

## WORK EXPERIENCE EDUCATION

Work Experience Education (WEE) is an instructional Work-Based Learning program offered as a foundational part of the District's commitment to offer students multiple experiential learning opportunities to earn academic credits or meet positive attendance requirements for on-the-job experiential learning experiences. WEE allows a student's experience during a work or service based learning activity to be used as a basis for assigning, up to 14 credits or 672 hours of attendance, per enrollment period. WEE courses may assign a grade in accordance with the Course Outline of Record.

The purpose of WEE is to provide students with an integrated educational program that provides opportunities to connect academic curricula to applied experiential learning in the workplace or community. WEE should be substantive in nature, linked in a way relevant to a student's educational pathway and contribute to demonstrable learning outcomes that have value towards a degree, certificate, or career goals.

WEE is subject to the District's repeatability policy BP and AR 4225 *Course Repetition and Repeatable Courses*.

The District will analyze disaggregated work experience enrollment, persistence, and course success data related to degree completion and transfer attainment.

The District may subsidize student work experience education provided by public employers or by private employers for the employment of students with disabilities. Any appropriate fund source may be used for such subsidies, which shall be calculated not to exceed a reasonable estimate of the net costs of providing the work experience education opportunity and shall not be used to inflate an employer's usual compensation rate for work experience employees.

The District may provide workers' compensation insurance for students employed in unpaid work experience education.

The District ensures that economically disadvantaged students are given preference for placement in paid work experience education as defined in the Chancellor's Office Special Populations Data Elements (SG) codes in the data element dictionary.

The District may authorize work experience education programs and opportunities outside district boundaries.

The WEE Program School/Division office will maintain required records that include the type and units of work experience the student enrolled in, the name of the employer, the location of

employment, the job held, the basis for determining student qualifications, a statement of student hours worked, an evaluation of performance, and that a work permit was issued, if required. Additionally, the WEE Program Division Office will work with the responsible academic dean or designee to maintain records that show that faculty assigned to the WEE program provided consultation with the employer and the student, evaluation of the student's achievement, summation of hours worked, and units earned.

The WEE program will:

- a) Have approved WEE course curriculum whereby students gain realistic learning experiences through work and that students' on-the-job learning experiences are documented with written measurable learning objectives.
- b) Provide specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies for all WEE courses.
- c) Identify what guidance and counseling services are available to students.
- d) Show sufficient numbers of qualified academic personnel to deliver instruction of the program are available.
- e) Demonstrate that students have equitable access to work experience opportunities.
- f) Identify the criteria which students and employers are required to meet as the basis for awarding grades and credit are defined and available.
- g) Ensure there are adequate clerical and instructional services in place.

*References:*

*Title 5 Sections 55040 and 55250 et seq.*