

San Diego Community
College District

Work Experience Education

Instructor/Staff Handbook

Revised **November 2022**



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

SAN DIEGO COMMUNITY COLLEGE DISTRICT WORK EXPERIENCE EDUCATION HANDBOOK

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PREFACE

The purpose of career education instruction, in all of its various subject fields and delivery systems, is to prepare students for employment and to ensure that, when they leave the institutional setting, they are prepared and competent with the technical and 21st Century skills and knowledge necessary to meet the needs of employers, industry, and labor. Work Experience is an ideal tool designed for this purpose. It is an opportunity to establish, as part of the educational program, realistic work experiences tied to related classroom instruction.

This document, the Work Experience Education Instructor/Staff Handbook, provides specific district-wide guidelines for Work Experience Education and is intended to be used as a supplement to the College Faculty & Staff Handbook. The manual is based on California Education Code Section 78241, the resultant California Administrative Code Title 5 Section 55250 et. seq, and the local plan submitted to the California Community Colleges Chancellor's Office by the San Diego Community College District.

Vice Chancellor
Educational Services 2021

Nondiscrimination Policy (Board of Trustees Policy BP 3410)

San Diego Community College District Board of Trustees Policy BP 3410:

The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because they are perceived to have one or more of the foregoing characteristics, or because of their association with a person or group with one or more of these actual or perceived characteristics.

For further information on procedures for filing a formal complaint are found online at the [SDCCD Human Resources website](#).

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WORK EXPERIENCE EDUCATION BACKGROUND

Educational programs that link classroom based learning with practical experience have been in existence as early as the 1800's. The University of Cincinnati first launched such a program in America in 1906 with success in providing academic credit for structured work experiences under the supervision of faculty. As Congress passed the Smith-Hughes Act, also known as the Vocational Act of 1917, the Federal Board of Vocational Education recognized the principles of work experience education and encouraged schools to establish such programs. Over the years, a number of program models have been developed across the United States for 4-year Colleges, Universities, and for Community Colleges. In 1969 the California Community College Board of Governors adopted Title 5 Regulations authorizing Work Experience Education. The regulations that pertain to Work Experience Education can be found at the [California Community College website](#).

DEFINITION

Work Experience Education (WEE) is a structured educational process that combines real-world work experiences gained by students with regular academic or vocational instruction and is considered to be an integral part of the community college curriculum. Work Experience Education courses provide experiential learning activities to strengthen student learning and reinforce the student's effective work habits, attitudes and career awareness, thereby enhancing the student's marketable skills.

Work Experience is part of the Work-Based Learning Continuum and provides students with opportunities to receive college credit for learning through paid and unpaid work experiences (figure 1).

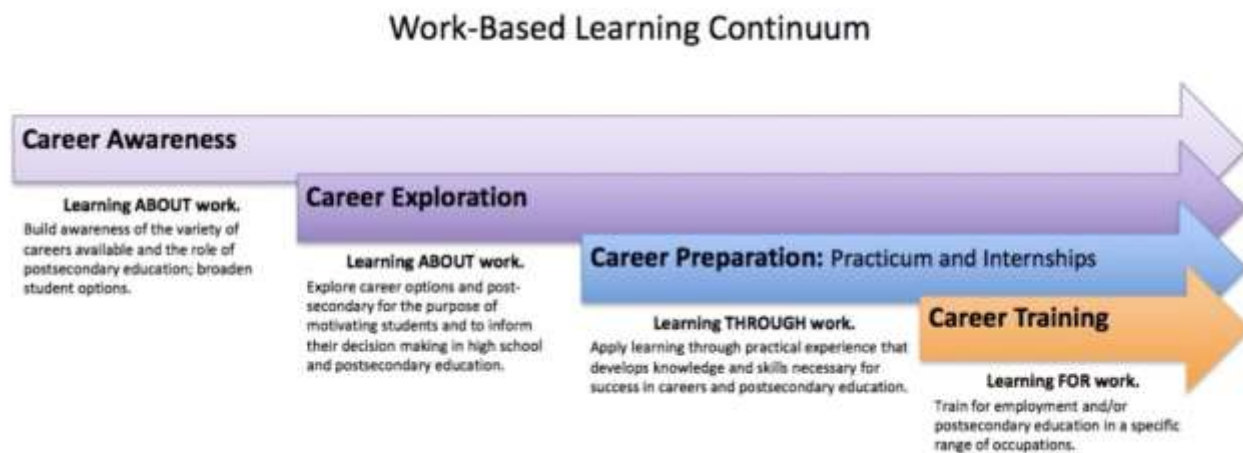


Figure 1. Opportunities in work-based learning, chart from Connect Ed Studios, *Work-Based Learning Toolkit, Work-Based Learning Continuum*, 2018. www.ConnectEdStudios.org. 30 Oct. 2018.

Title 5 Section 55250.3 defines Work Experience Education to include employment of students in part-time jobs selected and approved as having educational value for the students employed therein and coordinated by college employees.

Work Experience is a District-initiated program of education consistent with California Administrative Code, Title 5, Section 55250, consisting of General Work Experience Education and Occupational Work Experience Education:

GENERAL WORK EXPERIENCE EDUCATION is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The Work experience does not have to be related to the students' educational goals. Title 5 section 55252

OCCUPATION WORK EXPERIENCE EDUCATION is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goals. Title 5 section 55252

TYPES OF WORK EXPERIENCE COURSES

GENERAL WORK EXPERIENCE (272)

This course is intended to assist students in acquiring desirable work habits, attitudes and career awareness. Employment or internships may be unrelated to the students' educational goals as students may identify broader objectives. General Work Experience is a program of on-the-job experiences designed to assist the student in developing occupational effectiveness. Employment need not be related to a vocational or occupational major. Students may repeat WORK 272 courses up to a maximum of 6 units (Title 5, Section 55253). Hours by arrangement. One unit of credit is earned for each 75 hours of paid employment or 60 hours of volunteer work. 1-3 units. Grade only.

