

## AP 4103 Work Experience Education

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### Reference:

*Title 5 Sections 55250 et seq.*

Taft College considers providing Work Experience opportunities integral to meeting the needs of career-oriented students in gaining knowledge of all aspects of industry and acquiring realistic experiences through work.

The District's plan is developed and submitted to the Board of Trustees and held in the Office of Instruction, which includes:

- The respective responsibilities of the college, faculty, the student, the employer, and any other cooperating individuals or agencies involved in providing work experience education;
- The types of work experience education offered by the District;
- How the District will:
  - Provide guidance services for students during enrollment in work experience education;
  - Assign sufficient instructional or other personnel to direct the program and provide other required District services;
  - Assess student progress in work experience education through written, measurable learning objectives and outcomes;
  - Ensure planned opportunities for students to discuss their educational growth with the appropriate college and employer representatives at regular intervals within each term;
  - Assign grades or other evaluative symbols to mark student achievement in work experience education courses, and award units of credit, when applicable;
  - 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);
  - Ensure adequate clerical and instructional services are available to facilitate the program; and
  - Ensure equitable access to work experience opportunities for underrepresented and socioeconomically disadvantaged students.

**Deleted:** <#>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;¶  
<#>Guidance services;¶  
<#>A sufficient number of qualified academic personnel to direct the program;¶  
<#>Processes that ensure students' on-the-job learning experiences are documented with written, measurable learning objectives, and students are required to meet certain criteria and are evaluated on them, and the basis for awarding grades and credit is described;¶  
<#>Adequate clerical and instructional services are provided;¶  
<#>A statement that the District has officially adopted the plan, subject to approval by the Board of Trustees;¶  
<#>The maintenance of records that include the type and units of work experience in which the student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and that a work permit was issued;¶  
<#>Supervising faculty must maintain records that show consultation with employer and the student, evaluation of the student's achievement, and the final grade.¶

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- The retention as student records the following documents for each work experience education student: 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.

The work experience program plan is held on file in the office of the Dean of Instruction and Career Technical Education as well as the Vice President of Instruction's office. It includes a description of the responsibilities of college faculty in administration of the program, outlines responsibilities of the student, employer/agencies, and work experience coordinator/faculty.

The work experience program plan is reviewed annually and modified if needed.

Apportionment generated is in accordance with Article 5 section 58051 and 58009.5.

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