

# Thoughts on Subsidized On-Campus Student Internships

August 2015

Student Internships are a valuable link between a college education and employment in the world of work.<sup>1234</sup> Internships allow students to apply their newly-learned content skills in an environment that emphasizes the utility of those skills. Internships make real the workability skills that have been taught in their classes—such as teamwork, punctuality, and communication. Internships often provide students the opportunity to learn state-of-the-art skills that may not have been available in their college courses. Internships build student resumes which are so critical in gaining employment. In fact, many students are hired directly by the companies with whom they have been interning. Finally, internships provide the college important feedback on the effectiveness of program curricula and pedagogy that is useful in making improvement.

## Types of Work Experience (See Appendix for Title 5 Citations)

Title 5 § 55252 describes two types of work experience. General work experience provides students with workability skills and is not necessarily related to their major. Occupational work experience, which this paper refers to as an internship, is supervised on-the-job training related to the student's major course of study and requires specific faculty-determined objectives, identified in a learning agreement, to be satisfactorily met. The initiative described herein relates to this latter type of work experience.

## The Learning Agreement

Title 5 § 55254 and § 55255 require a learning agreement that specifies the on-the-job learning experiences that contribute to each student's career goals, identifies specific learning objectives, and identifies how those objectives are to be evaluated. The learning agreement must be approved by both the student and a faculty member who meets minimum qualifications in a vocational discipline and who will be evaluating the student's performance. The learning agreement must specify the nature and extent of supervision and the on-the-job employer representative who will share supervision responsibility with the faculty member. Faculty supervision, at a minimum, will consist of an initial coordination with the supervising employer representative and the student, a similar meeting during the term to evaluate progress on the learning objectives, and a similar final meeting at the conclusion of the term. For this project, a faculty member in the department of the student's major will be the supervising instructor. Title 5 § 55256 lists all the records that are necessary to document meeting the above requirements.

Title 5 § 55257 requires the college to certify the job station. Employers or their designees must agree to provide adequate supervision and a job station that has

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<sup>1</sup> [\*Falling Short? College Learning and Career Success\*](#), Hart Research Associates, January 2015

<sup>2</sup> [\*Across The Great Divide: Perspectives of CEOs and College Presidents on America's Higher Education and Skills Gap Civic Enterprises\*](#); John Bridgeland, Jessica Milano, and Elyse Rosenblum; March 2011.

<sup>3</sup> [\*Preparing 21st Century Citizens: The Role of Work-Based Learning in Linked Learning\*](#), by M. Felicity Rogers-Chapman and Linda Darling-Hammond, August 2013

<sup>4</sup> [\*Education to Employment: Designing a System that Works\*](#), Mona Mourshed, Diana Farrell and Dominic Barton, McKinsey Center for Government, May 2013.

sufficient facilities, equipment, and materials to achieve on-the-job learning objectives specified in the student's learning agreement. The employer must also certify that the job station offers a reasonable probability of continuous work experience for students during the enrollment term.

### **Coordination**

For this project it is anticipated that the Career Specialist or Project Coordinator assigned to support the Division of the student's major Department will facilitate student applications for internships, paperwork associated with the learning agreement and other required documentation, certification of job stations, scheduling of required supervision meetings, and communication among the student, employer, and instructor.

### **Course Credit and FTES Generation**

Title 5 § 55253 specifies that students may earn up to a total of 16 semester credit hours, a maximum of six units per semester of general work experience and eight units for occupational work experience. Title 5 § 55256.5 specifies that each 75 hours of paid work equals one semester credit, and each 60 hours of non-paid work equals one semester credit. Title 5 § 58009 on the work experience attendance procedure specifies that one weekly student contact hour (WSCH) shall be counted for each unit of credit earned as work experience.

### **Subsidized On-Campus Student Internships**

On-Campus internships following the above Title 5 standards have been a part of Mt. SAC's occupational work experience program for some time. Funding has been provided, for the most part, through Federal Work Study or by Department budgets for student workers. This project would provide a dedicated on-going annual fund of \$100,000 to subsidize new on-campus internships. These internships would be in addition to existing campus-funded work experience opportunities and supplement internships, either paid or non-paid, offered by outside businesses and agencies. However, outside internships cannot be subsidized by the college. Title 5 § 55250.7 specifies that "districts may pay wages to persons receiving [work experience] training, except that no payments may be to or for private employers." The college would provide worker's compensation insurance coverage.