OCCUPATIONAL WORK EXPERIENCE (270)

These courses extend classroom-based career education at a work-based learning site so employment or internship must relate to the students' educational or occupational goal. Occupational Work Experience provides on-the-job learning experiences for students employed in a job or internship related to an occupational major. Students develop workplace competencies, critical thinking skills, and problem solving abilities through the creation and achievement of job-related behavioral learning objectives. One unit of credit may be earned for each 75 hours of paid employment or 60 hours of volunteer work. This course may be taken up to four times. Subject specific Occupational Work 270 courses are designated by the subject. For example: Child Development 270 has additional requirements identified by the subject area. Details of subject specific course requirements are provided in the course description located in the college catalog and in the course outline on Curricunet. 60 – 300 hours. 1-4 units.

A combination of ALL Work Experience courses including General Work Experience 272, subject specific and Occupational Work Experience 270, courses may not exceed 16 college credits (including all community colleges and universities attended as well as work experience credits earned in high school).

STUDENT LIMITATIONS OF WEE UNITS / HOURS - TITLE 5, SECTION 55253

(a) For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours or 24 quarter credit hours, subject to the following limitations:

(1) General Work Experience Education: A maximum of six semester credit hours or nine quarter credit hours may be earned during one enrollment period in general work experience education.

(2) Occupational Work Experience Education: A maximum of eight credit hours may be earned during one enrollment period in occupational work experience education.

(b) The district policy on course repetition adopted pursuant to section 55040 may permit a student to repeat a cooperative work experience course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education set forth in subdivision (a). Consistent with Section 58161, attendance of a student repeating a cooperative work experience course pursuant to this subdivision may be claimed for state apportionment.

TYPES OF WORK EXPERIENCE

PAID WORK EXPERIENCE

The student and organization understands that no employment arrangement exists between the student and the San Diego Community College District. It is understood that the organization will provide adequate protection for their paid student/employee through workers' compensation and general liability insurance as required by law. The organization shall defend, indemnify and hold harmless the San Diego Community College District its officers, employees and agents from and against any and all liability , loss, expense, attorney's fees, or claims of injury or damages arising out of the performance of this agreement. Per title 5, 55256.5, each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.

UNPAID WORK EXPERIENCE

The student and the San Diego Community College District understand that no employment arrangement exists between the student and the organization. The San Diego Community College District will provide adequate protection for the student through its workers' compensation insurance as required by law. The organization agrees to defend, indemnify and hold harmless the San Diego Community College District, its officers, employees and agents from and against any and all liability , loss, expense, attorney's fees, or claims of injury or damages arising out of the performance of this agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the organization, its officers, agents or employees. Per title 5, 55256.5, each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.

WORK EXPERIENCE CREDIT - TITLE 5, SECTION 55253

(a) One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education. The maximum contact hours counted for a student shall not exceed the maximum number of Cooperative Work Experience Education units for which the student may be granted credit as described in section 55253.

(b) The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.

(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.

(3) Units may be awarded in 0.5 unit increments.

INTERNSHIPS

Internships can be paid or unpaid work experience. San Diego Community College District follows the National Association of Colleges and Employers (NACE) criteria for determining whether or not an experience can be defined as an internship:

1. To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all the following criteria must be met:
2. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
3. The skills or knowledge learned must be transferable to other employment settings.
4. The experience has a defined beginning and end, and a job description with desired qualifications.
5. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
6. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
7. There is routine feedback from the experienced supervisor.
8. There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

If these criteria are followed, it is the opinion of NACE that the experience can be considered a legitimate internship. For more information go to the [NACE website](#)

ROLES AND RESPONSIBILITIES

WORK EXPERIENCE ADMINISTRATION – DISTRICT OFFICE

1. Coordinate Districtwide Work Experience Education (WEE) Process Meetings.

2. Update and maintain required forms, handbook, district plan, and admin procedure.
3. Maintain copies of *Application* (Employer's component).
4. Maintain copies of *Unpaid Work Experience Volunteer Forms*.
5. Serve as liaison to District Risk Management.
6. Provide updates to the Chancellor's Cabinet and Board of Trustees on WEE Districtwide.
7. Support student enrollment and completion of Gender Equity, Sexual Harassment, and Violence Prevention Training (Title IX Office)

WORK EXPERIENCE ADMINISTRATION – DEAN'S OFFICE

1. Campus Deans at each college designate how WEE will be coordinated. The individual responsible for primary coordination and supervision of WEE activities may be on partial assignment or on regular faculty assignment with WEE program coordination as a part of his/her responsibilities.
2. Make instructional assignments and monitor instructor's workload to ensure they do not exceed the load full-time equivalency (FTE) authorized by District policy.
3. Mediate student-instructor issues related to WEE and refer students or faculty to appropriate college services for support with issues beyond the scope of WEE.
4. Ensure that WEE at the college is in compliance with Title 5 regulations.
5. Ensure maintenance of archived WEE student records - maintained for 5 years (Title 5, Section 55256):
 - a. [WEE Application](#)
 - b. [Learning Agreement](#)
 - c. [Cumulative Work Record](#)
 - d. [Unpaid WEE Student Volunteer Form](#) (for unpaid work experience only)
 - e. [Alternate Site Visit Form](#) (when applicable)
 - f. Work Permit signed by designated issuing agent, if applicable

WORK EXPERIENCE COORDINATOR

The following represents typical coordination responsibilities. However, expanded duties not specified may be unique to the individual college.

