

Chapter 4 – Academic Affairs

AP 4103 Work Experience

References:

Title 5 Sections 55250 et seq.

The College Plan for Work Experience Education is adopted by the Board of Trustees and submitted for approval to the State Chancellor's Office. A copy of the College's current plan for Work Experience is on file and available in the Instruction Office.

A. Purpose

The purpose of Occupational Work Experience is to provide for on-the-job experiences for students; whereby, they will gain a deeper understanding of the relationships between classroom theory and practical application, be an active participant in an actual workplace environment, and improve their employment opportunities.

In keeping with the educational philosophy of the College, which maintains that occupational education is a vital and inseparable segment of the total educational program of the College, Mt. San Antonio College is committed to the development and expansion of an effective program of work experience education.

Work Experience courses submitted for review are subject to curriculum review procedures established for all other courses and to Academic Senate approval.

B. Authority

California Community Colleges may offer work experience courses in accordance with Title 5 of the California Code of Regulations.

Work Experience Education

Occupational work experience education is supervised work activity extending classroom-based occupational learning at an on-the-job learning station (work site) related to the student's occupational goal. This is guided by a written agreement between the College, the work site, and the student, providing the learner with adequate equipment, materials, and facilities to support the learning objectives specified within the agreement.

Student Qualifications

Students participating in Work Experience Education must:

- A. have the approval of the assigned work experience professor;

- B. have an occupational or educational goal to which, in the opinion of the professor, the work experience chosen will contribute;
- C. pursue a planned program of work experience education based on written, measurable learning objectives which are directly related to the student's educational program and which, in the opinion of the professor, include new or expanded responsibilities or learning opportunities beyond those experienced during previous employment. Repetition of experiences in an ongoing job does not permit continued eligibility for the program;
- D. be enrolled in an existing CTE program offered at the College and must have completed at least one-third of the units required for the program OR must have completed a class or be concurrently enrolled in a class with a 'C' level SAM code in the same TOPS code as the CTE program; and
- E. meet the following condition if self-employed: Identify a person who is approved by the professor to serve as a designated employer representative. This representative shall agree, in writing, to accept the following employer responsibilities:
 - 1. Assist the student in identifying new or expanded on-the-job learning objectives;
 - 2. Assist in the evaluation of the student's identified on-the-job learning objectives; and
 - 3. Validate hours worked.

Credits

For the satisfactory completion of work experience education, the College will grant credit to a student in an amount not to exceed four (4) units per semester, with a maximum total of sixteen (16) units during the student's enrollment at the College. A minimum of 75 paid clock hours or 60 non-paid clock hours per semester of supervised work is required for each one unit of credit.

The student must be, as verified by the supervising professor, enrolled in an occupational program directly related to the work experience assignment.

The student enrolled in the work experience education program shall assume and comply with the following responsibilities:

- A. unless otherwise determined, develop measurable learning objectives approved by the professor and work site supervisor;
- B. if under the age of 18, obtain the written permission of their parents;
- C. faithfully discharge the duties of the on-the-job assignment;
- D. notify the professor of any work site problems or change in status of duties;
- E. represent themselves and the College positively while at the work site; and

F. if, prior to enrolling in work experience education, the student is already employed full time by the work site where the work experience will take place, the student must write a report concerning a learning objective that extended beyond the duties of the regular job.

Work Experience Materials

Work Experience materials can be obtained in the Instruction Office.

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