

Work
Experience
Education

Student
Handbook

Revised 2019



SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • CONTINUING EDUCATION

SAN DIEGO COMMUNITY COLLEGE DISTRICT WORK EXPERIENCE EDUCATION HANDBOOK

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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 or procedures for filing a formal complaint are found online at <http://hr.sdccd.edu/eo/eeositecomp.cfm>

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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. 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

<http://extranet.cccco.edu/Divisions/WorkforceandEconDev/CareerEducationPractices/CoopWorkExperienceEduc.aspx>

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).

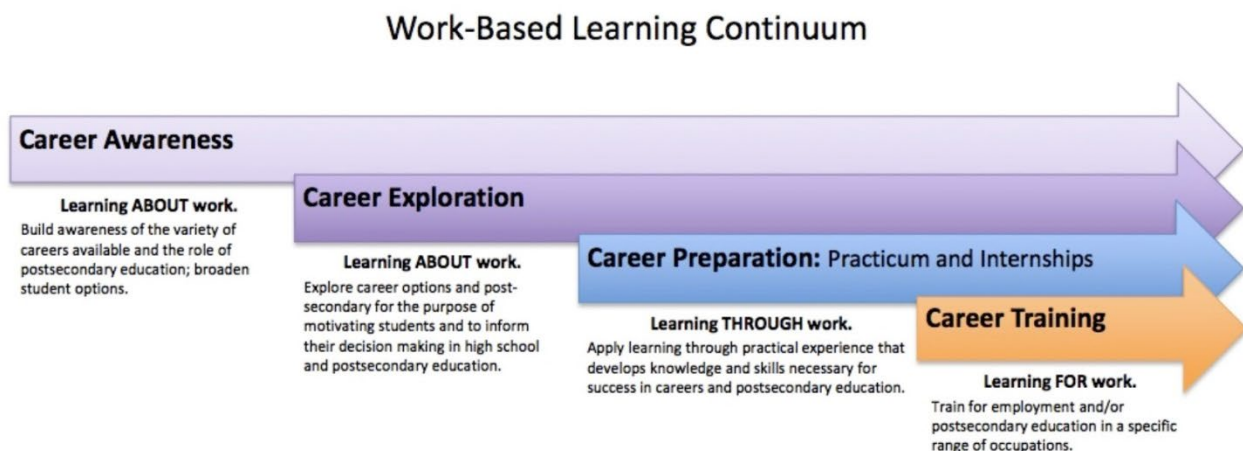


Figure 1. Opportunities in work-based learning, chart from Connect Ed Studios, *Work-Based Learning Toolkit, Work-Based Learning Continuum*, 2018. www.ConnectEdStudios.org. 30 Oct. 2018.

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 goal. 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 goal. Title 5 section 55252

TYPES OF WORK EXPERIENCE

COURSES

Occupational Work Experience (270)

These courses extend classroom-based career-technical 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.

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 goal 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.

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).

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.

WORK EXPERIENCE TYPES

Paid Work Experience

Student is employed for wages or salary with an organization and will complete their work experience hours at this organization.

In this type of work experience, it is understood:

- The student and the organization do not have any employment arrangements with the San Diego Community College District.
- The organization will provide adequate protection for their paid 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.

Unpaid Work Experience

Student is not employed nor receives wages or salary with an organization, instead the student has freely offered to take part with the organization to complete work experience hours.

In this type of work experience, it is understood:

- 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.

Internship

Student works in an organization, paid or unpaid, in order to gain 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.

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:

1. 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.
2. The skills or knowledge learned must be transferable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.

5. There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
6. There is routine feedback by the experienced supervisor.
7. 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 at:

<http://www.naceweb.org/about-us/advocacy/position-statements/position-statement-us-internships/>

ENROLLMENT REQUIREMENTS

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
www.sdccd.edu/public/district/policies
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.