1. Participate in Districtwide Work Experience Process Meetings.
2. Participate in the development of the WEE District Plan.
3. Coordinate WEE instructional activities and provide professional learning for new and continuing faculty.
4. Coordinate and arrange orientation sessions.
5. Maintenance of current term WEE student records.
6. Consult with other college programs and serve as liaison to promote WEE with other faculty, staff, and administration.
7. Evaluate the WEE services in regard to effectiveness and success of student learning outcomes each semester.
8. Implement Course and Program Learning Outcomes (faculty coordinators only).
9. Support tracking and completion of the Gender Equity, Sexual Harassment, and Violence Prevention training.

WORK EXPERIENCE INSTRUCTORS

Instructors under Work Experience Education are assigned by the Dean responsible for WEE to provide direct supervision of students enrolled in their course(s). The instructor must meet minimum qualifications required by California Community Colleges (Title 5, 53416).

The following are typical responsibilities:

1. Conduct WEE 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. Ensure students complete applicable WE forms and submit as required.
4. Collect *Unpaid WE Volunteer Form* from students and submit to Work Experience Coordinator
5. Maintain student records under confidentiality guidelines. Family Educational Rights and Privacy Act of 1974 (FERPA) can be found under Faculty Web Services <https://faculty.sdccd.edu>
6. Determine that each participating student qualifies (Title 5, Section 55254) by reviewing student information to determine if they meet the eligibility requirements. (See Student Eligibility Requirements under Student Responsibilities section).
7. Encourage student to complete required Gender Equity, Sexual Harassment, and Violence Prevention training prior to beginning work experience hours (see section REQUIRED GENDER EQUITY, SEXUAL HARASSMENT, AND VIOLENCE PREVENTION).
 - a. Faculty have the discretion to work with students who are having difficulty completing the training.
 - b. Work Experience Coordinators can provide support and answer questions regarding the training requirements.
8. 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.
9. 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.
10. Conduct two site visits. See section SITE VISITS WITH STUDENTS AND SUPERVISOR regarding site visit process and what to keep in mind when conducting site visits.
11. Collaborate with the worksite supervisor during at least one 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.*
12. Provide work-site supervisor with a copy of student's approved Learning Agreement (Title 5, Section 55257).
13. Provide ongoing student support for achieving learning objectives and course assignments through conferences, email, or phone contact.
14. Make referrals to appropriate college services when students have concerns beyond the

scope of WEE course.

15. Notify the work site supervisor and the Work Experience Coordinator when a student is no longer enrolled in a WEE course due to drop or withdrawal.
16. 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.
17. Develop and maintain liaisons and assist in WEE placement activities with appropriate government agencies, businesses, and industries.
18. 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, WEE coordinator, and supervisor regarding WEE matters. (FERPA)
19. Report student injuries (see section UNPAID WORK EXPERIENCE STUDENT INJURY).

WORK EXPERIENCE EMPLOYERS/SUPERVISORS

Employers or designated worksite representatives agree with the intent and purposes of Work Experience Education and indicate so by signing the copy of each student's *Application*. A copy of the student's approved *Learning Agreement* shall be provided to the employer or designated representative (Title 5, Section 55257).

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 this work experience.
3. Provide necessary and appropriate facilities, equipment and materials at the worksites so students 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 [NACE Internship Guidelines](#).
9. Contact the Work Experience Instructor/Coordinator if a student issue or concern arises.

WORK EXPERIENCE STUDENTS

Students who enroll in WEE courses are responsible for the following and must meet the eligibility requirements.

Student 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.
2. Have a job or internship that offers a reasonable probability of continuous work experience for the duration of the enrolled term.
 3. Work at least or intern enough hours to meet the minimum semester hour requirement (See chart under Operational Guidelines page 23).
 4. Be within the 16-unit repeatability limitation.
 5. 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.
 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 required Gender Equity, Sexual Harassment, and Violence Prevention training prior to or when submitting Cumulative Work Hours. It is strongly encouraged to complete prior to starting work experience hours.
 - a. Work Experience Coordinators can provide support and answer questions regarding the training requirements.
 8. In order to participate in Work Experience Education, the student shall meet the following Title 5 Section 55254 Student Qualifications 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 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

Student Work Experience Process Requirements:

1. 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 (FERPA).
2. Attend a mandatory WEE orientation and complete required paperwork.
3. Read, understand, and follow course syllabus regarding responsibilities, attendance and drop policies, assignments, and grading criteria.
4. Establish and maintain contact with course instructor throughout the term.
5. 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.
6. Work or intern enough hours to meet the minimum as required by Title 5 regulations (see page 16 for details).
 7. Actively participate in required conferences and the evaluation of measurable job-oriented learning objectives.
 8. Submit a *Cumulative Work Record* verified by work supervisor and completed *Learning Agreement* form to the instructor as directed by the course syllabus.
 9. Conduct themselves in a professional manner at all times. Refer to the college catalog section on student's rights and responsibilities in [Policy 3100](#).
 10. Meet satisfactory job performance standards while completing measurable job-oriented learning objectives.
 11. Inform instructor if they are unable to complete their Work Experience hours.
 12. Inform instructor if they are no longer able to participate and require dropping or withdrawing from the course.

GUIDELINES FOR SPECIFIC STUDENT POPULATIONS

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 Title 5, Section 55254, (d).

