

WORK EXPERIENCE EDUCATION

will take place, the student must write a report concerning a learning objective that extended beyond the duties of the regular job.

Student Qualifications

1. Have the approval of the assigned work experience professor;
2. Have an occupational or educational goal to which, in the opinion of the professor, the work experience chosen will contribute;
3. Pursue a planned program of work experience education based on written, measurable learning objectives that 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; Students may repeat Work Experience. New learning objectives are required for each enrollment.
4. Be enrolled in an existing program offered at the College directly related to the work experience course and must have completed at least one-third of the units required for the program OR be concurrently enrolled in a class in the same TOPS code as the program; and
5. 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:
 - A. Assist the student in identifying new or expanded on-the-job learning objectives;
 - B. Assist in the evaluation of the student's identified on-the-job learning objectives; and
 - C. Validate hours worked.

Credits

For the satisfactory completion of work experience education within a for-credit program, the College will grant credit to a student in an amount not to exceed fourteen (14) units per semester. A minimum of fifty-four (54) clock hours, paid or unpaid, per semester of supervised work is required for each one unit of credit. Work Experience courses are repeatable.

Noncredit Work Experience Course Completion

Students enrolled in a noncredit work experience course will be required to complete the minimum contact hours as specified on the course outline of record (COR) and earn a "Pass" for the course. Noncredit courses are repeatable.

All Work Experience Courses

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

1. unless otherwise determined, develop measurable learning objectives approved by the professor and work site supervisor;
2. if under the age of 18, obtain the written permission of their parents;
3. faithfully discharge the duties of the on-the-job assignment;
4. notify the professor of any work site problems or change in status of duties;
5. represent themselves and the College positively while at the work site; and
6. if, prior to enrolling in work experience education, the student is already employed full time by the work site where the work experience