SDCCD SEXUAL ASSAULT PREVENTION TRAINING

Students must complete the SDCCD Title IX Sexual Assault Prevention Training each academic year which can be found online at

<https://www.sdccd.edu/docs/ISPT/workforce/docs/SexualHarassmentTrainingInstructions.pdf>

STUDENT RESPONSIBILITIES

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 internship or job 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 or intern enough hours to meet the minimum semester hour requirements (See chart under Operational Guidelines).
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 the SDCCD Sexual Assault Prevention Training each academic year
<https://www.sdccd.edu/docs/ISPT/workforce/docs/SexualHarassmentTrainingInstructions.pdf>

In order to participate in Work Experience Education Student shall meet the following Title 5 Section 55254 Student Qualifications criteria:

1. 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.
2. Have on-the-job learning experiences that contribute to their occupational or education goals
3. Have the approval of academic personnel

4. 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:
5. Assist the student in identifying new or expanded on-the-job learning objectives
6. Assist in the evaluation of the student's identified on-the-job learning objectives
7. Validate hours worked

REPEATABILITY

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.

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. Contact your Work Experience Instructor for approval or for more information.

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). Contact your Work Experience Instructor to complete required forms.

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

The hours are to be verified on the *Cumulative Work Record* by the worksite supervisor. (Title 5, Section 55256.5 (c). This requirement is the same regardless of the length of the enrollment term.

Students cannot make changes to the unit load after the add/drop deadline. The total amount of hours must be completed based on enrolled unit load.

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).

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).

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 at <http://studentweb.sdccd.edu/index.cfm?action=vets>

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 student should contact their International Student Advisor for more information

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.

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.

Students Working Internationally *are not eligible to receive Work Experience credit for hours worked internationally.*

INSTRUCTOR RESPONSIBILITIES

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. Coordinate and arrange student orientation sessions.
2. Conduct WEE courses according to Title 5 of the State Education Code and District policy and procedures.
3. Develop course syllabus and submit a copy to the instructional Dean by the date determined and as directed.
4. 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>
5. 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)

6. 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.
7. Guide students in developing a proposal of least three (3) measurable new or expanded job-oriented learning objectives per course that are specific, measurable, achievable, relevant and time-based and grant approval for objectives that sufficiently support the units to be awarded.
8. Conduct two site visits.
9. 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.*
10. Provide work-site supervisor with a copy of student's approved Learning Agreement (Title 5, Section 55257).
11. Provide ongoing student support for achieving learning objectives and course assignments through conferences, email, or phone contact.
12. Make referrals to appropriate college services when students have concerns beyond the scope of WEE course.
13. 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. For unpaid work experience students, notification must be made to the San Diego Community College District Career Education and Workforce Development Department when an unpaid student is no longer enrolled in a WEE course due to drop or withdrawal as the District covers unpaid student interns for Workers Compensation while they are enrolled in WEE in an unpaid internship. Providing notification prevents any misunderstanding concerning this coverage.
14. 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.
15. Develop and maintain liaisons and assist with WEE placement activities with appropriate government agencies, businesses, and industries.
16. 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)
17. Report student injuries.

EMPLOYER/SUPERVISOR RESPONSIBILITIES

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: <http://www.naceweb.org/about-us/advocacy/position-statements/position-statement-us-internships/>
9. Contact the Work Experience Instructor/Coordinator if a student issue or concern arises.

REQUIRED FORMS

Forms:

- [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 learning objectives and must be signed by the Supervisor, Student, and Instructor. Signed by student, instructor, and worksite/supervisor. Includes three measurable job-oriented learning objectives.
- [Cumulative Work Record](#): Utilized throughout the semester and completed by the student. Completed by the student and submitted to instructor.
- [Unpaid Work Experience - Student Volunteer Form](#): Required for all unpaid work experience. Completed by student and signed by Work Experience Coordinator/Instructor and Risk Management.
- [Alternate Site Visit 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](#)
- [Title IX - Understanding and Preventing Sexual Assault and Harassment Online Training instructions for students.](#)

TABLE OF REQUIREMENTS AND RESPONSIBILITIES

The following table outlines requirements and responsibilities.

