

**California Community College District  
Cooperative Work Experience Education Plan**

**PART I - CONTACT INFORMATION**

If you are a multiple college district, please indicate all colleges covered. Individual variations with plan details should be delineated in the appropriate sections of the plan.

Contact information for clarification any questions, such as name/contact information for person who prepared the plan, the Chief Instructional Officer, or other individual(s) designated by District. Please include Name, Title, District, Email, and Telephone.

**College of the Siskiyous**

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**PART II RESPONSES TO PLAN REQUIREMENTS**

This and following sections set forth a Title 5-required element, background information as appropriate, and prompts the district's required and/or optional response.

**(1) A statement that the district has officially adopted the plan, subject to approval by the State Chancellor** (§55251)

Date plan approved by local governing board: \_\_\_\_\_ *(Please also attach Board minutes or other documentation.)*

This Siskiyou Joint Community College District Plan for Cooperative Work Experience Education (CWEE) was developed by the College of the Siskiyous CWEE Coordinator in consultation with the Interim Dean of Liberal Arts and Student Success.

**(2) Specific description of respective responsibilities of college, student, employer, and other cooperating agencies in the operation of the program** (§55251)

**(a) District/College responsibilities** (§55251):

**District Services.** (§55255)

(a) The district shall provide sufficient services for initiating and maintaining on-the-job learning stations, coordinating the program, and supervising students. The supervision of students shall be outlined in a learning agreement coordinated by the college district under a state-approved plan. The employer and the qualified Community College Instructor/Coordinator shall share responsibility for on-the-job supervision, which shall include but not be limited to:

- (1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.
- (2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.
- (3) Consultation with students in person to discuss students' educational growth on the job.

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(b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the “in-person” consultation for a student that is out of a college’s geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to “in person” consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

### The District will comply with these requirements.

**Records.** (§55256) The district shall maintain records which shall include at least the following:

(a) The district shall maintain records which shall include at least the following:

(1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis for determining whether the student is qualified for Occupational or General Work Experience.

(2) A record of the work permit issued, if applicable, signed by the designated issuing agent.

(3) The employer’s or designated representative’s statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.

(4) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student’s grade, signed by academic personnel, the employer or designated representative, and the student.

(b) Records must be maintained which are signed and dated by academic personnel documenting:

(1) Consultation(s) in person with the employer or designated representative.

(2) Personal consultation(s) with the student.

(3) Evaluation of the student’s achievement of the on-the-job learning objectives.

(4) The final grade.

### The District will comply with these requirements.

*Cooperative Work Experience Education (CWEE) forms and student files shall be standardized throughout the Siskiyou Joint Community College District. All CWEE-specific forms and modifications thereof must be approved by the CWEE Coordinator before their use. The files of students completing CWEE will contain at least the following forms, signed by the student, employer, and instructor/coordinator, as required: a record of work permit issued if applicable; signed by designated issuing agent; CWEE Application; Time Sheet(s); draft and approved Learning Objectives; Progress Reports; Employer Evaluation; and Student Self-Evaluation. Additionally, CANVAS will be used to house submitted documents and written communication including all written letters, memos, notifications and email to students and employers. Student records will be maintained for 5 years, after which they will be destroyed.*

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**(b) Student responsibilities** (§55251):

**Student Qualifications.** (§55254).<sup>[[SEP]]</sup> In order to participate in Cooperative Work Experience Education students shall meet the following criteria:

- (a) Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.
- (b) Have on-the-job learning experiences that contribute to their occupational or education goals.
- (c) Have the approval of the academic personnel.
- (d) Meet the following condition if self-employed: Identify a person who is approved by academic personnel to serve as the designated employer representative. This representative shall agree in writing to accept the following employer responsibilities:
  - (1) Assist the student in identifying new or expanded on-the-job learning objectives.
  - (2) Assist in the evaluation of the student's identified on-the-job learning objectives.
  - (3) Validate hours worked.

