



| | |
|---------------------|---|
| Book | Siskiyou Joint Community College District Administrative Procedures |
| Section | Chapter 4: Academic Affairs |
| Title | Cooperative Work Experience |
| Code | AP 4103 |
| Status | Active |
| Last Revised | November 5, 2020 |
| Last Reviewed | December 9, 2020 |
| Prior Revised Dates | 03/02/2010, 04/09/2013 |
| Origin | Vice President, Academic Affairs |
| Office | Instruction |

The Cooperative Work Experience Education (CWEE) program is designed for students to gain realistic learning through work-specific experiences.

Every California Community College district is required to develop and submit a Cooperative Work Experience Education plan to Board of Trustees. This plan must include:

- The systematic design of a program whereby students gain realistic learning experiences through work;
- A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;
- Guidance services;
- A sufficient number of qualified academic personnel to direct the program;
- Processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described;
- Adequate clerical and instructional services are provided;
- A statement that the District has officially adopted the plan, subject to approval by the Board of Trustees.

After a student contacts the CWEE coordinator to begin the process of enrolling in the Work Experience program and related course at College of the Siskiyou, an individual contract is developed for that student specific to their work assignment. The contract includes course objectives developed in conjunction with the student, the employer, and the assigned college instructor of record.

The contract and student evaluation processes assure that students' on-the-job learning experiences are documented with written measurable learning objectives. Students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described.

Student records are maintained by the college and include the type and units of work experience in which student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and if applicable, that a work permit was issued.

Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.

The CWEE plan for the Siskiyou Joint Community College District, and detailed information on the College's CWEE program and processes, can be found on the College's Cooperative Work Experience Education webpage.

Legal

Title 5, Sections 55250, et seq