d) Employers agree to comply with all appropriate federal and state employment regulations.

District will comply with these requirements

Optional: Additional comments or narrative on Employer responsibilities, if any

WORK EXPERIENCE EMPLOYERS/SUPERVISORS

Employers or designated worksite representatives agree with the intent and purposes of Work Experience Education and indicate so by signing each student's *Application*. A copy of the student's approved *Learning Agreement* shall be provided to the employer or designated representative.

Worksite Personnel Responsibilities:

1. Ensure work experience learning site offers a reasonable probability of continuous work experience for students during the student's enrollment term.
2. Provide necessary supervision and training to ensure that the student receives appropriate educational benefit from the work experience.
3. Provide necessary and appropriate facilities, equipment and materials at the worksite so that the student may achieve agreed-upon learning objectives.
4. Comply with all appropriate federal and state employment regulations.
5. Participate in site visits to develop measurable new or expanded job-oriented learning objectives.
6. Evaluate the student's approved measurable new or expanded job-oriented learning objectives on the Learning Agreement form.
7. Verify the number of hours worked by the student.
8. Comply with NACE Internship Guidelines.
9. Contact the Work Experience Instructor/Coordinator if a student issue or concern arises.

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(c) Employer responsibilities (§55251):

Background: Title 5 criteria and requirements

Consultation(s) in person with the employer: (§55255).

(b) The district shall provide sufficient services for initiating and maintaining on-the-job learning stations, coordinating the program, and supervising students. The supervision of students shall be outlined in a learning agreement coordinated by the college district under a state approved plan. The employer and the qualified Community College Instructor/Coordinator shall share responsibility for on-the-job supervision, which shall include but not be limited to:

(1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.

(2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.

(3) Consultation with students in person to discuss students' educational growth on the job.

(b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the re-quirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

The approved guidelines issued by the Chancellor for Districts to substitute approved alternatives to "in person" consultations is attached.

- District will use alternatives to "Consultation(s) in person" as described in Title §55255(c)
 District not use alternatives to "Consultation(s) in person" as described in Title §55255(c)

Comments on "Consultation(s) in person" if any, including criteria and limits on alternatives to "Consultation(s) in person."

Initial Supervisor Site Visit

The initial site visit shall be conducted in-person. If an in-person meeting is not possible, the instructor must complete the *Alternative Site Visit Request* form and receive approval from the Dean and Work Experience Coordinator prior to the Add/Drop deadline.

During the initial site visit the Work Experience Education Instructor will:

1. Briefly explain the philosophy and mechanics of the program if the supervisor has not previously acted as a member of the work experience team.
2. Review the responsibilities of the three parties to the agreement and emphasize the fact that the supervisor plays a significant role in the success of the student.
3. Confirm student's ability to meet minimum required work/intern participation hours and review the procedure for recording the hours on the Cumulative Work Record form.
 - a. Students may record hours and receive credit for working/interning during non-instructional days throughout the current session. This includes Sundays, legal holidays, and week-long breaks. Students may not receive credit for vacation days or time-and-a-half, only actual hours worked/interned.

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4. Discuss the student's job-oriented learning objectives confirming that each is:
 - a. a new or expanded learning opportunity.
 - b. sufficiently specific.
 - c. adequately measurable.
 - d. achievable within the time frame of the current semester/session.
5. Revise learning objectives that are not properly stated or require modifications.
6. Explain to the student and supervisor that should an objective require revisions anytime during the semester, the student must notify his/her instructor.
7. Assure the objectives are sufficient to support the units to be awarded and grant approval of measurable job-oriented learning objectives by signing the *Learning Agreement*.
8. Clarify if additional assistance or release time is needed for the student to accomplish objectives.
9. Discuss the learning objectives evaluation process.
10. Verify supervisor's signature on the *Learning Agreement* to validate student's employment/internship and approval of the three learning objectives that support new or expanded responsibilities or learning opportunities at the work/internship site.
11. Schedule a second in-person site visit or confirm the date for an alternate learning objectives evaluation to be conducted towards the end of the semester.
12. Express appreciation to supervisor for his/her participation, time, and interest.

Alternative to Initial In-Person Supervisor Site Visit

Alternative plans for an in-person site visit must be conducted in accordance with the California Administrative Code, Title 5, Section 55255 (c).

An *Alternative Site Visit Request* form must be completed and approved prior to the add/drop deadline for all alternative initial site visits. This form requires the faculty member to provide a written rationale as to why a traditional in-person site visit is not possible. Instructors consult with the College Dean or Work Experience Office for additional details regarding the alternative procedures and approval process for each college when extenuating circumstances exist. Instructors discuss the alternative process and specific date that will be used to complete the evaluation with the student and his or her supervisor.

