

**CHAPTER 4: ACADEMIC AFFAIRS
ADMINISTRATIVE PROCEDURE NO. 4103**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: ~~Cooperative~~ **Work Experience**

Adoption Date: **XXX**

Review Date: **XXX**

Revision Date: **3/2/10; April 9, 2013, XXXXXXXX**

Responsible Area: **Vice President, Academic Affairs**

Responsible Office: ~~Vice President, Student Learning Office~~ **Instruction**

Policy Reference: **Title 5, Sections 55250 et seq.**

The ~~Cooperative~~ Work Experience program is designed for students to gain realistic learning through work-specific experiences. The Work Experience plan was approved by the Board of Trustees and adopted on xx/xx/xxxx, and includes the following information: (this plan needs to be found or developed)

Individual contracts are developed for each 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.