



Reference: *Title 5 Sections 55250 et seq.*

The purpose of Work Experience Education (WEE) is to provide students with an integrated instructional program that provides opportunities to connect academic curricula to applied experiential learning in the workplace. WEE is substantive in nature, relevant to a student's educational pathway, applicable to their professional growth journey, and contributes to demonstrable learning outcomes that have value towards a degree or certificate.

- General work experience is a broader employment experience intended to assist students in acquiring desirable work habits, attitudes, and career awareness.
- Occupational work experience is meant to extend what has been learned in the classroom to application in a real employment environment.

The district will provide a systematic design of a program whereby students gain realistic learning experiences through work which includes:

- Guidance services for students during enrollment in work experience education;
- Assign sufficient instructional or other personnel to direct the program and provide other required District services
- Assess student progress in work experience education through written, measurable learning objectives and outcomes;
- Ensure planned opportunities for students to discuss their educational growth with the appropriate college and employer representatives at regular intervals within each term;
- Assign grades or other evaluative symbols to mark student achievement in work experience education courses, and award units of credit, when applicable;
- Analyze disaggregated work experience enrollment, persistence, and course success data related to certificate, degree and transfer attainment (disaggregation including, but not limited to, student race/ethnicity, income status, gender, and accessibility status for credit and noncredit work experience);
- Ensure adequate clerical and instructional services are available to facilitate the program; and
- Ensure equitable access to work experience opportunities for underrepresented and socioeconomically disadvantaged students.

Respective responsibilities for administering work experience education programs shall be as follows:

- The College will assist the student to improve their job performance and to help them solve job-related problems.
- The Faculty will facilitate and support an occupationally relevant learning environment.

- The Student will adhere to policies as outlined in the course syllabus and student conduct in the college catalog.
- The Employer will not subject students to discriminatory practices, in accordance with current California Labor Law.
- Other agencies may provide support for student work experience education and will adhere to state and federal regulations.

Each college shall maintain records for each work experience education student for a minimum of four years. These records include:

- learning agreements establishing hours that will be worked;
- statements verifying hours worked;
- records of consultation with the employer;
- records of faculty consultation;
- evaluation of student achievement of learning objectives by instructor;
- the work permit for minor students;
- and records of the final grade.

College Credit

- WEE offered as a credit course: one semester unit of credit will be awarded for every 54 hours of work experience.
- A maximum of 8 WEE units may be earned per semester
- A maximum of 16 units of WEE may be earned by each student.

When greater than 16 units is required by an outside accrediting body, a student may submit a formal request to the Vice President of Educational Services to enroll in up to 14 units per semester of WEE if deemed necessary for completion or certifications.

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