Veteran's

Veterans who receive overpayment of benefits because they did not complete the process, or course, are responsible for repayment. See SDCCD [Student Veteran's Handbook](#).

International Students

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. International students should contact their International Student Advisor for more information

Students with Disabilities

Students with disabilities who need academic accommodation(s) must provide verification of need either from Disability Support Program and Services (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 under Student Services [BP 3105](#).

Accommodations in the Work Experience Environment

Students must discuss the accommodations they are requesting for their work experience placements with a Disability Support Program and Services (DSPS) counselor and the appropriate program director. DSPS will engage in the interactive process with the student to

decide whether the student needs accommodations in the work experience placement. DSPS will communicate with the student, program director/clinical coordinator, and the clinical instructor to assist with implementation of the accommodations if needed. If DSPS has approved a proposed accommodation and the work experience placement cannot implement it, the Work Experience coordinator shall do one or more of the following: (1) work with the placement to implement the accommodation or negotiate implementation of an equally effective alternative; (2) place the student in another placement that is equally effective for the student.

Students Participating in Work Experience out of State

Work Experience hours for out-of-state placements are allowable under one of the following two conditions:

1. The student is employed by the out-of-state organization (legally employed and paid by the employer per the state requirements).

Or

2. The student remains physically located in CA and working remotely as a volunteer or unpaid for all logged work experience hours. As an unpaid or volunteer work experience student, the student cannot travel out-of-state for logged work experience hours.

Students Participating in Work Experience Internationally

Work Experience hours for international placements are allowable for remote work only. For both Paid and Unpaid/Volunteer Work Experience, students must remain physically located within CA for all logged work experience hours.

OPERATIONAL GUIDELINES

DISTRICT PLAN

The District Plan for WEE is the basis for the operational guidelines in accordance with the prescribed standards under Title 5, Section 55250. The Dean of Career Education and Workforce Development at SDCCD, College Dean and/or designated Work Experience Personnel at each respective college, maintains a copy of the current Local District Plan. Any changes or revisions to the district plan must be submitted for approval to the local governing board prior to implementation. (Title 5, 55251)

MINIMUM WORK OR INTERN HOURS REQUIRED

Work experience credit is earned in accordance with the two tables listed below. Credit is awarded based on 75 hours of paid work or 60 hours of non-paid internship per unit the student is enrolled.

Work Experience hours may be completed at more than one approved organization during the semester and only under specific approved cases. Work Experience Instructors must approve.

All work experience hours must occur within the academic calendar. Students may switch organizations within the same semester and use hours from both organizations towards total work experience hours, however, the organization must both be the same type of Work Experience (Paid & Paid, Unpaid & Unpaid).

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

Hours are per Title 5, 55256.5. Work Experience Credit

The hours are to be verified on the *Cumulative Work Record* by the worksite supervisor. (Title 5, Section 55256.5 (c))

Note: This requirement is the same regardless of the length of the enrollment term.

A combination of ALL Work Experience courses including General Work Experience 272, subject specific and Occupational Work Experience 270, courses may not exceed 16 college credits (including all community colleges and universities attended as well as work experience credits earned in high school).

REPEATABILITY FOR STUDENTS

Students may repeat WEE courses up to a maximum of 16 units. General Work Experience (WORK 272) may be completed up to a maximum of 6 units. If a student takes WORK 272 and Occupational Work 270 courses (WORK 270 and/or discipline specific 270 courses), the combined maximum credit may not exceed a total of 16 units (Title 5, Section 55253).

District Limitation: 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.

ENROLLMENT OF STUDENTS

The mechanics of enrollment of students in WEE is the prerogative of the individual college. Verify with the Work Experience Coordinator or Dean how WEE students are enrolled at that particular campus. Students in subject- specific Occupational Work 270 course may have additional enrollment requirements or clearances, therefore WEE instructors assigned to those courses must verify students meet the requirements:

- Students are charged tuition and fees in accordance with SDCCD policy.
- The WEE orientation is considered to be an essential element of the enrollment process. Students may be dropped for not attending the required orientation.
- Term lengths may vary with some courses designated as Late Start. “Adding” students into WEE courses ceases according to the Deadlines under “Faculty Web Service” for each respective term assigned <http://faculty.sdccd.edu/>

SDCCD student enrollment system will prevent students from enrolling in more than one General Work 272 or Occupational Work 270 course with overlapping dates per semester. Students needing to change courses must first drop the initial course and then enroll in the correct course. Beginning the first day of the enrollment term, students must have an Add Code in order to change courses. Students may take the course more than once in a semester as long as the course dates do not overlap.

CONFIRMING EMPLOYMENT OR INTERNSHIP STATUS OF STUDENTS

It is the responsibility of the course instructor to verify the student’s participation status. Internships fall under a unique set of guidelines. Students must work or intern enough hours to meet the minimum hours per unit as required by Title 5. Instructors should review “Internship Background and Definitions” in Appendix A before the initial “in-person” supervisor site visit.

ATTENDANCE ACCOUNTING

Only students who have paid required fees within the timelines set by the Registrar will be listed on the electronic rosters. Instructor should periodically review roster for students who drop or withdraw from the WEE course without notifying the instructor. Adding After the section census: No late additions per district policy.

REQUIRED GENDER EQUITY, SEXUAL HARASSMENT, AND VIOLENCE PREVENTION TRAINING

Work Experience students at San Diego City, Mesa, and Miramar Colleges are required to complete a Gender Equity, Sexual Harassment, and Violence Prevention training online through Canvas. This training includes workplace expectations, laws, and guidance regarding sexual harassment in the workplace. The completion of this training will provide insight into sexual harassment prevention professional expectations and laws. Faculty are responsible for collecting evidence of student completion of this requirement.

