I. Adoption of Plan
The Cabrillo College District Board of Trustees has officially adopted this plan for the administration and operation of the Cooperative Work Experience Education and Service learning Program subject to the approval by the Chancellor of the California Community Colleges.

II. Types of Cooperative Work Experience Education and Service Learning
Cooperative Work Experience Education and Service learning is a district-initiated and district-controlled program of education consisting of Career (Occupational) Work Experience Education, and General Work Experience Education.

A. Career Work Experience Education
Career Work Experience Education at Cabrillo College is supervised employment at an on-the-job learning station directly related to the student’s career goal, and along with on-campus lecture and laboratory courses, is an integral part of the students’ major.

B. General Work Experience Education and Service Learning
General Work Experience Education at Cabrillo College is an on-the-job educational experience designed to help students acquire desirable work habits, attitudes and career awareness. The job need not be related to the student’s educational program or career goal.

Service learning is offered as a form of General Work Experience Education. In addition to helping students acquire desirable work habits and attitudes, service learning job placements involve the student in activities that address human and community needs together with structured opportunities designed to promote student learning and development.

III. College Credit/Grades
Cabrillo College shall grant credit to a student for the satisfactory completion of Cooperative Work Experience Education. The learning experience, the identified on-the-job learning objectives, and hours worked shall be utilized to support the units to be granted.

The student’s total units of Cooperative Work Experience Education cannot exceed 16 units during the student’s enrollment in California community colleges. A student cannot be concurrently enrolled in more than one Cooperative Work Experience Education program. Additional limitations are as follows:

A. General Work Experience Education
A maximum of six units may be earned during one enrollment period in General Work Experience Education.

B. Career Work Experience Education
A maximum of eight units may be earned during one enrollment period in Career Work Experience Education.
C. Unit Equivalents
   Each 75 hours of paid work equals one unit. Each 60 hours of non-paid work equals one unit. Fractions of units may be awarded on a pro rata basis. Classroom contact hours shall not be counted towards meeting the required Cooperative Work Experience Education hours.

D. Grades
   Grades shall be awarded according to the Cabrillo College grading policy as stated in the Cabrillo College Catalog.

IV. Student Qualifications And Responsibilities
To participate in the Cooperative Work Experience Education program, a student shall:
   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 occupational or educational goals.
   C. Have the approval of an Instructor/Coordinator.
   D. Maintain regular attendance at both college classes and work site.
   E. Complete specific Cooperative Work Experience Education course requirements, which include but are not limited to:
      1. Enrolling in Cooperative Work Experience Education and other necessary course work.
      2. Completing the Student Application, Learning Objectives and Performance Agreement, Time Card, and other forms or assignments.
   F. If a student is self-employed, a person approved by the Instructor/Coordinator must be identified as the designated employer representative. This person shall agree in writing to assist the student to identify new or expanded on-the-job learning objectives, assist in the evaluation of these objectives, and validate the hours worked.

V. College Responsibilities
The College will provide appropriate and continuous guidance for students throughout their enrollment in the Cooperative Work Experience Education program. The College personnel directly responsible for the Cooperative Work Experience Education program are the Program Coordinator and the Instructor/Coordinators.

A. Program Coordinator
   Working under the supervision of one or more of the Deans of Instruction, the Program Coordinator will coordinate the total Cooperative Work Experience Education program. Responsibilities include:
   1. Understanding federal, state, and local laws governing employment.
   2. Understanding federal, state, and College regulations governing Cooperative Work Experience Education.
3. Advising and enrolling students in the Cooperative Work Experience Education program.
4. Assisting in developing job workstations for Cooperative Work Experience Education students.
5. Identifying Instructor/Coordinators to work with students enrolled in the program.
6. Providing support to Instructor/Coordinators regarding program requirements.
7. Working with the College counseling/career center/placement staffs.
8. Maintaining necessary student and program records.
9. Maintaining liaison with faculty and administration through committee participation.
10. Maintaining good public relations and marketing the program to the campus and to employers.
11. Working with Career Technical Education program advisory committees.
12. Administering the Cooperative Work Experience Education budget.
13. Serving as liaison between college, students, and employers.
14. Evaluating the Cooperative Work Experience Education program.