Proposed elements of the Subsidized On-Campus Student Internship Program:

- 1) Participation in the program would be at the option of each department.
- 2) Up to 25 slots would be offered each semester,
- 3) Instructional departmental faculty would work with campus unit managers to identify on-the-job learning experiences that contribute to students' occupational or education goals.
- 4) Student applications would be reviewed and prioritized by each participating department in which the student is majoring. Applications must meet Title 5 standards. Finalists will be chosen by the Vice President of Instruction.
- 5) Available positions would be funded for one semester at 2 units and 150 paid hours of work at a rate of \$12 per hour for a total of \$1,800 subject to successful completion of the course.

## **Selected Title 5 Sections on Work Experience**

### **§ 55250.7. Wages and Workers' Compensation.**

The governing board of any community college district providing work-experience and work-study education may provide for employment under such program of students in part-time jobs by any public or private employer. Such districts may pay wages to persons receiving such training, except that no payments may be to or for private employers. Districts may provide workers' compensation insurance for students in work experience as may be necessary.

### **§ 55251. Requirements of Plan.**

(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.

(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.

(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.

### **§ 55252. Types of Cooperative Work Experience Education.**

Cooperative Work Experience Education is a district-initiated and district-controlled program of education consisting of the following types:

(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.

(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.

**§ 55253. College Credit and Repetition.**

(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.

(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.

**§ 55254. Student Qualifications.**

In order to participate in Cooperative Work Experience Education students shall meet the following criteria:

(a) Pursue a planned program of Cooperative Work Experience Education which, in the opinion of the Instructor/Coordinator, includes new or expanded responsibilities or learning opportunities beyond those experienced during previous employment.

(b) Have on-the-job learning experiences that contribute to their occupational or education goals.

(c) Have the approval of the academic personnel.

(d) Meet the following condition if self-employed: Identify a person who is approved by academic personnel to serve as the 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.

(3) Validate hours worked.

**§ 55255. District Services.**

(a) The district shall provide sufficient services for initiating and maintaining on-the-job learning stations, coordinating the program, and supervising students. The supervision of students shall be outlined in a learning agreement coordinated by the college district under a state-approved plan. 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.

(b) The district shall provide the above services at least once each quarter or semester for each student enrolled in the Cooperative Work Experience Education. Qualified adjunct faculty may be hired from other institutions to develop the learning contracts and make the "in-person" consultation for a student that is out of a college's geographical region, state, or in another country. For legally indentured apprentices, the requirements of this section may be delegated to the Joint Apprenticeship Committee in order to avoid duplication of supervisory services. The responsibility for compliance with Education Code and title 5 Cooperative Work Experience Education requirements remains with the college.

(c) In certain limited situations that will be defined in guidelines issued by the Chancellor, the district may substitute approved alternatives to "in person" consultations. The guidelines will specify the types of alternatives which districts may approve and the circumstances under which they may be used. In establishing and maintaining guidelines on such alternatives, the Chancellor shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate and shall provide a reasonable opportunity for comment by other statewide and regional representative groups.

#### **§ 55256. Records.**

(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 which sets forth the basis for determining whether the student is qualified for Occupational or General Work Experience.

(2) A record of the work permit issued, if applicable, signed by the designated issuing agent.

(3) The employer's or designated representative's statement of student hours worked and evaluation of performance on the agreed-upon learning objectives. Work hours may be verified either by weekly or monthly time sheets or by a summary statement at the end of the enrollment period.

(4) New or expanded on-the-job measurable learning objectives which serve as part of the basis for determining the student's grade, signed by academic personnel, the employer or designated representative, and the student.

(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.

#### **§ 55256.5. Work Experience Credit.**

(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.

(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.

#### **§ 55257. Job Learning Stations.**

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 a reasonable probability of 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.

#### **§ 58009. Application of Independent Study or Work Experience Attendance Procedure**

(a) One weekly student contact hour shall be counted for each unit of credit for which the student is enrolled as of the census day prescribed in section 58003.1(b) or (c) except for independent study laboratory courses. For independent study laboratory courses, weekly student contact hours shall be equivalent to those, which would be generated for the same student effort in a laboratory course not offered as independent study.

(b) For credit courses full-time equivalent students in independent study or work-experience education courses in primary terms is computed by multiplying the weekly student contact hours authorized pursuant to subdivision (a) of this section, generated as of the census date prescribed in section 58003.1(b) by the term length multiplier as provided for in section 58003.1, and dividing by 525.

(c) For noncredit courses conducted as distance education, full-time equivalent students is computed on a census basis as prescribed in section 58003.1(f)(2).

(d) Full-time equivalent student in independent study or work-experience education courses conducted during a summer or other intersession is computed by multiplying the weekly student contact hours, authorized pursuant to subdivision (a) of this section, generated in each course, by a course length multiplier that produces the same total weekly student contact hours for the same student effort as would be generated in such courses conducted in the primary terms, and dividing by 525.