

Cooperative Work Experience Education Plan

Purpose: This plan adopted by the Foothill-De Anza Community College District sets forth a systematic design of Cooperative Work Experience Education whereby students, while enrolled in college, will gain realistic learning experiences through work. (§55250)

The plan was developed in consultation between the two colleges in the district. Each college provided valuable feedback and input into the plan. CTE Deans at each college also reviewed and provided feedback. Steps followed:

1. Author initial draft based on a template and meetings with other local college's with CWE programs
2. Consult with CWEE faculty from other college's and CTE Deans and Associate Vice President of Workforce Development at both colleges
3. Revise and finalize the plan
4. Forward CWEE Plan to CTE/Workforce Development Division at both colleges
5. Incorporate edits and forward to the Curriculum Coordinator at each college
6. Incorporate edits and forward to Board of Trustees

A specific description of the respective responsibilities of college, student, employer, and other cooperating agencies in the operation of the program (§55251(a)(2)):

(a) Responsibilities related to District Services (§55255):

Background: Title 5 criteria and requirements District Services. (§55255). (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 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 that 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.

District/College, Student, and Employer Responsibilities regarding §55255:

The responsibility of the College is to:

1. Register students for the appropriate Cooperative Work Experience Education (CWEE) course. The prerequisite for a specific CWEE course is as written in each College catalog.

Responsibilities of the Student are to:

1. Return completed and signed FHDA Waiver and Assumption of Risk form (see appendix for forms) and required documents to the instructor including an application form, objectives agreement form, performance evaluation form, timesheet, and when applicable (unpaid internships) a Student Internship Agreement form:
 - (a) Return required forms at the beginning of the enrollment term and before the start of the student’s work/service experience.
 - (b) Students who are seeking work/service experience for self-employment should complete and sign the Self-Employment form designating and identifying a supervisor/mentor for the self-employed student.
2. Report hours worked;
3. Notify college of any changes of job, supervisor, or work hours;
4. Consult college concerning job-related problems.

Responsibilities of the Employer and the Work Experience Site are:

1. Work Experience Site and employer shall meet the following criteria:
 - (a) Employer or designated representative agree with the intent and purpose of CWEE for students;
 - (b) Employers agree to facilitate each student’s approved on-the-job measurable learning objectives (copy of learning objectives provided).
 - (c) Employers provide a reasonable probability of continuous work experience for students during the current work experience enrollment term.

(d) Employers provide adequate supervision, facilities, equipment, and materials at the work/service experience site to achieve on-the-job measurable learning objectives.

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

2. Employers agree to sign the following forms and complete the following activities:

(a) Evaluate student on the Performance Evaluation form at agreed-upon intervals during the student's work/service experience (i.e., midterm and end of the work experience activity).

(b) Sign and verify the student's hours worked on the Time Sheet.

(c) Meet with the College Work Experience liaison (instructor/program specialist) as agreed upon.

(d) Verify information on the Application form to establish the location of the student's employer work/service experience site and the type of duties expected.

(e) Sign the FHDA Student Internship Agreement form when applicable. For liability purposes a signed and dated form must be submitted to the CWEE/CTE office at the beginning of the enrollment term and before the student's start of the unpaid internship and the responsibility of the District is to provide resources for the fulfillment of the required District responsibilities and services as outlined in Title 5.

Responsibility of the District is to:

Responsibilities regarding Records (§55256):

Background: Title 5 criteria and requirements Records. (§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 which sets forth the basis 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 timesheets 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.

District, College, and Employer responsibilities regarding RECORDS (§55256):

1. Each College shall maintain standard written agreements related to student records. The agreement documents cover all of the above requirements and include:
 - (a) The type of units of CWEE in which the student is enrolled, where the student is employed including employer/supervisor contact information, job duties, number of hours the student expects to work each week, completed application (paid work experience, non-paid work experience, service-learning experience)
 - (b) A record of the work permit issued, if applicable, signed by the designated issuing agent
 - (c) Documentation of consultation with students and employers
2. The Employer shall provide records of the student's hours worked and an evaluation of the student's performance on the agreed-upon learning objectives.
3. The District shall maintain the record of the grade earned by each student in CWEE courses as part of its standard grade records system.