The following Gender Equity, Sexual Harassment, and Violence Prevention training requirements apply to all Work Experience 270 and 272 students:

1. Students are required to complete the training prior to or when submitting *Cumulative Work Hours* to their assigned WE Instructor.
2. Students will automatically receive an email from the San Diego Community College District (SDCCD) at the time of enrollment, outlining steps to complete the Gender Equity, Sexual Harassment, and Violence Prevention training.
 - a. The training is available via Canvas and will take approximately one hour to complete.
3. Once completed, the student must submit proof of their completion by taking a screenshot of their Canvas gradebook and sending it to their assigned WE Instructor.
 - a. Students who have completed the training will have 12 months before they must re-take the training (if enrolled in Work Experience 270 or 272 again).
 - b. Current San Diego Community College District employees may submit evidence of any SDCCD Gender Equity, Sexual Harassment, and Violence Prevention in lieu of completing the Canvas training.

Faculty questions may be directed to the Work Experience Coordinator for each campus. The Work Experience coordinator is the primary liaison to the Title IX Office regarding the required training.

ATTENDANCE AND DROP POLICIES

1. Attendance and drop policies must be included in the course syllabus and align with WEE and SDCCD requirements.
2. Review College Faculty & Staff Handbook for policy regarding Course Syllabus
3. Dropping the course can be initiated by the student or by the instructor. If the student intends to drop or stops participating in the course, it is the student's responsibility to officially drop the course and contact the Work Experience instructor.
4. The instructor must drop a student from the course prior to the Drop deadline or adjust the final evaluative letter grade to an "F" grade for the following:
 - a. Student does not attend mandatory orientation.
 - b. Student fails to complete all required forms.
 - c. Student is no longer employed or interning.
 - d. Student changes jobs or work experience learning sites more than one time during the enrollment term.
 - e. Student fails to meet the required minimum work/intern hours.
 - f. An instructor may choose to drop a student prior to the withdrawal deadline or adjust the evaluative letter grade for any of the following reasons:
 - i. Failure to complete required the *Learning Agreement* and all measurable learning objectives.
 - ii. Failure to meet with the instructor or supervisor as required or missing a scheduled conference.
 - iii. Failure to complete required assignments.

UNPAID WORK EXPERIENCE STUDENT INJURY

The District provides Workman's Compensation to Unpaid Work Experience students. If an injury occurs to an Unpaid Work Experience student during their approved hours, the Student or Site Supervisor must make immediate contact with the WEE Instructor. The WEE instructor will report the injury to the college Dean and follow district [procedures for work injuries](#) which can be found on the district website:

- [SDCCD Work Related Injury/Illness Flow Chart](#) and related forms
 - [State of CA DWC 1 Form.pdf](#)
 - [Injury and Illness Incident and Investigation Report](#)
 - [Declination of Medical Treatment](#)
- For questions:
 - Visit the Risk Management website at <http://hr.sdccd.edu>
 - Contact Risk Management
 - Phone: (619) 388-6953, Fax: (619) 388-6898
 - Email: sdccdriskmanagement@sdccd.edu

MEASURABLE WORK EXPERIENCE LEARNING OBJECTIVES

Three measurable job-oriented learning objectives are required per semester. One of the prime requirements of the WEE course is that students develop at least three (3) new or expanded job-oriented learning objectives beyond those experienced during previous employment or internships. This is an opportunity for students to integrate or demonstrate the knowledge and skills developed at college into a workplace environment. It is essential that the instructor assists and guides student in developing measurable job-oriented learning objectives that provide educational value to the students.

The *Work Experience Student Handbook* provides a detailed process to assist students in developing measurable and specific job-oriented learning objectives and a link to the [Learning Objectives Resource Guide](#). The objectives are reviewed and approved by the student, the worksite/employer site supervisor, and the Work Experience course instructor. After consensus has been reached on the measurable learning objectives, then they are written on the *Learning Agreement*.

LEARNING OUTCOMES

Learning Outcomes (LOs) are statements that specify desirable skills, attitudes, abilities and/or knowledge that students are expected to attain upon successful completion of an academic activity. In addition to identifying expected outcomes, the process also involves assessment, analysis of results, and ongoing improvements in teaching and learning.

- Each college in SDCCD establishes LOs and the framework for development and implementation of LOs within departments, disciplines, programs, and services areas at that college.
- Developing and implementing LOs is mandated by the Accrediting Commission for Community and Junior Colleges (ACCJC) and is reviewed during accreditation.

- The Work Experience Coordinator or Dean will provide WEE instructors with information and guidance concerning work experience LOs at their college.

EVALUATION & GRADES

Title 5 and the SDCCD Plan require instructors to provide written evaluation each term of each student's accomplishments and progress in course objectives and job-oriented learning objectives and assign an evaluative letter grade for the course.

It is important that the instructor signs and dates the learning agreement before returning the form to the Work Experience office. The instructor signature and date are required regardless of whether the student withdraws, partially completes the course, or fully completes the course.

Learning Objectives and the Evaluation Process

The evaluation process is required and used to determine the student's level of success in accomplishing his/her learning objectives. It is the responsibility of each instructor to determine the evaluation process that will be conducted at the end of the semester for each student enrolled.

