

Cooperative Work Experience (WE) Education Program

The Cooperative Work Experience Education program provides CTE students with the opportunity to gain on the job experience and unit credit while working or volunteering at an approved worksite. The program must follow State mandated regulations as outlined in Title 5 sections 55254-55256.

District Requirements

- Have a Chancellor's Office approved Cooperative Work Experience Education Plan.
- Provide sufficient services for initiating and maintaining on-the-job learning stations, coordinating the program, and supervising students.
- Provide services at least once each semester for each student enrolled in WE Education Program
- Provide alternatives for professors to "in person" consultations when work site is greater than 15 miles from the College.

Student Requirements

- Must be enrolled in a CTE program offered at the college and have met one of the following two requirements:
 - Completed at least one third of the units required for the program.
 - Completed or be concurrently enrolled in a 'C' level course in the same TOPS code as the program.
- Participate in on-the-job learning experiences that contribute to occupational or education goals.
- Have the approval of the professor.
- Develop written measurable learning objectives (in consultation with the professor) to define on-the-job learning experiences.
- Work 75 paid hours or 60 non-paid hours for every unit of credit

Professor Requirements

- Verify that the student is enrolled in a CTE program and meets the unit or course completion requirement.
- Consult in person with employers or designated representatives to discuss student's educational growth on the job (alternatives are available for work sites greater than 15 miles from the college).
- Consult in person with the student to establish measurable learning objectives.

- Submit General Information Sheet and Learning Contract to the Instruction office by the end of week two.
- Provide a written evaluation of the students' progress in meeting planned on-the-job learning objectives.
- Submit verification of work hours and measurable objectives to the Instruction Office by the established timelines.
- Submit grades via the student portal following established timelines
- Document and all consultations with students on the site visit and student Contacts Report.

Employer Requirements

- Agree with the intent and purposes of WE.
- Offer reasonable probability of continuous work experience for students during the WE enrollment term.
- Provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- Comply with all appropriate federal and state employment regulations.
- Complete an evaluation of the student including how the learning objectives were met.
- Verify the total hours worked.

Instruction Office Requirements

- Maintain the integrity of the program by verifying that all requirements are met.
- Provide faculty with the necessary paperwork and appropriate deadlines.
- Collect, review, and maintain all of the necessary paperwork.
- Authorize compensation for faculty to Payroll.

