Cooperative Work Experience Education Plan, Exhibit A

The Chancellor recommends that the Board of Trustees approve the revised District

RECOMMENDATION:

The revised plan is submitted as Exhibit A.

The Development of a revised district-wide plan with Don Busche, Acting President for Instruction, Saddleback College, coordinated

STATUS

earned, repetition, and student qualifications.

The 5 Regulations governing Cooperative Work Experience Education Plan were recently

BACKGROUND

Approval: SOCCEO: Cooperative Work Experience Education Plan

RE:

FROM: Dixie Bolluck, Acting Chancellor

TO: Board of Trustees

DATE: 8/30/10

ITEM: 5.12

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NAME: Dr. Robert Bramucci

Email:информацион@socccd.edu

Title: Vice Chancellor, Tech. and Learning Services

District: South Orange County Community College District

Phone: (949) 582-4960

Please include Name, Title, District, Email, and Telephone.

The Chief Instructional Officer, or other individual(s) designated by District,
Contact Information for clarification any questions, such as name/contact information for person who prepared the plan.

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<td>Irvine Valley College</td>
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If you are a multiple college district, please indicate all colleges covered. Individual variations with plan details should be
detailed in the appropriate sections of the plan.

DISTRICT(College(s))

CONTACT INFORMATION

PART I

Page 1 of 15
Exhibit A
Cooperative Work Experience Education Plan
California Community College District
Opportunities for additional coursework or other activities and regional representation groups.

The SDCCD Career Work Experience Education Program requires the evaluation and approval of each member on the Student-Employer Committee. The Committee will review the types of opportunities available for coursework or other activities to ensure that they are consistent with the goals and objectives of the program. The Committee will also provide feedback to the program director regarding the effectiveness of the program in meeting the needs of its participants.

District will comply with these requirements.

1. Student Workbook: Write descripssion of each member on the Student-Employer Committee.

2. Specific description of (G6529).

3. Background: The 5 criteria and requirements.

District Services (G6529):

- (a) The district shall provide the above services at least once each quarter for each student enrolled in the program.
- (b) The district shall provide services at least once each quarter for each student enrolled in the program.
- (c) The district shall provide services at least once each quarter for each student enrolled in the program.
- (d) The district shall provide services at least once each quarter for each student enrolled in the program.
- (e) The district shall provide services at least once each quarter for each student enrolled in the program.

Exhibit 15

Cooperative Work Education Plan

California Community College District
Optional: Additional comments or narrative on record keeping if any.

Cooperative Work Experience Education:

Experience Education: To provide a student with concurrently obtaining in multiple "types" of cooperative work

NOTE: The Chancellor's Office interprets the lack of a plural option under "type" of cooperative work

District will comply with these requirements.

☐ (1) Continuous/Coordinated Consultation in Person with employers or disabilities representatives to

representatives and the student.

(2) Consultation with students in person to discuss students' educational growth on the job.

(3) Written evaluation of students' progress in meeting planned on-the-job learning objectives.

(4) Personal consultation(s) with the student.

(5) Evaluation of the student's achievement of the on-the-job learning objectives.

(6) Records must be maintained which are signed and dated by academic personnel who have:

a) Reviewed their student's grade, signed by academic personnel, the employer or disabilities.

determined the student's grade, signed by academic personnel, the employer or disabilities.

(7) Receipts or reports of disabilities representations submitted by employers of disabilities.

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

Occupational or General Work Experience:

(1) The type and title of Cooperative Work Experience Education which each student is enrolled in

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

Records Exhibit A

Cooperative Work Experience Education Plan

California Community College District
Student Responsibilities (22521.7):

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

- Possess 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 identified in the student's program of study.

The student is expected to be enrolled in and attend any practicum, internship, or concurrent course that may be required in the student's program of study.

Optional: Additional comments or narrative on Student Responsibilities, if any.

(3) Validate hours worked:

(2) Assist in the evaluation of the student's identified on-the-job learning objectives.

(1) Assist the student in identifying new or expanded on-the-job learning objectives.

(6) Have the approval of the academic personnel.

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

(4) 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 identified in the student's program of study.

(3) Validate hours worked.
Optional: Additional comments or narrative on Employer Responsibilities, if any.

District will comply with these requirements.