1. Conduct the evaluation of the student's learning objectives using the *Learning Agreement* form. Review the rating procedure, the criteria by which the student's accomplishments will be rated. Have student and supervisor enter rating for each objective using scale provided on the form.
2. Request comments/feedback on the objectives accomplished by the student. Retain a copy of the agreement and provide a copy to the supervisor.
3. Collect the completed and signed *Cumulative Work Record* form from the student. Confirm that the student has worked/interned the minimum hours required.
4. Determine if any probability of employment/internship opportunities exists for another college student with that company. If so, advise the Work Experience Coordinator.

The *Learning Agreement* Form – must be completed and signed by the faculty member, student, and the supervisor at the first site visit.

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 "W" from class shall not be authorized after the published withdrawal deadline (Exact date provided in current schedule).
- An incomplete "I" grade may be given for those students not completing the course due to unforeseeable, emergency, or justifiable reasons, Title 5, Section 55023 (e), per College WEE Dean approval. Instructors will identify the condition(s) for removal of the "I" and state these on an "Assignment of Incomplete Grade" form.
 - If the student qualifies for an incomplete and is an unpaid work experience student,

then a new volunteer form must be completed and sent to the SDCCD Career Education and Workforce Development department. The College must also ensure record of the site supervisor's approval of the new hours/dates. New hours must occur within an academic term.

- Pass / No Pass is not available for Work Experience courses.

Reporting Grades

Instructors must submit grades at the end of the enrollment term online through Faculty Web Services. <http://faculty.sdccd.edu/> it is important for instructors to understand the consequences for students when grades are late or unavailable. This can impact students educationally and personally. Instructors will be notified about deadlines for reporting grades.

SITE VISITS WITH STUDENTS AND SUPERVISOR

The purpose of this section is to provide the instructor with general guidelines for site visits with the student and his or her supervisor.

Establishing Positive Relationships

Instructor site visits with supervisors participating in the WEE Program provide an opportunity for the college to gain insight into the various sectors of business, industry, and government. Relationships established by the Instructor in the community should be developed in the most positive manner possible.

Student site visit(s) are essential and the learning objectives evaluation process are significant to supervisors and students who have been working together to comply with and benefit from the objectives of the program.

Initial Supervisor Site Visit

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

During the initial site visit:

1. If the supervisor has not previously acted as a member of the work experience team, briefly explain the philosophy and mechanics of the program.
2. Review the responsibilities of the three parties to the agreement. 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 these 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.

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 (Confirm the completion dates specified for each objective)
5. Objectives not properly stated, or requiring modification should be revised during this initial site visit.
6. Explain to the student and supervisor that should an objective require revision any time 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 student to accomplish objectives.
9. Discuss the learning objectives evaluation process the instructor will conduct.
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. Consult with the College Dean or Work Experience Office for additional details regarding the alternative procedures and approval process for your college when extenuating circumstances exist. 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 should 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.

1. Check in with supervisor to assess how the relationship, experience, work, and learning are progressing.

2. Review status of students' progress on learning objectives with supervisor.
3. Evaluate the learning agreement and student status/progress on meeting their measurable job-oriented learning objectives.

SYLLABUS & COURSE OUTLINE

Instructional Deans provide guidelines and requirements for developing the course syllabus. Instructors must provide a copy to the Dean responsible for WEE. Check with the Work Experience Office or Dean for specific directions for the college and review College Faculty & Staff Handbook on all items related to the course syllabus (see Appendix for a sample syllabus for Occupational 270).

The course outline and a syllabus template can be found on Curricunet. Go to the Curricunet home page at <http://www.sdccdcurricu.net/sdccd2/> and click "Course" from the Search Menu in the left-hand column. Select the subject area and course number. The active record box will appear. "CO" will provide the course outline and "S" a syllabus template.

Course Search Results		
	Course Area	Course Number Title
		WORK 270 Occupational Work Experience *Active* City,Mesa,Miramar Curricunet Version 2 CIC Approval: 12/21/1989

FACULTY mySDCCD

SDCCD faculty have access to many District resources and important information through mySDCCD services including downloadable rosters, online drop sheets, deadlines, access to add codes, wait lists, and forms. Frequently asked questions can be found on the [employee SDCCD website](#)

REQUIRED FORMS, RESPONSIBILITIES, AND GUIDELINES

It is imperative that each faculty and staff who serves a work experience student maintains good communication and adheres to a strict timetable of operations.

The record keeping, reports, and payroll functions performed at the Work Experience Office necessitate a sequential flow of data to ensure that the program maintains high quality, accountability, and, most importantly, is operated in accordance with the California Administrative Code, Title 5, SDCCD's Plan for Work Experience Education and other applicable laws and codes.

FORMS (sample forms are available in the Appendix):

- *Application*: Initial step in participating in WEE courses. Completed and signed by student and employer/site supervisor as initial step in participating in WEE courses and submitted to Work Experience Coordinator once position is secured.

- *Learning Agreement*: Includes three measurable job-oriented learning objectives and must be signed by the Supervisor, Student, and Instructor.
- *Cumulative Work Record*: Utilized throughout the semester and completed by the student. Completed by the student and submitted to instructor.
- *Unpaid Work Experience Volunteer Form*: required for all unpaid work experience. Completed by student and signed by Work Experience Coordinator/Instructor and Risk Management.
- *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.

RESOURCES

- San Diego City, Mesa, and Miramar College Work Experience websites:
 - [San Diego City College Work Experience](#)
 - [San Diego Mesa College Work Experience](#)
 - [San Diego Miramar College Work Experience](#)
- [WEE Student Handbook](#)
- [SDCCD Work Experience Education hosted by SDCCD Career Education and Workforce Development](#). District website for faculty and staff resources, access to districtwide forms, the district WEE plan, and handbooks.

