

COOPERATIVE WORK EXPERIENCE & SERVICE LEARNING PROGRAM

AR 3080

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 Board of Governors 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

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. ORGANIZATIONAL PLANS

A. Parallel Plan

The Parallel Plan offers students the opportunity to work and attend college during the same semester.

B. Alternate Plan

The Alternate Plan offers students the opportunity to attend college full time one semester and work full time the following semester. Students may **not** be enrolled in more than **one** other class while participating in the Alternate Plan.

IV. 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

Under the Parallel Plan a student may earn a maximum of three units per semester up to a total of six units. Under the Alternate Plan a student may earn up to six units.

B. Career Work Experience Education

Under the Parallel Plan a student may earn a maximum of four units per semester up to a total of 16 units. Under the Alternate Plan a student may earn a maximum of eight units per semester up to a total of 16 units.

C. Unit Equivalentents

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.

D. Grades

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

V. STUDENT QUALIFICATIONS AND RESPONSIBILITIES

To participate in the Cooperative Work Experience Education program, a student shall meet **one** of the following three criteria of the Education Code:

A. **Be an apprentice** as defined by the Labor Code Section 3077 who is enrolled in related or supplementary courses required of the apprenticeship programs.

B. Be enrolled in the Parallel Plan.

1. During a regular semester be enrolled in a minimum of seven units including Cooperative Work Experience Education. Enrollment in an accredited secondary through four-year institution may meet this requirement.
2. A student enrolled in summer session must be enrolled in at least one other course in addition to Cooperative Work Experience Education. Enrollment in an accredited secondary through four-year institution or equivalent course work may meet this requirement.

C. Be enrolled in the Alternate Plan. Concurrent enrollment will be limited to one other class.

In addition to meeting one of the criteria above, the 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. Maintain regular attendance at both college classes and work site.

- D. 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.
- E. 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.

VI. 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 occupational 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.

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 agrees to support the student's approved on-the-job learning 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 time, equipment, materials, and facilities to provide an appropriate learning environment.
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.

VII. 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.

VIII. MAINTENANCE OF RECORDS

Cabrillo College shall maintain records that shall include:

1. The type of Cooperative Work Experience Education in which each student is enrolled.
2. A record of work permit issued, if applicable.
3. The employer's verification of student hours worked and performance evaluation on the job.
4. Documentation by Instructor/Coordinators of consultations with the student and with the employer.
5. Documentation of grade/credit issued to the student.

Adopted: January 10, 2000

Revised: March 5, 2001