

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE MANUAL**

Title: WORK EXPERIENCE EDUCATION	Number: AP 6.35
Legal Authority: California Education Code Sections 66700 and 70901, Title 5, California Code Regulations, Sections 55250, 55251, 55252, 55253, and 55254	No CCLC template at time of creation

Work Experience Education involves student employment and/or internships selected, approved, and supervised by the District to provide meaningful work experiences related to the course of study, or specific career pathway training, combined with instruction in critical workplace skills.

Work Experience Education may include paid or unpaid employment, full or part-time employment, and may be structured as separate credit or noncredit classes or integrated as a component of a course. It should be integrated as part of a student's educational pathway allowing students to achieve both educational and occupational goals. It should also assist the student in developing career awareness, learning industry culture, competencies, and norms, and developing professional networks in their desired field to support career mobility. Work experience education should provide economically disadvantaged students with opportunities to earn a wage while completing program requirements and earning academic credit.

District Responsibilities

The District shall provide sufficient administrative support, including classified and instructional personnel, for initiating and maintaining relationships with work experience employers, coordinating programs, and supervising students. The District shall identify appropriate public and private employers to partner with in providing work experience education opportunities to students. The District will provide workers' compensation insurance for students employed in unpaid work experience education. Work Experience Education is supported by the Office of Workforce Development, which provides administrative and clerical support, career services, industry partner engagement, and promotional materials.

Work Experience Education Instructors shall:

- provide guidance services for students during enrollment in work experience education; such as an orientation session where expectations and procedures will be explained.
- 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 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.

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College Credit and Course Repetition

Units of credit for work experience education shall be calculated as follows for a credit course: one semester unit of credit will be awarded for every 54 hours of work experience. A maximum of fourteen semester credit units may be earned during one enrollment period in work experience education. Students may repeat a work experience education course subject to Board Policy and Administrative Procedure 6.23: Repetition of Credit Courses.

Course Outlines of Record for work experience education courses are reviewed by the College's Curriculum Committee through the committee's normal approval processes.

Work Experience Education Documentation

Employer Agreement

The District shall enter into a work experience employer agreement with each participating employer prior to any student beginning their work experience. Such agreements shall be signed by the Vice Chancellor of Finance and Administration using a template approved by the Office of Workforce Development and shall document the following:

- the respective supervisory obligations of the District and the employer with respect to work experience students placed at the employer's site;
- arrangements for the payment of student workers' compensation coverage, which must be covered by employers of paid work experience student employees, but is subject to negotiation with respect to unpaid work experience student employees;
- the employer's acknowledgement of the purposes of Work Experience Education, and the district's work experience education procedures, and agreement to support their purposes;
- the employer's intent to provide a continuous work experience during the enrollment term of each work experience student, and validate all student hours worked;
- the employer's agreement to provide adequate facilities, equipment, and materials at the work experience site to achieve the learning objectives;
- the employer's agreement that all work experience employment shall be free from discrimination and harassment based on ethnic group identification, national origin, religion, age, race, color, ancestry, marital status, non-binary, sex, gender, gender identity, gender expression, sexual orientation, physical disability, mental disability, medical condition or genetic information military and veteran status, and other forms of bias, and that the employer will afford all persons in the workplace, regardless of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other basis that is contained in the prohibition of hate crimes set forth in Penal Code, section 422, subdivision (a), equal rights and opportunities;

- that work experience education shall be conducted in compliance with the requirements of Title 5, and that all state and federal laws applicable to the employment of minors apply to work experience education courses;
- and any other matters deemed appropriate by the district.

Learning Agreement

The Work Experience Education instructor, the employer, and the student shall sign a learning agreement using a template approved by the Office of Workforce Development. The learning agreement shall document the following:

- the work experience education student's individual educational objectives aligned with the course outline of record;
- the hours of work and a clear explanation of the student's work experience job duties;
- the responsible supervisors at the College and the employment site;
- a commitment from the employer and the Work Experience Education instructor that students will receive regular and substantive feedback, and written evaluations of their progress toward meeting their learning objectives; and any other matters deemed appropriate by the district.

Work experience students who are self-employed must identify an individual to serve as a work experience advisor, subject to approval of the Work Experience Instructor. This individual shall assist the student to identify work experience learning objectives and sign the learning agreement above in place of the employer, which may be modified as appropriate to the self-employment arrangement.

Records

Work Experience Education instructors shall retain as student records the following documents for each work experience education student:

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

Student records will be maintained for four years, after which they may be destroyed.

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