The following table outlines requirements, responsibilities, and guidelines.

WEE REQUIREMENTS, RESPONSIBILITIES, AND GUIDELINES			
WEE REQUIREMENTS	STUDENT RESPONSIBILITIES	INSTRUCTOR / WORK EXPERIENCE COORDINATOR RESPONSIBILITIES	WEE GUIDELINES
Student <i>Application</i>	Submit an accurate and complete <i>Application</i> including student and employer/site supervisor signature.	<ul style="list-style-type: none"> Verify <i>Application</i> is complete and signed by student providing consent to consult with supervisor (as per FERPA guidelines). Verify student meets the WEE course requirements. 	<ul style="list-style-type: none"> Submit a copy of the <i>Application</i> to Work Experience Office as directed. Information on the form is collected to meet Title 5 requirements Signed employer. section of <i>Application</i> to be sent to the SDCCD Career Education and Workforce Development Department.
<i>Unpaid WE Volunteer Form</i> – For Unpaid Work Experience students only	Students in UNPAID work experience are required to complete the SDCCD <i>Unpaid Work Experience Volunteer Form</i> .	Collect <i>Unpaid WE Volunteer Form</i> from student and submit to Work Experience Coordinator	<ul style="list-style-type: none"> UNPAID work experience students workman's compensation will be covered by SDCCD's volunteer agreement. Work Experience Coordinators must send Unpaid Work Experience Forms to SDCCD Career Education and Workforce Development Department directly following add/drop deadline and then once/per month as needed throughout
Work Permit – if applicable	Students under the age of 18 who have not graduated high school must submit a copy of work permit to course instructor as directed.	Submit student's work permit to Work Experience Office as directed.	<ul style="list-style-type: none"> Submit copies of work permit as directed by the Work Experience Office.

Continue			
WEE REQUIREMENTS, RESPONSIBILITIES, AND GUIDELINES			
WEE REQUIREMENTS	STUDENT RESPONSIBILITIES	INSTRUCTOR / WORK EXPERIENCE COORDINATOR RESPONSIBILITIES	WEE GUIDELINES
Canvas online Gender Equity, Sexual Harassment, and Violence Prevention training	Must complete the training prior to or when submitting <i>Cumulative Work Hours</i> and submit completion by taking a screenshot of their Canvas gradebook and sending it to their assigned WE instructor.	<ul style="list-style-type: none"> • Encourage students to complete training prior to starting work experience hours. • Collect completion submission from student prior to or at time student submits <i>Cumulative Work Hours</i>. • Faculty have the discretion to work with students who are having difficulty completing the training. • Faculty may consider alternative Gender Equity, Sexual Harassment, and Violence Prevention training submitted by students. Faculty should confirm with their Work Experience Coordinator and/or Dean prior to accepting alternative. 	Retain proof of completion.
Orientation	Attend required Work Experience Orientation at the beginning of the semester/session.	<ul style="list-style-type: none"> • Conduct orientation(s) ensuring syllabus and all necessary program information, forms, and materials are reviewed with students enrolled. • Utilize LMS for course enhancement. 	Orientations are arranged and conducted before the first census of semester/session and are listed in the college schedule by coordinator and instructor with Dean's approval.
Course Syllabus	Read, understand and follow course syllabus.	<ul style="list-style-type: none"> • Develop and submit course syllabus to WEE Office and/or Instructional Dean as directed. • Distribute syllabus to students enrolled in course. 	Date for submission is determined by each College's Instructional Dean and/or WEE Coordinator.

Continue			
WEE REQUIREMENTS, RESPONSIBILITIES, AND GUIDELINES			
WEE REQUIREMENTS	STUDENT RESPONSIBILITIES	INSTRUCTOR / WORK EXPERIENCE COORDINATOR RESPONSIBILITIES	WEE GUIDELINES
Student Handbook	Read and understand Student Handbook.	<ul style="list-style-type: none"> • Provide access to Student Handbook. 	<ul style="list-style-type: none"> • Student handbook to be posted and available online.
Student/Instructor Communications	Maintain contact with instructor as directed by course syllabus regarding learning objectives, participation and progress.	<ul style="list-style-type: none"> • Maintain contact with student by phone, e-mail, or scheduled appointment(s) regarding participation and progress. • If a student drops the course, notify Work Experience Coordinator immediately. 	<ul style="list-style-type: none"> • Throughout the semester/session. • If an Unpaid work experience student drops a course, the SDCCD Career Education and Workforce Development Department must be notified.
<i>Learning Agreement</i>	<ul style="list-style-type: none"> • Complete the <i>Learning Agreement</i> with the guidance and support of the supervisor and instructor input. • Submit to course instructor as directed in syllabus. • Submit a signed copy of the <i>Learning Agreement</i> to instructor at the initial site visit. If an alternate site visit is scheduled, submit agreement as directed by instructor. 	<ul style="list-style-type: none"> • Establish guidelines in course syllabus. • Provide guidance & assistance to student and supervisor in developing measurable learning objectives. • Verify supervisor's signature and grant approval for measurable learning objectives. 	Establish due date in the course syllabus.