*Students must complete the CWEE Orientation in CANVAS at the beginning of each semester. This orientation provides students with the information necessary to successfully comply with CWEE course requirements. The Instructor is also available to provide orientation and to answer additional questions.*

**(c) Employer responsibilities** (§55251):

**Records.** (§55256). The district shall maintain records which shall include at least the following:

- (a) The district shall maintain records which shall include at least the following:
  - (1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee which sets forth the basis for determining whether the student is qualified for Occupational or General Work Experience.
  - (2) A record of the work permit issued, if applicable, signed by the designated issuing agent.
  - (3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.
  - (4) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.
- (b) Records must be maintained which are signed and dated by academic personnel documenting:
  - (1) Consultation(s) in person with the employer or designated representative.
  - (2) Personal consultation(s) with the student.
  - (3) Evaluation of the student's achievement of the on-the-job learning objectives.
  - (4) The final grade.

**Job Learning Stations.** (§55257).<sup>[[SEP]]</sup> Job learning stations shall meet the following criteria:<sup>[[SEP]]</sup>

- (a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.

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(b) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.

(c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.

(d) Employers agree to comply with all appropriate federal and state employment regulations.

The District will comply with these requirements.

*All employers are expected to sign a Memorandum of Agreement with the Siskiyou Joint Community College District in which the roles and responsibilities of both the Employer and District, in keeping the Title V requirements, are outlined.*

**Consultation(s) in person with the employer.** (§55255) (b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college. (c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

*The Siskiyou Joint Community College District will use alternatives to "Consultation(s) in person," as described in Title §55255(c).*

*The program enrolls students in more than 3 counties (most commonly Siskiyou, Trinity, and Modoc) which extends over a spread of 13,758 mi.<sup>2</sup>. Geographic spread, social distancing due to the COVID pandemic, and the availability of technology allowing for virtual visits reasonably permit an alternative to an "in-person" visit. In these cases, district personnel will exercise reasonable judgment in determining the legitimacy of the workplace as part of the normal operating procedure of the CWEE program.*

*Circumstances justifying an alternative to in-person visits may include the following: the worksite is hosted by an established and easily verifiable entity, the worksite has an established and positive relationship with college; the student and supervisor are repeating CWEE; extraordinary work-place security concerns exist which impair the ready ability for an in-person consultation; work hours of student or supervisor do not match the instructor's and cannot be easily accommodated; student and supervisor are working in virtual offices; and/or the workplace is too distant, and travel would be prohibitive.*

*Types of acceptable options to use in lieu of an in-person visit include, but are not limited to: Phone; Teleconference; E-mail; Partner with instructors from other colleges; Video/web conference; U.S. Postal Service.*

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*Additionally, Chancellor's Office 5/21/20 Memo ES-20-20 states:*

*Virtual Consultations Cooperative Work Experience Education regulations require that the semester/quarter consultations with employers and students occur in person, but also allows for the Chancellor to define guidelines that permit a district to substitute approved alternatives to in-person consultations. Executive Order 2020-07 designates the COVID-19 emergency as an approved limited situation under which in-person consultations are not required and alternative forms of consultation may be used. Given the COVID-19 emergency prevents most, if not all, in-person consultations from taking place, approved alternatives to in-person consultations may be deployed and shall include consultations conducted telephonically or through videoconferencing technologies.*

### **(d) Other cooperating agencies in the operation of the program, if any.** (§55251)

None

### **(3) Specific description of each type of CWEE** (§55251):

**Types of Cooperative Work Experience Education** (§55252) : Cooperative Work Experience Education is a district-initiated and district-controlled program of education consisting of the following types, BOTH of which are offered at College of the Siskiyous:

- (a) General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students' educational goals.
- (b) Occupational Work Experience Education is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal.

**Minor Students in Work Experience**<sup>(SEP)</sup> All laws or rules applicable to minors in employment relationships are applicable to minor students enrolled in work-experience education courses. (§55250.2).

