



San Diego Community College District

City College · Mesa College · Miramar College · College of Continuing Education

Administrative Procedure

Chapter 4 – Instructional Services

AP 4103 – WORK EXPERIENCE EDUCATION

The District is committed to offering a Work Experience Education program that offers students opportunities to earn credits for on-the-job learning experiences. This procedure outlines the required program components of Cooperative Work Experience Education programs at the Colleges.

1. The purpose of work experience education is to provide students with an integrated instructional program that provides opportunities to connect academic curricula to applied experiential learning in the workplace. Work experience education 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 or certificate.
 - a. Work experience education involves student employment and/or internships to provide meaningful work experiences related to the course of study, or specific career pathway training, combined with instruction in critical workplace skills.
 - b. Work experience education should provide economically disadvantaged students with opportunities to earn a wage while completing program requirements and earning academic credit.
2. Work experience education may include paid or unpaid employment and/or internships, full or part-time employment and/or internships, and may be structured as separate credit or noncredit classes, or integrated as a component of a course.
 - a. Work experience education involves student employment and/or internships to provide meaningful work experiences related to the course of study, or specific career pathway training, combined with instruction in critical workplace skills.
 - b. A maximum of fourteen semester credit hours may be earned during one enrollment period in work experience education.
 - c. Students may repeat a work experience course.
3. District Educational Services will regularly convene the Districtwide Work Experience Education Process Committee to address operations (handbooks, forms, administrative procedures, and risk management) and Title 5 compliance for Work Experience Education.

- a. Districtwide Work Experience Process Committee membership will include, at minimum, Work Experience Education Coordinators and Deans responsible for Work Experience Education from all four colleges.
- 4. A Districtwide Work Experience Education Student Handbook and a Districtwide Work Experience Instructor Handbook will be maintained by District Educational Services and reviewed no less than annually by the Districtwide Work Experience Education Process Committee. The handbooks will include:
 - a. the respective responsibilities of the college, faculty, the student, and the employer/site;
 - b. student qualifications, eligibility requirements, responsibilities, and guidelines for special student populations;
 - c. types of work experience education offered; and
 - d. how the district will:
 - 1) provide guidance services for students during enrollment in work experience education;
 - 2) assign sufficient instructional or other personnel to direct the program and provide other required district services;
 - 3) assess student progress in work experience education through written, measurable learning objectives and outcomes;
 - 4) ensure planned opportunities for students to discuss their educational growth with the appropriate college and employer representatives at regular intervals within each term; and
 - 5) assign grades or other evaluative symbols to mark student achievement in work experience education courses, and award units of credit, when applicable;
 - e. Districtwide Forms: Student, site supervisor/employer, and faculty forms will be consistent across San Diego City College, Mesa College, Miramar College, and the College of Continuing Education.
 - 1) District Educational Services will manage the update process for all forms.
 - f. Retention of the following documents for each work experience education student:
 - 1) learning agreements establishing hours that will be worked;
 - 2) statements verifying hours worked;
 - 3) records of consultation with the employer;
 - 4) records of faculty consultation;

- 5) evaluation of student achievement of learning objectives by instructor;
 - 6) the work permit for minor students; and
 - 7) records of the final grade.
5. Adequate clerical and instructional services will be available to facilitate the program including classified and instructional personnel for initiating and maintaining relationships with work experience employers, coordinating programs, and supervising students.
 - a. Colleges offering Work Experience Education will
 - 1) designate at least one lead Dean over Work Experience and at least one Work Experience Coordinator.
 - 2) designate one or more local roles to support the initiation and maintenance of relationships with employers.
 - b. Disaggregated work experience data will be provided on an annual basis by the District
 6. Workers' compensation insurance for students placed in unpaid work experience education will be provided.
 - a. Students must complete the Work Experience Education Unpaid Volunteer form as part of their application materials. This form must be held on file at the College and at the District Office within Risk Management.
 7. Employer Agreements will be utilized for all Work Experience Education employment and/or internships.
 - a. The Employer Agreement shall include the following elements (additional elements may be incorporated; updates to the Employer Agreement may be approved by the Districtwide Work Experience Education Process Committee):
 - 1) the respective supervisory obligations of the district and the employer with respect to work experience students placed at the employer's site;
 - 2) arrangements for the payment of student workers' compensation coverage, which must be covered by employers of paid work experience student employees, but is subject to negotiation with respect to unpaid work experience student employees;
 - 3) the employer's acknowledgement of the purposes of this article, and the district's work experience education policies or procedures, and agreement to support their purposes;
 - 4) the employer's intent to provide a continuous work experience during the enrollment term of each work experience student, and validate all student hours worked;

- 5) the employer's agreement to provide adequate facilities, equipment, and materials at the work experience site to achieve the learning objectives;
 - 6) the employer's agreement 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.
8. Learning Agreements will be signed by a college representative, the employer, and the student. Learning Agreements will be utilized for all Work Experience Education employment and/or internships.
- a. The Learning Agreement shall include the following elements (additional elements may be incorporated; updates to the Learning Agreement may be approved by the Districtwide Work Experience Education Process Committee):
 - 1) the work experience education student's individual educational objectives aligned with the course outline of record;
 - 2) the hours of work and work experience job duties;
 - 3) the responsible supervisors at the college and the employment site;
 - 4) a commitment from the employer and the college that students will receive regular and substantive feedback, and written evaluations of their progress toward meeting their learning objectives.
 - b. Work experience education students who are self-employed must identify an individual to serve as a work experience advisor. This individual shall assist the student to identify work experience learning objectives and sign the learning agreement.

Reference: Education Code Section 78249;
Title 5 Sections 55250 et seq.

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