Continue			
WEE REQUIREMENTS, RESPONSIBILITIES, AND GUIDELINES			
WEE REQUIREMENTS	STUDENT RESPONSIBILITIES	INSTRUCTOR / WORK EXPERIENCE COORDINATOR RESPONSIBILITIES	WEE GUIDELINES
Initial In-Person Site Visit or <i>Alternative Site Visit Request</i>	<ul style="list-style-type: none"> • Assist with scheduling appointment and actively participate in the meeting involving supervisor and instructor to review learning objectives and WEE progress. • Submit a signed copy of the <i>Learning Agreement</i> to instructor at the initial site visit. If an alternate site visit is scheduled, submit agreement as directed by instructor. 	<ul style="list-style-type: none"> • Schedule, confirm and conduct in-person site visit or approved alternative. • Consult with WEE Coordinator or Dean regarding approved alternatives. • Utilize the <i>Alternative Site Visit Request</i> form for all alternatives. • Review approved objectives, discuss revised objectives and provide approval. • Collect a signed copy of the agreement and confirm signatures. 	<ul style="list-style-type: none"> • Provide directions for the site visits in course syllabus. • Initial site visit should be scheduled and conducted early in the semester. • Initial site visit should be conducted in-person unless alternative format is approved prior to add/drop deadline. • Provide copy of the agreement to Work Experience Office as directed by the WEE Coordinator to be maintained for 5 years. Title 5 requirement.
2 nd Site Visit Learning Agreement Evaluation Process	<ul style="list-style-type: none"> • Participate in the learning objectives evaluation process. • Submit completed <i>Learning Agreement</i> to course instructor as directed. 	<ul style="list-style-type: none"> • Conduct the learning objectives evaluation process with the student & supervisor. • Review the signed copy of the <i>Learning Agreement</i>. • Confirm signatures and learning objectives evaluation ratings entered on the form. • Provide supervisor with the option to add written comments. • Ensure the supervisor receives a copy. 	<ul style="list-style-type: none"> • Consult with WEE Coordinator regarding procedures for conducting learning objectives evaluation process and provide directions for students in course syllabus. • The evaluation process is conducted at the end of session. Title 5 requirement.

Continue WEE REQUIREMENTS, RESPONSIBILITIES, AND GUIDELINES			
WEE REQUIREMENTS	STUDENT RESPONSIBILITIES	INSTRUCTOR / WORK EXPERIENCE COORDINATOR RESPONSIBILITIES	WEE GUIDELINES
<i>Cumulative Work Record</i>	Submit a complete and accurate record signed by supervisor as directed in the syllabus.	Confirm the <i>Cumulative Work Record</i> submitted by student is complete with accurate calculations, met required hours, and supervisor's signature.	<ul style="list-style-type: none"> • Determine method students will use to submit record and establish due date • Submit a copy of the <i>Cumulative Work Record</i> at the end of each term to Work Experience Office as directed by WEE Coordinator. Title 5 requirement.
Written Report(s)	If assigned by course instructor, submit written report(s) as directed in syllabus.	<ul style="list-style-type: none"> • Report(s) are assigned at the discretion of the class instructor. • Collect and review report(s). 	<ul style="list-style-type: none"> • Determined if written report(s) will be required. • Provide directions in course syllabus and establish due date(s).
Evaluative Letter Grade		Use Online Faculty Grading System to submit grade http://faculty.sdccd.edu/	Submit required student forms/records to Work Experience Office at the end of the term as directed.

INSTRUCTOR ASSIGNMENTS, COMPENSATION AND TRAVEL

INSTRUCTORS

Contract Instructors

Contract Instructors are employed in the Work Experience Program either as overload assignment or as a part of their regular contract at the discretion of the Dean. Instructors with overload assignments will follow procedures outlined for hourly part-time instructors.

Hourly Part-Time Instructors

Hourly Part-Time Instructors submit their time in the Timesheets in the PeopleSoft system for the work performed during the month. The time should be submitted in accordance with individual campus requirements. Hourly instructors receive reimbursement for mileage in the same manner as other SDCCD employees (see Mileage Reimbursement & Travel Policy).

TENTATIVE ASSIGNMENT OFFER (TAO) AND TIMESHEETS

Tentative Assignment Offers are prepared by the instructional Dean Office before the commencement of the new semester/session. Online timesheets are generated by the TAO, therefore, it is critical that the TAO is signed and processed at least two weeks in advance of the start of the semester and/or class. Late TAO(s) may result in late payment. Questions regarding time card distribution, submission and TAO(s) may be directed to the WEE Office, instructional dean's office or the college business office.

INSTRUCTOR COMPENSATION

Work Experience Instructors shall be paid:

- Based on the current [Contract Bargaining Agreement](#).
- To assure proper & timely payment for both hours worked and mileage, instructors are required to input their hours online in their Timesheet and mileage in the Expense Report both in PeopleSoft at the completion of the WEE course. Instructors are all required to collect and submit all completed program forms required under Title 5 to the Work Experience Coordinator or designee.

MILEAGE REIMBURSEMENT AND TRAVEL POLICY

Refer to College Faculty & Staff Handbook for your campus for requesting mileage reimbursement for traveling to student's worksite for in-person site visits.

- SDCCD's "Employee Reimbursement for Use of Personal Car" Administrative Procedure 6310.2 is provided in the appendix.
- Transportation reimbursement is claimed monthly using the Expense Report form in PeopleSoft.
- If the student's worksite is located outside of the County of San Diego, instructors must seek prior approval from the WEE Dean before travel. With approval, the instructor will follow the Travel Procedures outlined in College Faculty & Staff Handbook.

APPENDIX

Course Outline of Record

Work Experience 270

Appendix A

Work Experience 272

Appendix B

Sample Course Syllabus

Work Experience 270

Appendix C

Work Experience 272

Appendix D

Sample Grading Rubric

Appendix E

Forms

Application

Learning Agreement

Cumulative Work Record

Alternative Site Visit Request

Unpaid Work Experience Volunteer Form