**Work Experience Programs for Students with Developmental Disabilities.** (§55250.4)<sup>(SEP)</sup> The governing board of any community college district which establishes and supervises a work experience education program in which students with developmental disabilities are employed in part- time jobs may use funds derived from any source, to the extent permissible by appropriate law or regulation, to pay the wages of students so employed.<sup>(SEP)</sup> The Board of Governors hereby finds and declares that the authority granted by the provisions of this section is necessary to ensure that the work experience education program will continue to provide a maximum educational benefit to students, particularly students with developmental disabilities, and that such program is deemed to serve a public purpose.

**Work Experience Education Involving Apprenticable Occupations.** (§55250.5)<sup>(SEP)</sup> Work-experience education involving apprenticeship occupations shall be consistent with the purposes of chapter 4 (commencing with section 3070) of division 3 of the Labor Code and with standards established by the California Apprenticeship Council.

The District will comply with these requirements.

### **(4) A description of HOW the district will:**

- (a) Provide guidance services** (§55251):

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*Siskiyou Joint Community College District will provide appropriate and continuous guidance services for students throughout their enrollment in Cooperative Work Experience Education. Each student will be assigned a certificated instructor/coordinator who will provide the student with an orientation to CWEE; advice and feedback regarding Learning Objectives; and guidance and feedback regarding the student's attempts at achieving the Learning Objectives.*

*Furthermore, the Siskiyou Joint Community College District's Student Services area provides counseling and advising services designed to assist students in pursuing appropriate career and educational goals and provide assistance to students who are struggling in their academic progress. The counseling staff is available to both enrolled and prospective students in person and via distance. All new students are encouraged to meet with a Counselor/Advisor to develop an education plan during their first semester.*

**(b) Assign a sufficient number of qualified certificated personnel to direct the program** (§55255):

*The Siskiyou Joint Community College District will provide a CWEE Coordinator, Per Title V, Section 58051(b), the student/instructor ratio in the program shall not exceed 125 students per full-time equivalent academic coordinator. The CWEE Coordinator will be responsible to do the following:*

- 1. Hold regular office hours to meet with current and prospective students and be available to students by appointment*
- 2. Promote the CWEE program to the business community*
- 3. Recruiting new and continuing students into the work experience program*
- 4. Assuring a sufficient number of qualified, academic personnel are available to supervise work experience students*
- 5. Preparing appropriate work experience information packets for students and academic supervisors.*
- 6. Conducting orientations each semester as necessary to meet students' needs. Oversee the development, assessment and revision of Student Learning Outcomes*
- 6. Assuring work experience program is in compliance with Title V requirements.*
- 7. Develop, update and otherwise modify CWEE program policies, procedures, and forms as necessary. Maintain and update the CWEE website.*
- 8. Write an end of the semester program evaluation using Research Office statistics, such as: enrollment figures, completion rates, success rates and FTES.*

**(c) Assure that students' on-the-job learning experiences are documented with written measurable learning objectives.**

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*Student complete a Learning Objective module in CANVAS and have the opportunity to meet with the instructor for guidance or feedback in the development of their objectives. The CWEE Instructor is responsible for approving student Learning Objectives as a documented assignment, which is then submitted and saved into CANVAS.*

**(d) With the assistance of employers, evaluate students on-the-job learning experiences.**

*Students and employers submit monthly progress reports evaluating learning objectives which are saved in CANVAS. The CWEE Instructor is responsible for connecting with employers to evaluate students at the end of each term, and a formal evaluation is saved. Students also complete a self-evaluation of their learning at the end of the term.*

**(e) Describe the basis for awarding grade and credit (§55256.5):**

(a) One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education. The maximum contact hours counted for a student shall not exceed the maximum number of Cooperative Work Experience Education units for which the student may be granted credit as described in section 55253.

(b) The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.

(c) The following formula will be used to determine the number of units to be awarded:

- (1) Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.
- (2) Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.
- (3) Units may be awarded in 0.5 unit increments.

The District will comply with these requirements.

**(f) Provide adequate clerical & instructional services (§55251)**

Comments, if any.      None

**(b) If district changes the plan, will submit changes for approval (§55251)**

The District will comply with these requirements.