



**TO:** Chief Executive Officers  
Chief Business Officers  
Chief Instructional Officers  
Chief Student Services Officers

**FROM:** Aisha Lowe, Vice Chancellor, Educational Services & Support  
Lizette Navarette, Vice Chancellor, College Finance and Facilities Planning  
John Stankas, ASCCC President

**RE:** Emergency Guidance for Cooperative Work Experience Education

---

Due to the COVID-19 emergency, many have lost their jobs or had their hours reduced, including students engaged in Cooperative Work Experience Education programs. Cooperative Work Experience Education programs provide hands-on work-based learning opportunities (general or occupational; paid or unpaid) coordinated by colleges for students and employers. Given the statewide shelter-in-place orders, many students participating in these programs may now be unable to continue or complete their hands-on work-based learning component.

Based on the information available as of the date of publication, this memo provides guidance for colleges offering Cooperative Work Experience Education courses. This memo provides guidance related to Executive Order 2020-07, issued to provide districts with flexibility to support students currently enrolled in Cooperative Work Experience Education courses during this state of emergency. This guidance shall remain in effect for the duration of the declared COVID-19 emergency or the expiration of Executive Order 2020-07, whichever occurs first, or until further notice.

Topics covered in this memo include the following:

- Extending Instructional Hours
- Virtual Consultations
- Attendance Accounting and Full Time Equivalent Students (FTES) Enrollment
- Alternative Options and Placements

### **Extending Instructional Hours**

Executive Order 2020-07 temporarily suspends 5 Cal. Code Regs, §§ 55256.5, subd. (a), and subd. (c)(1) & (2), allowing an expanded use of classroom instruction to fulfill the learning objectives of Cooperative Work Experience Education courses and temporarily alleviates the requirement to meet those objectives with a specific number of work experience hours. Instead, colleges should focus on 5 Cal. Code Regs, §§ 55256.5, subd. (b), which states, “the learning experience and the identified on-the-job learning objectives shall be sufficient to support

the units to be awarded.” Districts may use instructional hours to meet remaining on-the-job learning objectives by embedding professional development into classroom instruction, to assist students in acquiring the designated on-the-job learning objectives including core workplace habits, culture, and career awareness.

### **Virtual Consultations**

Cooperative Work Experience Education regulations<sup>1</sup> require that the semester/quarter consultations with employers and students occur in person, but also allows for the Chancellor to define guidelines that permit a district to substitute approved alternatives to in-person consultations.<sup>2</sup> Executive Order 2020-07 designates the COVID-19 emergency as an approved limited situation under which in-person consultations are not required and alternative forms of consultation may be used. Given the COVID-19 emergency prevents most, if not all, in-person consultations from taking place, approved alternatives to in-person consultations may be deployed and shall include consultations conducted telephonically or through videoconferencing technologies.

### **Attendance Accounting and Full Time Equivalent Students (FTES) Enrollment**

Cooperative Work Experience Education contact hours are computed using the Alternative Weekly or Daily Census method, and should continue with this method. The April 16, 2020 Attendance Accounting Implications and Guidance (revised) Memo ([linked here](#)) allows districts to continue to use the weekly or daily census method even if courses were converted to online delivery due to the COVID-19 emergency. Districts, including quarter system districts, should use this guidance until further notice. The estimation method suggested in the April 16 memo is for asynchronous positive attendance courses, and does not apply to Cooperative Work Experience Education courses.

### **Alternative Options and Placements**

Districts are encouraged to support student completion of Cooperative Work Experience Education courses and maintain local discretion regarding viable options for achieving the required course learning objectives. Faculty may support students with locating or creating alternative viable work experiences to support course completion, including the flexibility to issue Incompletes or In Progress grades to support additional time to complete. Districts may consider placement in critical infrastructure sectors or local volunteer opportunities to help close the gap on missing work hours. Faculty should support students by considering innovations around virtual work, consultative or entrepreneurial options, or incorporating students’ work placement within the district or college campus to meet pressing institutional needs.

### **Additional Resources for Work-based Learning**

The [California Regional Consortia](#) and Regional Directors for Employer Engagement assist colleges in establishing and facilitating partnerships with employers to support experiential learning opportunities for students, and industry input into curriculum to meet local and regional

---

<sup>1</sup> 5 Cal. Code Regs, § 55255, subd. (a)(1) & (3)

<sup>2</sup> 5 Cal. Code Regs, § 55255, subd. (c)

**Guidance for Flexible Calendar Programs**

May 21, 2020

employment needs. Colleges are encouraged to partner with Regional Consortia employer engagement efforts, and collaborate on employer partnership solutions that will further support work-based learning opportunities for students.

If you have questions about this guidance, please contact Vice Chancellor Aisha Lowe at [alowe@cccco.edu](mailto:alowe@cccco.edu) or (916) 322-4285.

cc: Eloy Ortiz Oakley, Chancellor  
Daisy Gonzales, Deputy Chancellor  
Marty Alvarado, Executive Vice Chancellor  
Wrenna Finche, Director, Fiscal Standards and Accountability  
CCCCO Staff