Responsibilities related to Student Qualifications (§55254):

Background: Title 5 criteria and requirements Student Qualifications. (§55254):

To participate in Cooperative Work Experience Education students shall meet the following criteria:

1. 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.
2. Have on-the-job learning experiences that contribute to their occupational or education goals.
3. 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:
 - (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.
 - (c) Validate hours worked.

Responsibilities Regarding Student Qualifications (§55254):

1. Each College will publish electronic access to information and forms related to CWEE.

2. To participate, each student will meet the following criteria:

- (a) Be a registered Foothill-De Anza student in good standing
- (b) Participate in part-time or full-time paid employment; OR paid or unpaid internships (unpaid internships must submit a signed and dated Student Internship Agreement Form); OR an approved service-learning experience
- (c) Be enrolled in a work experience course or a course with work experience or service-learning component
- (d) If a minor student, obtain a current work permit (signed if applicable)

Employer responsibilities regarding Job Learning Stations (§55257):

Background: Title 5 criteria and requirements Job Learning Stations. (§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 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.

Employer responsibilities regarding Job Learning Stations (§55257):

1. The Employer shall:

- (a) Support the intent and purposes of Cooperative Work Experience Education for students.
- (b) Receive and assist with fulfilling each student's approved on-the-job learning objectives.
- (c) Place each student in job learning stations that offer a reasonable probability of fulfilling the hours and objectives of the students' approved learning plan.
- (d) Provide adequate supervision, facilities, equipment, and materials at the learning stations to achieve on-the-job learning objectives.
- (e) Comply with all appropriate federal and state employment regulations.

Responsibilities regarding in-person consultation(s) with the employer (§55255(b) and (c)):

Background: Title 5 criteria and requirements Consultation(s) in person with the employer. (§55255):

(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 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 that 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.

The district will use alternatives to "Consultation(s) in person," as described in Title §55255(c):

Responsibilities regarding in-person consultation(s) with the employer (§55255(b) and (c))

1. A qualified College representative will provide in-person consultations with the employer in most circumstances.

Responsibilities of other cooperating agencies in the operation of the program, if any (§55251):

Agencies other than employers participating in this program, such as those offering unpaid student internships, shall nevertheless fulfill the responsibilities and requirements of employers as laid out in this plan.

A specific description of each type of CWEE (§55251(a)(3)):

Types of Cooperative Work Experience Education (§55252):

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 that 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.

Minor Students in Work Experience All laws or rules applicable to minors in employment relationships apply to minor students enrolled in work-experience education courses. (§55250.2).

Work Experience Programs for Students with Developmental Disabilities (§55250.4):

The governing board of any community college district which establishes and supervises a work experience education program in which students with developmental disabilities are employed in part-

time jobs may use funds derived from any source, to the extent permissible by appropriate law or regulation, to pay the wages of students so employed.

The Board of Governors hereby finds and declares that the authority granted by the provisions of this section is necessary to ensure that the work experience education program will continue to provide a maximum educational benefit to students, particularly students with developmental disabilities and that such program is deemed to serve a public purpose.

Work-experience education involving apprenticeable occupations shall be consistent with the purposes of chapter 4 (commencing with section 3070) of Division 3 of the Labor Code and with standards established by the California Apprenticeship Council.