WEE REQUIREMENTS	STUDENT RESPONSIBILITIES
<i>Student Application</i>	Submit an accurate and complete application including student and employer/site supervisor signature.
<i>Volunteer Form</i> – For unpaid Work Experience students only	Students in UNPAID work experience are required to complete the SDCCD Work Experience Volunteer Form
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
Title IX Online Training: Sexual Assault Prevention	Submit proof of completion of Title IX training for each academic year enrolled in Work Experience.
Orientation	Attend required Work Experience Orientation at the beginning of the semester/session
Course Syllabus	Read, understand and follow course syllabus
Student Handbook	Read and understand Student Handbook
Student/Instructor Communications	Maintain contact with instructor as directed by course syllabus regarding learning objectives, participation and progress
<i>Learning Agreement</i>	<ul style="list-style-type: none"> • Complete the Learning Agreement with the guidance and support of the supervisor and instructor input • Submit to course instructor as directed in syllabus • During initial Site Visit: Submit a signed copy of the Learning Agreement to instructor at the initial site visit. If an alternate site visit is scheduled, submit agreement as directed by instructor. • If an objective requires revision anytime during the semester, the student must notify his/her instructor.
Initial In-Person Site Visit	<ul style="list-style-type: none"> • Lead the scheduling of the appointment and actively participate in the meeting involving supervisor and instructor to review learning objectives and WEE progress <p>Learning Agreement:</p> <ul style="list-style-type: none"> • Submit a signed copy of the Learning Agreement to instructor at the initial site visit. If an alternate site visit is scheduled, submit agreement as directed by instructor.
2 nd Site Visit / Learning Agreement Evaluation Process	<ul style="list-style-type: none"> • Participate in the learning objectives evaluation process. • Submit completed Learning Agreement to course instructor as directed.
<i>Cumulative Work Record</i>	Submit a complete and accurate record signed by supervisor as directed in the syllabus.
Written Report(s)	If assigned by course instructor, submit written report(s) as directed in syllabus

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.

Please utilize the [Learning Objectives Resource Guide](#) and Worksheet for additional instructions and draft learning objective worksheets.

GUIDELINES FOR WRITING OBJECTIVES

S.M.A.R.T. Objectives

The establishment of all objectives should be created using the S.M.A.R.T. philosophy. What do we mean by a S.M.A.R.T. objective? S.M.A.R.T. is acronym that is used to guide the development of measureable goals. Each objective should be:

Specific	Describe a precise or specific outcome which is linked to a rate, number, percentage or frequency.
Measurable	Describe the system you will put in place to measure your progress toward the achievement of your objective.
Achievable/Attainable	Describe the specific actions you will take to accomplish objective.
Relevant	Can you make an impact on the situation? Is it important to your education? To your Supervisor/Organization?
Time-Based	Clearly define your completion date.

Specific

Specific answers the questions: What is to be done? How will you know it is done? Describe the results (end product) of the work to be done. The description is written in such a way that anyone reading the objective will most likely interpret it the same way. To ensure an objective is specific is to make sure that the way it is described is observable. Observable means that somebody can see or hear (physically observe) someone doing something.

Measureable

Measurable answers the questions: How will you know it meets the expectation? This defines the objective using assessable terms (quantity, quality, frequency, costs, deadlines, etc.). It refers to the extent to which something can be evaluated against some

standard. An objective with a quantity measurements uses terms of amount, percentage, etc. A frequency measurement could be daily, weekly, 1 in 3. An objective with a quality measurement would describe a requirement in terms of accuracy, format, within guidelines.

Achievable/Attainable

Achievable answers the questions:

- Can the person do it?
- Can the measurable objective be achieved by the person?
- Does he/she have the experience, knowledge or capability of fulfilling the expectation?
- Can it be done giving the time frame, opportunity and resources?

These items should be included in the SMART objective if they will be a factor in the achievement.

Relevant

Relevant answers the questions: Should it be done? Why and what will be the impact?

Time-Based

Time based answers the question: When will it be done?

This refers to the fact than an objective has end points and check points built into it. Sometimes a task may only have an end point or due date. Sometimes that end point or due date is the actual end of the task, or sometimes the end point of one task is the start point of another. Sometimes a task has several milestones or check points to help you or others assess how el something is going before it is finished so that corrections or modification can be made as needed to make sure the end results meets expectations. Other times, an employee's style is such that the due dates or milestones are there to create a sense of urgency that helps them to get something finished.

Examples of SMART Learning Objectives and Goals:

SMART Goal: By April 10, the day of our webinar, we'll see a 15% increase in sign-ups by promoting it through social, email, our blog, and Facebook messenger.

