

(CTE) Work Experience Workout 2015 Curriculum Institute

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This presentation will

- Review a definition of work-based learning
- Review the definition of work experience education
- Review relevant Labor Code and Title 5 citations relevant to cooperative work education experience
- Review guidelines for repeatability as they apply to cooperative work experience education



Work-based Learning

- Founded on the principle that it would be beneficial for students to “walk in the shoes” of the one who is already doing the job for which the student is preparing.
- Many different venues:
 - apprenticeships
 - Internships
 - **Cooperative work experience education (CWEE)**
 - Mentoring
 - Volunteering
 - Clinical experience
 - Work study programs
 - Service learning

From: The Work-Based Learning Handbook, California Statewide Advisory Committee on Work-Based Learning & Student Employment



Title 5 Regulations Regarding Cooperative Work Experience Education

- §55250 Approved Plan Required
- §55250.2 Laws or Rules Applicable to Minor Students in Work Experience
- §55250.3 “Work Experience Education”
- §55250.4 Funds for Work Experience Programs for Students with Disabilities



Title 5 Regulations Regarding Cooperative Work Experience Education

- §55250.5 Work Experience Involving Apprenticeable Occupations
- §55250.6 Work Experience Outside of District
- §55250.7 Wages and Workers' Compensation
- §55251 Requirements of the Plan
- §55252 Types of Cooperative Work Experience



Title 5 Regulations Regarding Cooperative Work Experience Education

- §55253 College Credit and Repetition
- §55254 Student Qualifications
- §55255 District Services
- §55256 Records
- §55256.5 Work Experience Credit
- §55257 Job Learning Stations



Work Experience Education Definition

Title 5 § 55250.3

Work-experience education authorized by this article includes the employment of students in part-time jobs selected and approved as having educational value for the students employed therein and coordinated by college employees.



Cooperative Work Experience Education Programs

Title 5 §55252:

- General Work Experience Education
- Occupational Work Experience Education
- Current State STATS: **5728 active**
cooperative work experience courses:
337 General 5371 Occupational



General Work Experience Education

Title 5 §55252

- *(a) General Work Experience Education is supervised employment which is intended to assist students in acquiring desirable work habits, attitudes and career awareness. The work experience need not be related to the students' educational goals. Student's jobs need not be directly related to their educational goals.*
- Taxonomy Of Programs (T.O.P.) Code. The code to use for General Work Experience is 4932.00. The TOP code is used when reporting work experience education in the Chancellor's Office Management Information Systems.



Occupational Work Experience Education

Title 5 §55252

- *(b) Occupational Work Experience Education is supervised employment extending classroom based occupational learning at an on-the-job learning station relating to the students' educational or occupational goal.*
- Taxonomy Of Programs (T.O.P.) Code - Occupational Work Experience Education should be reported in the same T.O.P. code as the program of which it is a part.



And While We are Discussing Title 5, Don't Forget About Labor Code Requirements!

California Labor Code §3368:

- For “students enrolled” in VOLUNTEER/ UNPAID General and or OCCUPATIONAL Cooperative Work Experience
- School district is considered the employer and therefor responsible for worker's compensation insurance for the student



California Labor Code Links

- <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=lab&group=03001-04000&file=3350-3371>
- <http://law.onecle.com/california/labor/3368.html>
- http://www.weblaws.org/california/codes/ca_lab_section_3368



Approved Plan Required

Title 5 §55250

Any program of Cooperative Work Experience Education conducted by the governing board of a community college district pursuant to this article and claimed for apportionment pursuant to sections 58051 and 58009.5 shall conform to a plan adopted by the district. The plan adopted by the district shall set forth a systematic design of Cooperative Work Experience Education whereby students, while enrolled in college, will gain realistic learning experiences through work. This plan shall be submitted to and approved by the Chancellor.



Requirements of the CWEE District/College Operational Plan

Title 5 §55251

(a) The district plan shall contain the following provisions:

(1) A statement that the district has officially adopted the plan, subject to approval by the State Chancellor.

(2) A specific description of the respective responsibilities of college, student, employer, and other cooperating agencies in the operation of the program.

(3) A specific description for each type of Cooperative Work Experience Education program.



Requirements of the CWEE District/College Operational Plan(cont'd.)

Title 5 §55251 (cont'd.)

(4) A description of how the district will:

(A) Provide guidance services for students during enrollment in Cooperative Work Experience Education.

(B) Assign a sufficient number of qualified, academic personnel as stipulated in the district plan to direct the program and to assure district services required in section 55255.

(C) Assure that students' on-the-job learning experiences are documented with written measurable learning objectives.



Requirements of the CWEE District/College Operational Plan

Title 5 §55251 (cont'd.)

D) With the assistance of employers, evaluate students on-the-job learning experiences.

(E) Describe basis for awarding grade and credit.

(F) Provide adequate clerical and instructional services.

