

# Rancho Santiago Community College District ADMINISTRATIVE REGULATION

## Chapter 4 Academic Affairs

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### **AR 4103 ~~Work-Based Learning~~ Work Experience Education**

#### **Reference(s):**

Title 5 Sections 55250 et seq.

~~Work-based learning, also known as experiential education, internship, field experience, and cooperative work experience education is designed to allow students to gain workplace experience and develop skills under the instruction of a faculty member and the oversight of an on-site supervisor.~~

~~Work-based learning offers business, industry, and organizations the talents and energy of students who contribute to workforce development and strengthen the link between the educational and business communities.~~

Work Experience Education (WEE) is an instructional Work-Based Learning program offered as a foundational part of the District's commitment to offer students multiple experiential learning opportunities to earn academic credits or meet positive attendance requirements for on-the-job experiential learning experiences. WEE allows a student's experience during a work-based learning activity to be used as a basis for assigning, up to 14 credits or 672 hours of attendance, per enrollment period. WEE courses may assign a grade in accordance with the Course Outline of Record.

The purpose of WEE is to provide students with an integrated educational program that provides opportunities to connect academic curricula to applied experiential learning in the workplace or community. WEE should be substantive in nature, linked in a way relevant to a student's educational pathway and contribute to demonstrable learning outcomes that have value towards a degree, certificate, or career goals.

A district plan is developed and submitted to the State Chancellor's Office(\*), which includes:

- ~~• 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 involved in the operations of the program.~~
- ~~• The maintenance of records that include the type and units of work experience in which the student is enrolled, where employed, job held/internship held, basis for determining~~

student qualifications, statement of student hours worked, evaluation of performance, and that a work permit was issued, if applicable.

A description of how the district will:

- ~~Provide guidance services for students during enrollment in work-based learning courses.~~
- ~~Assign a sufficient number of qualified academic personnel to direct the Program.~~
- ~~Implement and follow 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.~~
- ~~Assure that supervising faculty maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.~~
- ~~Provide adequate clerical and instructional services.~~

The plan is developed, reviewed and revised on a regular basis and is submitted to the Board of Trustees (BOT) for approval prior to being submitted to the Chancellor's Office(\*). The district plan includes this administrative procedure, as well as information on the maintenance of records, type and units of experiential education, and evaluation of student performance.

(\*) Note: The Board of Governors is discussing a move to local BOT approval of the District Plan. This change may allow for individual college plans to be submitted to the BOT.

- The District will offer both credit and noncredit work experience education courses;
- WEE is subject to the District's repeatability policy AR 4227 Repeatable Courses;
- Will assign sufficient instructional or other personnel to direct the program and provide other required District services;
- Will ensure adequate clerical and instructional services are available to facilitate the program;
- Will ensure equitable access to work experience opportunities for underrepresented and socioeconomically disadvantaged students. and
- Will analyze disaggregated work experience enrollment, persistence, and course success data related to certificate, degree and transfer attainment (disaggregations including, but not limited to, student race/ethnicity, income status, gender, and accessibility status for credit & noncredit work experience);

The respective responsibilities of the college, faculty, the student, the employer, and any other cooperating individuals or agencies involved in providing WEE are as follows:

The Employer:

1. Will provide adequate supervision to assure a planned program of WEE which, when coordinated with related course work, will provide maximum educational benefit.
2. Will ensure the payment of student workers' compensation coverage for paid WEE student employees.

3. Will provide continuous work experience during the enrollment term of the student, and will validate all student hours worked.
4. Will provide adequate facilities, equipment, and materials at the site to achieve the learning objectives.
5. Agrees that all work experience employment shall be free from discrimination and harassment based race, sex, disability and other forms of bias, and that the EMPLOYER will afford all persons in the workplace, regardless of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other basis that is contained in the prohibition of hate crimes set forth in Penal Code, section 422, subdivision (a), equal rights and opportunities.
6. WEE shall be conducted in compliance with the requirements of Title 5 article 55250 - 55254, and that all state and federal laws applicable to the employment of minors apply to WEE courses.

#### The District

1. Provide guidance services for students during enrollment in WEE;
2. Will provide required documentation and deadlines to the Student and Employer, ensure all required documentation is completed, submitted and retained in accordance with district procedures including; learning agreements establishing hours that will be worked; statements verifying hours worked; records of consultation with the employer; records of faculty consultation; evaluation of student achievement of learning objectives by instructor; the work permit for minor students; and records of the final grade;
3. Will provide liability insurance as long as the student is enrolled in the WEE course
4. Will work with the Employer to assess student progress in WEE through written, measurable learning objectives and outcomes;
5. Will ensure planned opportunities for students to discuss their educational growth with the appropriate college and employer representatives at regular intervals within each term;
6. Will assign the student grades by the required deadlines in order for the College to grant the credit earned for the successful completion of all course requirements as identified in the course outline of record.

**Adopted: September 17, 2018**

**Updated: 2024**