Second Site Visit

Second site visits shall be conducted in person as this is an opportunity to build long-lasting relationships with the employer. If an instructor is unable to hold the second site visit in person, it may be held over the phone or virtually. No *Alternative Site Visit Request* form is needed.

The purpose of the second site visit is to ensure the experience is continuing positively for both the supervisor and the student and to evaluate student's learning. During the second site visit, the Work Experience Education instructor will:

- Check in with supervisor to assess how the relationship, experience, work, and learning are progressing.
- Review status of student's progress on learning objectives with supervisor.
- Evaluate the *learning agreement* and student status/progress on meeting their measurable job-oriented learning objectives.

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(d) Other cooperating agencies in the operation of the program, if any. (§55251.2):

Comments on other cooperating agencies in the operation of the program, if any.

San Diego City, Mesa, and Miramar colleges: No other cooperating agencies currently participate in the operation of the program.

(3) Specific description of each type of CWEE (§55251):

Types of Cooperative Work Experience Education

Cooperative Work Experience Education is a district-initiated and district-controlled program of education consisting of the following types:

Background: Title 5 criteria and requirements

Work Experience Credit: (§55256.5).

(c) The following formula will be used to determine the number of units to be awarded:

- (1) Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.
- (2) Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.

Comments on basis for awarding grade and credit, if any.

The SDCCD provides two types of Work Experience Courses: General Work Experience 272 and Occupational Work Experience 270. Students may participate in paid or unpaid work experience. Definitions and participation procedures will be outlined in the districtwide work experience student and faculty handbooks.

| Work Experience 270 | | |
|----------------------------|------------------------|--------------------------------------|
| Units | Paid Employment | Non-Paid Volunteer/Internship |
| 1 | 75 hours/semester | 60 hours/semester |
| 1.5 | 112.5 hours/semester | 90 hours/semester |
| 2 | 150 hours/semester | 120 hours/semester |
| 2.5 | 187.50 hours/semester | 150 hours/semester |
| 3 | 225 hours/semester | 180 hours/semester |
| 3.5 | 312.50 hours/semester | 210 hours/semester |
| 4 | 300 hours/semester | 240 hours/semester |
| Work Experience 272 | | |
| Units | Paid Employment | Non-Paid Volunteer/Internship |
| 1 | 75 hours/semester | 60 hours/semester |
| 1.5 | 112.5 hours/semester | 90 hours/semester |
| 2 | 150 hours/semester | 120 hours/semester |
| 2.5 | 187.50 hours/semester | 150 hours/semester |
| 3 | 225 hours/semester | 180 hours/semester |

Student hours for work experience may only occur within the academic calendar.

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The student's job-oriented learning objectives must be achievable within the time frame of the semester/session.

Awarding Grades and Credit:

- Letter grades (A, B, C, D, & F) are assigned to all work experience students based on performance and achievement of the course learning objectives, the measurable job-oriented learning objectives, and completion of verified work/intern hours.
- A withdrawal from class shall not be authorized after the published withdrawal deadline.
- An incomplete grade can may be given for those students not completing the course due to unforeseeable, emergency, or justifiable reasons, per Title 5, Section 55023 (e), with College Work Experience Dean approval.
- Pass / No Pass are not available for Work Experience courses.

(f) Provide adequate clerical & instructional services (§55251):

Comments, if any:

San Diego City, Mesa, and Miramar Colleges: Clerical and instructional services for the Work Experience program are completed by the Work Experience Program Coordinator and the responsible Dean. Districtwide coordination of work experience plan, handbooks, and forms are managed by the district Instructional Services, Career Education and Workforce Development department. SDCCD Career Education and Workforce Development Department will convene the districtwide Work Experience Process Committee no less than once per academic year. This committee will consist of Work Experience Coordinators (faculty and staff) and Work Experience Deans from San Diego City, Mesa, and Miramar College.

Districtwide Cooperative Work Experience Staff and Instructor Handbook: The District shall maintain a districtwide staff and instructor handbook utilized by each college. The minimum required content includes:

- Definition of Work Experiences: General and Occupational
- Types of Work Experiences: Paid, Unpaid, Internship
- Student Enrollment Requirements
- Guidelines for Specific Student Populations: Self-Employed, Veterans, International Students, Students with Disabilities, Accommodations in the Work Experience Environment, Students Employed in Another State, Students Working Remotely.
- Instructor Responsibilities
- Employer/Supervisor Responsibilities
- Required Forms
- Site Visits with Instructor, Student, and Supervisor
- Evaluation and Grades
- Unpaid Work Experience Student Injuries

(b) If district changes the plan, will submit changes for approval (§55251):

Check to indicate compliance

Yes