The Program Coordinator may also serve as an Instructor/Coordinator.

B. Instructor/Coordinator

Cabrillo College will provide Instructor/Coordinators from full-time or adjunct faculty to work with students enrolled in the Cooperative Work Experience Education program. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make in-person consultations for a student that is out of the College’s geographical region, state, or in another country. In certain limited situations the College may substitute approved alternatives to in-person consultations. The College will follow the guidelines published by the Chancellor in the Alternatives to In-Person Consultations document.

Responsibilities to students assigned to the Instructor/Coordinator include:
1. Assisting each student in completing enrollment forms.
2. Assisting each student in developing and validating learning objectives.
3. Advising students regarding their educational, occupational, and other job related matters.
4. Providing assurance that student workstations meet the criteria outlined in Approval of Workstations.
5. Safeguarding the student against any exploitation that is not in the best interest of the student.
6. Consulting with each student’s employer.
7. Making at least one on-site visit per semester or summer session to each student’s workstation.
8. Evaluating, with the advice of the employer, the learning objectives and work done by each student and awarding or recommending credit for work successfully completed.
9. Discussing the employer evaluation with the student.
10. Making a written evaluation of each student’s on-the-job progress and performance.
11. Maintaining and providing the Program Coordinator with documents required for student and program records.
12. Assisting with the development of job workstations for the Cooperative Work Experience Education program.
13. Cooperating with the student, employer, and College in every reasonable manner towards furthering the Cooperative Work Experience Education program.

C. Support Services
The College will provide adequate clerical and instructional services to support the operation of the program.

D. Approval of Workstations
In selecting or approving a workstation for an individual student, the College shall observe the following criteria:
1. The employer or designated representative agrees with the intent and purposes of Cooperative Work Experience Education for students, agrees to fulfill the responsibilities outlined below and indicates agreement to support the student’s approved on-the-job learning objectives by signing off on a copy of those objectives.
2. The workstation offers a reasonable probability of continuous employment for the student during the work experience period of enrollment.
3. The employer will provide adequate supervision, equipment, materials, and facilities to provide an appropriate learning environment and to achieve the on-the-job learning objectives.
4. The employer, as required by law, will provide adequate Worker’s Compensation insurance for paid students and comply with all applicable federal, state, and local laws and regulations.
5. Workstations may be established outside the district provided that all the requirements for proper supervision as specified in this administrative regulation and Title 5 are met.

E. Wages and Workers’ Compensation
1. The College may provide for employment of Cooperative Work Experience Education students in part-time jobs by public and private employers and may pay wages to these students, however no payments may be to or for private employers. The College may provide worker’s compensation insurance for students as may be necessary.

VI. Employer Responsibilities
Employers of Cooperative Work Experience Education students shall:
1. Instruct the student as to the rules and regulations of the employer’s business.
2. Provide adequate supervision time, equipment, materials, and facilities to assure a planned program of work experience for the student.
3. Provide the college with a written performance rating for each student employed.
4. Consult with the Instructor/Coordinator regarding any problem that may arise pertaining to the student’s on-the-job performance and behavior.
5. Provide adequate Worker’s Compensation insurance for paid students.
6. Verify the time that the student works.

7. Provide overall, desirable working conditions that comply with all applicable federal, state and local laws and regulations.

8. For legally indentured apprentices the college may delegate the above employer responsibilities 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 shall remain with the college.

VII. Maintenance of Records
Cabrillo College shall maintain records that shall include:

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 the Instructor/coordinator which sets forth the basis for determining whether the student is qualified for Career or General Work Experience

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

3. Measurable learning objectives which serve as part of the basis for determining the student’s grade, signed by the Instructor/Coordinator, the employer, and the student.

4. The employer’s verification of student hours worked and evaluation of performance on the agreed-upon learning objectives.

5. Documentation by Instructor/Coordinators of consultations with the student and with the employer, signed and dated by the Instructor/Coordinators.

6. Documentation of grade/credit issued to the student.

Legal References:
Title 5 Sections 55250 et seq.

Adopted: January 10, 2000
Revised: December 6, 2012