- **Specific:** I want to increase the number of sign-ups for our Facebook Messenger webinar by promoting it through social, email, our blog, and Facebook Messenger.
- **Measurable:** A 15% increase is our goal.
- **Attainable:** Our last Facebook messenger webinar saw a 10% increase in sign-ups when we only promoted it through social, email, and our blog.
- **Relevant:** When our webinars generate more leads, sales has more opportunities to close.
- **Time-Based:** By April 10, the day of the webinar.

SMART Goal: I will earn a promotion to senior customer service representative by completing the required training modules in three months and applying for the role at the end of next quarter.

- **Specific:** The goal setter has clearly set the objective to be promoted to senior customer services rep.
- **Measurable:** Success can be measured by training module completion, filing the application and earning the promotion.
- **Achievable:** The goal setter will complete the training necessary to earn the promotion.
- **Relevant:** The goal setter is planning to apply for the promotion after finishing their training modules.
- **Time-Based:** The goal setter has set a deadline to achieve their objective at the end of the following business quarter.

SMART Goal: In 6 months, we'll see a 25% increase in average video views per native video on Facebook by cutting our video content mix from 8 topics to our 5 most popular topics.

- **Specific:** I want to boost our average views per native video by cutting our video content mix from 8 topics to our 5 most popular topics.
- **Measurable:** A 25% increase is our goal.
- **Attainable:** When we cut down our video content mix on Facebook from 10 topics to our 8 most popular topics six months ago, our average views per native video increased by 20%.
- **Relevant:** By increasing average views per native video on Facebook, we'll boost our social media following and brand awareness, reaching more potential customers with our video content.
- **Time-Based:** In 6 months.

SITE VISITS WITH INSTRUCTOR, STUDENT, AND SUPERVISOR

ESTABLISHING POSITIVE RELATIONSHIPS

As a student of San Diego Community College District, you represent our institutions and the program(s) you participate in. Your Work Experience is an opportunity to not only learn on the job, but to expand your network, build long-lasting positive relationships with employers, and grow professionally.

Your WEE Instructor will conduct no less than two site visits with your supervisor. 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.

Site visits are essential to the learning objectives evaluation process and are required to ensure all parties involved are benefiting from the objectives of the course.

INITIAL SITE VISIT

The initial site visit should be conducted in-person. If an in-person meeting is not possible, work with your instructor to identify alternatives.

While your instructor will play a lead role in the site visit, it is your responsibility to support the coordination of this visit and to lead the scheduling of the visit with your instructor.

During the initial site visit the instructor, student, and supervisor will:

1. If the supervisor has not previously acted as a member of the work experience team, review the philosophy and mechanics of the program.
2. Review the responsibilities of the three parties to the agreement.
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. Discusses 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. Review requirements regarding changes in objectives: If an objective requires revision 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 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.

SECOND SITE VISIT

Second site visits should be conducted in person as this is an opportunity to build long-lasting relationships between the college and the site. If an instructor is unable to hold the second site visit in person, it may be held over the phone or virtually.

The purpose of the second site visit is to ensure the experience is continuing positively for both you and your supervisor and to evaluate your learning. During the second visit the Instructor, Student, and Supervisor will:

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.

EVALUATION & GRADES

EVALUATION

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.

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 you qualify for an incomplete and you are an unpaid work experience student, then a new volunteer form must be completed. Your site supervisor must also provide approval for the new hours/dates. New hours/dates must occur within an academic term.
- Pass / No Pass is not available for Work Experience courses.

UNPAID WORK EXPERIENCE STUDENT INJURIES

The San Diego Community College District provides Workman's Compensation to Unpaid Work Experience students. If an injury occurs to an Unpaid Work Experience student during their Work Experience hours and if the student wants to seek medical treatment, then the Student or Site Supervisor must follow these procedures:

1. Refer student to Sharp Rees-Stealy Medical Centers or Sharp Hospital Emergency Department (Unpaid Work Experience medical treatment is provided by these institutions)
2. Notify the WE Instructor immediately.
3. The WE Instructor will contact the District and follow procedures on reporting injuries.