

The District offers a Cooperative Work Experience program which integrates educational programs with paid or unpaid work experience. A Cooperative Work Experience Plan is developed and submitted to the Board of Trustees for approval. The plan includes:

1. The systematic design of a program whereby students gain realistic learning experiences through work;
2. A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;
3. Guidance services;
4. A sufficient number of qualified academic personnel to direct the program;
5. 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;
6. Provision of adequate clerical and instructional services.

Records shall be maintained by the division office that include:

1. The type and units of work experience in which the student is enrolled,
2. Work experience location,
3. Position held,
4. Basis for determining student qualifications,
5. Statement of student hours worked,
6. Evaluation of performance,
7. Issuance of a work permit (if necessary).

Supervising faculty must maintain records that document consultation with the student and the employer, evaluation of the student's achievement, and the final grade.

References:

Title 5 Sections 55250 et seq.

El Camino College

Adopted: 5/20/19