(b) Prior to implementation, any changes or revisions to the district plan shall be submitted for approval to the Chancellor.



CWEE Commitment and Resources

The district/college demonstrates support by providing sufficient resources including:

- budget,
- records,
- staff and
- resources for workstations (employers) to establish
And operate a work experience program.

From: The Work-Based Learning Handbook, California Statewide Advisory Committee on Work-Based Learning & Student Employment



Staffing - Instructor/Coordinator

Title 5 §55255

...The employer and the qualified Community College Instructor/Coordinator shall share responsibility for on-the-job supervision, which shall include but not be limited to:

- (1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.*
- (2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.*
- (3) Consultation with students in person to discuss students' educational growth on the job.*



Minimum Qualifications for CWEE Instructor/Coordinator

Title 5 §53416

The minimum qualifications for an instructor or coordinator of general or occupational work experience education, as defined in Title 5 §55252, shall be the minimum qualifications in any discipline in which work experience may be provided at the college, where the instructor or coordinator is employed.



Student Instructor Ratio in the Work Experience Program

Title 5 §58051(b)

...The student/instructor ratio in the work-experience education program shall not exceed 125 students per full-time equivalent academic coordinator.



Clerical Support

Title 5 §55251(f)

(F) Provide adequate clerical and instructional services.



Supervision of Students

Title 5 §55255

...The employer and the qualified Community College Instructor/Coordinator shall share responsibility for on-the-job supervision, which shall include but not be limited to:

- (1) Instructor/Coordinator consultation in person with employers or designated representatives to discuss students' educational growth on the job.*
- (2) Written evaluation of students' progress in meeting planned on-the-job learning objectives.*
- (3) Consultation with students in person to discuss students' educational growth on the job.*



Student Records

Title 5 §55256

(a) The district shall maintain records which shall include at least the following:

- (1) The type and units of Cooperative Work Experience Education in which each student is enrolled, where the student is employed, the type of job held and a statement signed and dated by an academic employee*
- (2) A record of the work permit issued, if applicable....*
- (3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives....*
- (4) New or expanded on-the-job measurable learning objectives....*



Student Records

Title 5 §55256 (cont'd.)

(b) Records must be maintained which are signed and dated by academic personnel documenting:

- (1) Consultation(s) in person with the employer or designated representative.*
- (2) Personal consultation(s) with the student.*
- (3) Evaluation of the student's achievement of the on-the-job learning objectives.*
- (4) The final grade.*



CALCULATING STUDENT CONTACT HOURS

Units of work experience must be earned in patterns described in Title 5 §55256.5



Work Experience Credit

Title 5 §55256.5

*(a) One student contact hour is counted for each unit of work experience credit in which a student is enrolled during any census period. **In no case shall duplicate student contact hours be counted for any classroom instruction and Cooperative Work Experience Education.** The maximum contact hours counted for a student shall not exceed the maximum number of Cooperative Work Experience Education units for which the student may be granted credit as described in section 55253.*



So ... No Lecture Hours to be counted with Cooperative Work Experience hour/unit calculation

When calculating Cooperative Work Experience hours per Title 5 it is important to note that Cooperative Work Experience unit/hours are not lecture hours. Although “orientation” hours can be incorporated as part of the cooperative work experience course.



Work Experience Credit

Title 5 §55256.5 (cont'd.)

(b) The learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.

(c) The following formula will be used to determine the number of units to be awarded:

(1) Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.

(2) Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.



SAMPLE-Calculating Unit /Hour for COR Based on 18 Week Semester

UNITS/HOURS Units: 1 - 3 Hours: Lecture Hours Per Week:0 Lab Hours Per Week: 3.33-12.5 Activity Hours Per Week: Total Hours Per Week: 3.33 – 12.5	METHODS OF EVALUATION: Total Lecture Hours Per Semester:0 Total Lab Hours Per Semester: 60 - 225 Total Activity Hours Per Semester: Total Contact Hours Per Semester: 60 - 225
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Employer Responsibilities: On-the-Job Supervisor

- The On-the-Job Supervisor is the person at the work station who supervises the student employee in his/her assignment.
- Requirements:
 - Maintain a copy of each student's approved on-the-job learning objectives.
 - 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

From: The Work-Based Learning Handbook, California Statewide Advisory Committee on Work-Based Learning & Student Employment



Employer Best Practices

- Expect to teach certain skills which can be more effectively learned on the job.
- Serve as an extension of the instructional staff of the college.
- Identify skills, knowledge and attitudes students should bring to the job.
- Identify skills that can be more thoroughly learned on the job.
- Direct the student's daily progress in reaching his/her stated objective.
- Assist in the selection of appropriate learning objectives as well as providing the students with the time and materials necessary to achieve them.

From: The Work-Based Learning Handbook, California Statewide Advisory Committee on Work-Based Learning & Student Employment



Job Learning Stations

Title 5 §55257

Job learning stations shall meet the following criteria:

(a) Employers or designated representatives agree with the intent and purposes of Cooperative Work Experience Education for students and are given a copy of each student's approved on-the-job learning objectives.

