

AP 4103 Work Experience Education

Purpose and Definition

Per California Code of Regulations, Title 5, “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.

Work experience education within the California Community Colleges involves student employment and/or internships selected, approved, and supervised by districts to provide meaningful work experiences related to the course of study, or specific career pathway training, combined with instruction in critical workplace skills. Work experience education may include paid or unpaid employment, full or part-time employment, and may be structured as separate credit or noncredit classes, or integrated as a component of a course. It should be integrated as part of a student's educational pathway allowing students to achieve both educational and occupational goals. It should also assist the student in developing career awareness, learning industry culture, competencies and norms, and developing professional networks in their desired field to support career mobility. Work experience education should provide economically disadvantaged students with opportunities to earn a wage while completing program requirements and earning academic credit.”

Program Overview

Chaffey College offers credit and noncredit courses that fulfill the purpose of Work Experience Education (WEE). By collaborating with the faculty instructor of record and workplace supervisors, coaches, or mentors, students will develop a personalized learning agreement. This agreement outlines specific learning outcomes/employability skills that the student intends to practice through workplace activities. Workplace responsibilities should provide ample opportunity to practice the learning outcomes/employability skills designated on the learning agreement, ensuring the work experience is both meaningful and aligned with the student's academic journey.

District Responsibilities and Program Requirements

The Chief Instructional Officer has executive oversight of the program and ensures that District personnel and program participants fulfill their responsibilities outlined in the following program requirements:

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1. **Program administration.** The District will provide sufficient administrative support, including classified and instructional personnel, for initiating and maintaining relationships with work experience employers, coordinating programs, and supervising students per Title 5 § 55251 (e) and will
 - a. Assign sufficient instructional or other personnel to direct the program and provide other required District services.
 - b. Ensure adequate clerical and instructional services are available to facilitate the program.
 - c. Obtain Governing Board authorization prior to establishing work experience education programs and opportunities outside District boundaries.
2. **Counseling.** The District will provide counseling services for students during enrollment in work experience education.
3. **Work opportunities.** The District will identify appropriate public or private employers to partner with in providing work experience education opportunities to students per Title 5 § 55251 (b) and
 - a. Will enter a work experience employer agreement with each participating employer prior to any student beginning their work experience. The agreement will conform to the requirements of Title 5 § 55252 (a).
 - b. Will ensure equitable access to work experience opportunities for underrepresented and socioeconomically disadvantaged students.
 - c. May subsidize student work experience education provided by public employers, or by private employers for the employment of students with disabilities. Any appropriate fund source may be used for such subsidies, which shall be calculated not to exceed a reasonable estimate of the net costs of providing the work experience education opportunity, and shall not be used to inflate an employer's usual compensation rate for work experience employees.
 - d. May provide workers' compensation insurance for students employed in unpaid work experience education.
4. **Learning outcomes.** The District will assess student progress in work experience education through written, measurable learning outcomes. The



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faculty instructor of record, the employer, and the student will sign a learning agreement that conforms to the requirements of Title 5 § 55252 (b).

- a. The agreement will provide for planned opportunities for students to discuss their educational growth with the faculty instructor of record and workplace supervisor at regular intervals within each term.
 - b. The faculty instructor of record will assign grades or other evaluative symbols to mark student achievement in work experience education courses, and award units of credit, when applicable.
 - c. Students who are self-employed must identify an individual to serve as a work experience advisor subject to the approval of the District, per Title 5 § 55252 (c). This individual shall assist the student to identify work experience learning objectives, and sign the learning agreement in place of the employer. The agreement may be modified as appropriate to the self-employment arrangement.
5. **College credit and course repetition.** For WEE offered as a credit course, one semester unit of credit (WEE unit) will be awarded for every 54 hours of work experience. WEE units may be awarded in increments of 0.5 units.
- a. The District may structure WEE as an integrated component of a course. Units of credit for the WEE component will be calculated according to the formula for WEE offered as a credit course. For all activity, lab, or other instructional course components, units of credit will follow standards for credit hour calculations in Title 5 § 55002.5.
 - b. A maximum of 14 WEE units may be earned during one enrollment period. Students may repeat a WEE course subject to Title 5 § 55040.
6. **Records.** The District will retain as student records the following documents for each work experience education student in accordance with BP/AP 3310:
- a. learning agreements establishing hours that will be worked;
 - b. statements verifying hours worked;
 - c. records of consultation with the employer;
 - d. records of faculty consultation;
 - e. evaluation of student achievement of learning outcomes by instructor;
 - f. the work permit for minor students; and
 - g. records of the final grade.



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7. **Data analysis.** The District will analyze disaggregated work experience enrollment, persistence, and course success data related to certificate, degree and transfer attainment (disaggregation including, but not limited to, student race/ethnicity, income status, gender, and accessibility status).

Also see BP/AP: 3310 Records Retention and Destruction, 4024 Credit Hours and Units, 4225 Course Repetition

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

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