

CHAPTER 6: Educational Program
ADMINISTRATIVE PROCEDURE NO. 6.12.2. (AP 4103)

ADMINISTRATIVE PROCEDURE
San Mateo County Community College District

Subject: AP 6.12.2 Work Experience
Adoption Date: 5/14
References: Title 5 Sections 55250 et seq.

1. California Community Colleges may offer work experience courses in accordance with Title 5 of the California Code of Regulations.
2. Repeatability of Cooperative Education, Title 5 Reference--§55040(b) (6) and 55253: Students may enroll in Occupational Work Experience (Cooperative Education 670, 671, and 672) up to a total of 16 units of credit (no more than 8 units in a given term).
3. The SMCCCD, recognizing the value of work experience in a student's education, has established a Cooperative Education program based on a plan submitted to the State Chancellor's Office. The plan includes:
 - a. A systematic design whereby students gain hands-on learning experiences through a work site;
 - b. A specific description of the respective responsibilities of the college, the student, and the employer;
 - c. Guidance services--the district will provide appropriate and continuing guidance services to students throughout their enrollment in Cooperative Education by faculty members involved in Cooperative Education. The Cooperative Education faculty member will confirm that students enrolled in the Cooperative Education program is of a useful, educational nature, and represents new learning situations. This determination will be made by a faculty member through their visits to the student's place of work. The college/faculty member will give evidence, through the maintenance of adequate records, that students have made satisfactory progress on their learning objectives during the semester and will issue appropriate grades for the work accomplished. In addition, all Cooperative Education faculty members will perform the following instructional duties to ensure that students receive proper guidance services:
 - i. Meet with Cooperative Education students at least twice during a semester.
 - ii. Assist students in writing clear, challenging, and measurable learning objectives.
 - iii. Make a minimum of one on-site visit during the semester to the student's work site.
 - iv. Fully explain the program to employers during the visit. Act as the students' advocate and enlist the assistance of the supervisor in helping student/employees to attain their objectives.
 - v. Apprise student/employees of their progress and achievement, their educational growth on-the-job at the end of the semester.
 - vi. Perform all necessary recordkeeping and assign appropriate grades to Cooperative Education students.
 - d. Processes that describe how a student's on-the-job learning experiences are documented with written measurable learning objectives; what requirements students are required to meet and be evaluated on; and the basis for awarding grades and credit.

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4. The Cooperative Education courses are reviewed and revisions are submitted to the local college curriculum committee for review and approval when revisions need to be made and/or are reviewed on the curriculum cycle every six years, maximum.
5. The Cooperative Education office maintains records that include the type and units of work experience in which the student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, and evaluation of performance. The Cooperative Education Department maintains records that show faculty consultation with the employer and the student, evaluation of the student's achievement, and the final grade. Adequate clerical and instructional services are provided.
6. Work experience makes it possible for a student to obtain college credit for paid or volunteer experience. For each unit in General Cooperative Education, students must put in 60 hours for volunteer and 75 hours for paid; for each unit in Internship Cooperative Education, students must put in 60 hours.