



**Work Experience 270 & 272
Gender Equity, Sexual Harassment and Violence Prevention Online Training**

Frequently Asked Questions (FAQ)

San Diego City, Mesa, and Miramar Colleges require a Gender Equity, Sexual Harassment and Violence Prevention Training for all Work Experience students. This training is provided via the Canvas platform. This training includes important information on gender equity, sexual harassment and violence in both the educational and workplace contexts. The completion of this training will help ensure that you understand the protections afforded to you as a student and as an employee under state and federal law.

The 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 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 sexual harassment prevention in lieu of completing the Canvas training.

Is there a penalty if students do not complete the training?

Instructors have the discretion to work with students who are having difficulty completing the training.

When do students need to complete their training?

Students must complete the training prior to submitting their *Cumulative Work Hours*. Students are strongly encouraged to complete the training before beginning any work experience hours.

What does the student submit for proof of completion?

Upon finishing the training, students will need to screenshot of their Canvas gradebook and submit it to their assigned Work Experience Instructor.



How do I take a screenshot of my gradebook?

On PC: Press the Windows logo key + PrntScrn key together. On tablets, press the Windows logo button + the volume down button together. (The screenshot is saved in the Screenshots folder in the Pictures folder.)

On Mac: To take a screenshot, press and hold these three keys together: Shift, Command, and 3. (The screenshot is saved on your desktop.)

If I have questions about the training requirements, who do I reach out to?

If you have any questions about this Work Experience required Gender Equity, Sexual Harassment and Violence Prevention Training, please reach out to the Work Experience Coordinator at your college.

Work Experience Coordinators:

- San Diego City College: [Sandy Sada](#)
- San Diego Mesa College: [Shawn Fawcett](#)
- San Diego Miramar College: [Claudia Estrada-Howell](#)

*Sample Email

Work Experience 270 & 272 – ALL Disciplines

Student Email

Gender Equity, Sexual Harassment and Violence Prevention Training

To all enrolled Work Experience 270 and 272 students (including all discipline specific 272 and 270 courses)

Subject: Required Training – Work Experience

Dear NAME,

As a Work Experience Student, you are required to complete training on Gender Equity, Sexual Harassment and Violence Prevention in both the workplace and college settings. This required training includes an introduction to educational and workplace regulations and guidance regarding gender based protections including how to recognize, respond to, and prevent sexual harassment and assault.

Access the training by self-enrolling in the Canvas training course. Please follow the steps below to enroll and complete the training:

- 1) **Self-enroll** in the [Gender Equity, Sexual Harassment and Violence Prevention Training course](#)
Note you must be registered in a Work Experience 270 or 272 course to access Canvas and self-enroll in the course.
- 2) **Complete the training** (view, listen, and review materials), including taking the pre and post assessment. On average, the required training takes approximately one hour to complete.
- 3) **Submit documentation of completion** to your Work Experience instructor by taking a screenshot of your Canvas gradebook.

Student Requirements:

- Students must complete the training prior to or when submitting Cumulative Work Hours to their assigned WE instructor.
- Once the student has completed the training, they must submit their completion certificate to their assigned WE instructor.
- Training is valid for 12 months from the date of completion.