Program Highlights (Overview):

1. General, Occupational Work Experience, and Service Learning Education will be offered and encouraged in a variety of college programs.
2. Each College will ensure CWEE students receive appropriate guidance from Student Services Counselors and Admissions and Records staff.
3. Each College provides faculty, staff, college guidance personnel, and students with online access to CWEE information, support, and resources.
4. Each College will provide CWEE pre-enrollment online orientation to help students with the expectations of enrolling in an internship.
5. Disabled Student Programs and Services (DSPS) counselors and staff will assist faculty and staff in determining the best course of student guidance relevant to work

A description of HOW the district will (§55251(a)(4)) (a) provide guidance services (§55251(a)(4)(A)):

Describe the specifics on how the district will achieve this requirement:

Guidance services for work experience students will be provided as they are for all students, including face-to-face and online orientations, counseling sessions, guidance courses, and other development methods. Also, work experience students are closely guided by their Instructor and supported by staff in division offices.

(b) Assign a sufficient number of qualified certificated personnel to direct the program (§55251(a)(4)(B) and (F)):

Describe the specifics on how the district will achieve this requirement.

1. All instructors of CWEE courses shall meet Minimum Qualifications for Work Experience Instructors, as established in Title 5 Section 53416.
2. In accordance with Title 5, Section 58051(b), the student-to-instructor ratio in the Work Experience program shall not exceed 125 students per full-time equivalent academic coordinator. If enrollment exceeds 125 students per full-time equivalent instructor, the district may assign additional qualified faculty to assist in teaching, supervision of students, and consultations with employers. The district may also utilize adjunct faculty to maintain appropriate student-to-instructor ratios.

3. The number of work experience enrollments available per term is determined by the Division Dean in consultation with the faculty based on student needs. This approach allows the District to scale CWEE offerings up or down to support student completion of programs requiring CWEE courses.

4. The district will assign classified or part-time staff to assist with record-keeping and student file management requirements.

Other Regulations

Background: Title 5 criteria and requirements:

Work Experience Plan. (§55250) Any program of Cooperative Work Experience Education conducted by the governing board of a community college district according to this article and claimed for apportionment according 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.

Work Experience Outside of District. (§55250.6) The governing board of any community college district may provide for the establishment and supervision of work experience education programs providing part-time jobs for students in areas outside the district.

Wages and Workers' Compensation. (§55250.7) 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.

Job Learning Stations. (§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 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.

Describe the specifics on how the district will achieve this requirement:

Work Experience Plan: This document outlines the District's plan. The District achieves a systematic CWEE program leading to realistic learning experiences at work by (a) incorporating work experience requirements into appropriate CTE programs of study and (b) ensuring that each participating Student, under guidance by an Instructor, establishes and achieves appropriate learning objectives while also meeting the hours of work required per unit of credit. Each participating student completes a thorough application/contract in consultation with the Employer and Instructor. The Employer and Instructor verify that the work environment will provide appropriate learning opportunities for the Student. During the course, the Instructor is required to engage with the Student for progress updates. Upon conclusion

of the course, the Employer provides feedback on the Student's learning and mastery of planned skills and the Instructor determines the final grade.

Work Experience Outside the District: The Employer may be located in an area outside of the district. In such a case, appropriate supervision will occur by the Instructor traveling to the area for site visits or utilizing an alternative to in-person visits, or a qualified adjunct instructor will be selected from that area and paid by the college to oversee the Student's learning.

Wages: The District may provide CWEE to students on or off-campus, in part-time jobs, paid or unpaid internships offered by public or private employers, or service learning opportunities with local organizations. Federal Work-Study (FWS) students are permitted to enroll in Cooperative Work Experience Education. FWS restricts wages to off-campus private or public employers. However, the district retains the right to review its FWS funding policy.

Workers Compensation: As indicated in section 78249 of the California Education Code, the District shall be considered the employer of UNPAID students enrolled in the CWEE program for the limited purpose of providing worker's compensation. Students paid by the employer shall be under the Employer's Worker's compensation and/or liability insurance. When CWEE Students are employed on campus, the District's Workers Compensation Insurance provides protection. In this way, all CWEE Students are protected, regardless of Employer.

Work Experience Site: Employers or designated representatives provide adequate supervision, facilities, equipment, and materials at the job learning stations to achieve on-the-job measurable learning objectives. All employers of work/service experience students agree to these criteria when signing the learning contract. Employers or designated representatives are given a copy of the document.