(b) Job learning stations offer ... continuous work experience for students during the current work experience enrollment term.

(c) Employers or designated representatives agree to provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.

(d) Employers agree to comply with all appropriate federal and state employment regulations.



Getting a handle on Cooperative Work Experience Course Repetition

Title 5 §55040. District Policy for Course
Repetition

Title 5 §55253
College Credit and Repetition



District Policy for Course Repetition

Title 5 §55040.

(b) The policies and procedures adopted pursuant to subdivision (a) may,

(6) permit a student to repeat a course in cooperative work experience under the circumstances described in section 55253. When a cooperative work experience course is repeated pursuant to that section, the grade received each time shall be included for purposes of calculating the student's grade point average.



College Credit and Repetition

Title 5 §55253

(a) For the satisfactory completion of all types of Cooperative Work Experience Education, students may earn up to a total of 16 semester credit hours or 24 quarter credit hours, subject to the following limitations:

(1) General Work Experience Education.

A maximum of six semester credit hours or nine quarter credit hours may be earned during one enrollment period in general work experience education

(2) Occupational Work Experience Education.

A maximum of eight credit hours may be earned during one enrollment period in occupational work experience education.



College Credit and Repetition

Title 5 §55253 (cont'd.)

(b) The district policy on course repetition adopted pursuant to section 55040 may permit a student to repeat a cooperative work experience course any number of times so long as the student does not exceed the limits on the number of units of cooperative work experience education set forth in subdivision (a). Consistent with section 58161, attendance of a student repeating a cooperative work experience course pursuant to this subdivision may be claimed for state apportionment.



To Recap: Cooperative Work Experience Repetition

General and Occupational work experience courses previously could not, and still cannot, lawfully be designated by a district as a “repeatable” course within the meaning of §55041.

However, the law allows districts, under the circumstances specified in §55253, to permit students to enroll multiple times in a cooperative work experience course up to 16 units.

Thus ... student “repetition” is allowed per §55253



Data Entry for Cooperative Work Experience Courses

CB10 – Cooperative Workforce Experience

When entering CB10, you should always select: C-Is part of cooperative work experience education program



Data Entry for Cooperative Work Experience Courses(cont'd.)

CB09 SAM Priority Code - CTE Cooperative Workforce Experience Courses should always be:

B-Advanced Occupational

C-Clearly Occupational

D-Possibly Occupational

“A” is only for apprenticeship/work experience

If a school chooses “E” the course won’t be counted in the MIS data collection as a CTE course.



SAMPLE: Catalog Description

General Work Experience

This work experience course of supervised employment is designed to assist students to acquire desirable work habits, attitudes and skills so as to enable them to become productive employees. This course also provides students with career awareness for jobs. Credit may be accrued at the rate of 1 to 6 units per semester for a maximum of 16 units. Students must work 75 paid hours or 60 non-paid hours per unit earned.



SAMPLE: Catalog Description Occupational Work Experience

This work experience course of supervised employment is designed to assist students in work related to their major. Credit may be accrued at the rate of 1 to 8 units per semester for a maximum of 16 units. Students must work 75 paid hours or 60 non-paid hours per unit earned.



Local Best Practices

Besides a Cooperative Work Experience Plan, your college should also have a local Board Policy (BP) or an Administrative Procedure (AP) regarding your local work experience plan.



Chaffey Community
College District

Administrative Procedures

Chapter 4, Instruction

AP 4103 Work Experience

A plan is developed and submitted to the State Chancellor's Office, which includes:

- 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 assure students' on-the-job learning experiences are documented with written measurable learning objectives. students are required to meet certain



CALIFORNIA CODE REGULATIONS, TITLE 5

California Code of Regulations (CCR) - Sections 55250 – 55257 and 58009 cover CWEE programs go to:

<http://ccr.oal.ca.gov>

1. Click on List of Titles
2. Click on Title 5
3. Click on Division 6, California Community Colleges
4. Click on Chapter 6 Curriculum and Instruction
5. Click on Subchapter 3 Alternative Instructional Methodologies
6. Click on Article 4 Cooperative Education



Resources

“The Work-Based Learning Handbook”

<http://cacareerbriefs.com/wp-content/uploads/new-handbook-1.pdf>

The California Internship & Work Experience Association (CIWEA)

Become a Member - CIWEA membership offers many benefits! 2015-16 Membership is due June 30, 2015

<http://www.ciwea.org>



Resources

California Community College Curriculum Listserv: CaCurricChairs@yahoogroups.com contact Joni Jordan (joni.jordan@COS.EDU) to join.

Academic Senate for the California Community Colleges various *Rostrum* and white papers regarding Cooperative Work Experience Education.



QUESTIONS ?



Thank you!

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