Coordinate the program and supervise students (§55251):

Describe the specifics on how the district will achieve this requirement:

Coordination and supervision of students are accomplished through a combination of faculty, staff, and administrative effort.

Faculty: Each faculty member oversees the learning of the CWEE students they are supervising. Like any other course, the faculty member is the subject matter expert responsible to establish appropriate learning objectives and assess the extent to which each student has met those objectives. Submitting required records for each student is a necessary and expected activity for every class. Forms and learning contracts for CWEE courses are designed to efficiently capture all necessary components and records.

Staff: CTE Division office staff members and others assist in promoting CWEE opportunities, recruiting participants, and at times connecting interested students with interested employers. Once a student has determined an appropriate CWEE employment/learning site, staff members distribute and collect the paperwork to instructors and/or students, assist in getting students fully signed up for the program and registered for the class, and facilitate end-of-semester submission and archiving of required course records.

Administration: Division Deans, Associate Vice President of Workforce Development overseeing CTE programs and/or provide administrative direction to ensure that faculty and staff are each completing

their designated responsibilities and that the program operates in accordance with all applicable regulations. The Foothill-De Anza Community College District Cooperative Work Experience Education Plan at each college, Division Deans, and the Associate Vice President of Workforce Development further oversee the CWEE instructional program to ensure ongoing compliance with regulations, maintenance of instructional quality, and student achievement of expected learning objectives.

Shared supervision with the employer to include (at least once each term) (§55251):

- (a) Assure on-the-job experiences are documented with written/measurable objectives (§55251(a)(4)(C))

Describe the specifics on how the district will achieve this requirement:

After establishing an appropriate CWEE employment opportunity, the Instructor works with each Student to establish appropriate learning objectives that reflect new or expanded job-related responsibilities, that the student will be required to complete by the end of the semester. These are reviewed with the Employer to ensure they can be met, then recorded on the Workplace Project Agreement Form, which represents the student's learning contract. The Student, Employer, and Instructor all sign the contract indicating their support of these objectives. When necessary, these learning objectives can be adjusted with a consultation with the Employer, Instructor, and Student, verifying their adjustments with new signatures.

At least once each term, a college representative will conduct employer/supervisor consultations (in-person or through alternative methods) with each workplace employer/supervisor to evaluate each student's on-the-job educational growth. All in-person consultations and alternatives to in-person consultations will be documented.

Evaluate with the employer, student's learning experiences (§55251(a)(4)(D)):

Describe the specifics on how the district will achieve this requirement:

As above, an in-person or alternative consultation will occur at least once. As a component of this consultation, the Instructor will discuss the Student's progress with the Employer.

The Instructor and Student shall meet to discuss their progress toward meeting the learning objectives. Feedback from the Employer is shared with the Student at this time. Evidence of this meeting is captured as part of course records.

Upon conclusion of the course, the Employer submits an assessment of the Student's performance in mastering the learning objectives, along with other feedback, including "soft skills" where the student excelled or needs improvement. The Instructor determines the course grade, informed by this feedback.

Describe the basis for awarding grade and credit (§55251(a)(4)(E)):

- (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) Every 75 hours of paid work equals one-semester credit or 50 hours equals one-quarter credit.

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

Credit earned is contingent upon the student satisfying the minimum hour's requirements and completing adequate progress toward the agreed-upon learning objectives. In accordance with Title 5, section 55025, the Instructor shall determine the grade to be awarded to each student.

Provide adequate clerical & instructional services (§55251(a)(4)(F)):

The CWEE program requires clerical support, primarily consisting of helping distribute and collect paperwork at the beginning and end of the term and collecting and filing evidence of in-person and alternative consultations and Employer feedback on student performance. Oversight of student learning is the responsibility of the Instructor. Other instructional services include those of the Workforce Development Department. The former assists students in securing CWEE opportunities and promoting the program, while the latter assist with registration, enrollment, and course grade issues.