Employer Responsibilities:

(a) Employees agree to comply with all applicable Federal and State Employment Regulations.
(b) Employees must meet the learning station objectives to achieve on-the-job learning objectives.
(c) Employees of designated representatives agree to provide adequate supervision, feedback, and continuous work experience for students during the current work experience enrollment term.
(d) Job learning stations offer a reasonable probability of continuous work experience for students during the current work experience enrollment term.
(e) The employer and employee agreement with the student, under Section 3600 of the California Labor Code, to participate in and cooperate with the Cooperative Work Experience program.

Job Learning Stations:

(a) The final grade.
(b) Evaluation of the student's achievement of the on-the-job learning objectives.
(c) Evaluation of the student's participation in the program.
(d) Personal consultation(s) with the student.
(e) Consultation(s) in person with the employer or designated representative.
(f) Records must be maintained which are signed and dated by academic personnel documenting the student.

Records:

(a) The records of academic personnel, the employer, or designated representatives determined to be the student's grade, signed by academic personnel, the employer, or designated representatives.
(b) Records of co-op work experience.
(c) Records of academic personnel.
(d) Records of the student's performance on-the-job learning objectives.
(e) Records of the student's performance on-the-job learning objectives.
(f) Records of the student's performance on-the-job learning objectives.
(g) Records of the student's performance on-the-job learning objectives.
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(w) Records of the student's performance on-the-job learning objectives.
(x) Records of the student's performance on-the-job learning objectives.
(y) Records of the student's performance on-the-job learning objectives.
(z) Records of the student's performance on-the-job learning objectives.

Cooperative Work Experience Plan:

California Community College District

Recorded: [Date]

Exhibit: A

Page 6 of 12
The paragraphs and sections are too indistinct and lack clear structure to provide a coherent reading experience. The text appears to be a mix of disorganized information, possibly related to educational guidelines or policies, but the content is not legible enough to extract meaningful information.
Work Experience Education

The work experience education program shall be consistent with the standards established by the California Apprenticeship Council. Standards established by the California Apprenticeship Council pursuant to Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code and with 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 experience education program in which students with developmental disabilities are employed in part-time jobs may be based in part on any source, to the extent permissible by applicable law. The governing board of any community college district which establishes and operates a work experience program for students with developmental disabilities (§ 66920.4).

(l)□

Minor students in work experience educational courses. (§ 66920.2).

All laws or rules applicable to minors in employment relationships are applicable to minor students enrolled in work experience educational courses. (§ 66920).

Check all that will be offered at the district.

(a) □

(b) □

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

Cooperative Work Experience Education is a jointly-funded and district-controlled program of education.

(§ 66920).

Specific description of each type of CWE:

(3)

Exhibit A

Cooperative Work Experience Education Plan

California Community College District
(b) Assign a sufficient number of qualified, certificated personnel to direct the program.

(5) CWI students will have access to the services provided by the Saddleback College Career and Job Placement Center.CW

and the Development Center. The CWI Instruction Coordinator will be available to CWI students during an office hour

and/or by telephone and email throughout the semester.

First two weeks of the semester (or any applicable schedule that totals 2 hours in the first semester of the

program), the CWI Instruction Coordinator will meet with each assigned student two scheduled hours during the

information.

Each CWI student may be referred directly to a CWI Instruction Coordinator for specific assistance and

guidance assistance to students in the coordination of their programs. Through the department/school

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session.

one or more semesters of Cooperative Work Experience, CWI is an integral part of the counseling

education plans and course of study. Since many Career Technical Education students enroll in these

care programs, an integral part of the counseling program will be to coordinate with CWI and ensure that

careers.

Enrollment in CWI is the following ways:

Each college will provide appropriate and continuous guidance services for students throughout their

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The number of work experience students assigned to a CWE instructor/coordinaotor is determined by the needs of the program and by the negotiated faculty workload. The South Orange County Community College District Master Agreement with the South Orange County Community College District Faculty Association, specifies that a CWE faculty assignment will be limited to one class with an enrollment of at least one but no more than thirty-five (35) students.

Enrollments are monitored and the assignment of classes is determined by the Division Dean. Mutual consent of the faculty member and the Dean is required before an CWE assignment is made.
(d) Employees agree to comply with all applicable federal and state employment regulations.

In this section, the term "employees" includes all regular, full-time, part-time, temporary, and intermittent employees of the College.

The College shall provide reasonable accommodation to employees with disabilities to the extent required by law.

Job learning stations must be approved by the College.

(1) Job learning stations shall meet the following criteria:

- **Wages and Workers’ Compensation (656592)**

  The governing board of any community college district providing work experience and work-study education may provide for the establishment of work-experience and work-study education programs, subject to the provisions of this section.

  The governing board of any community college district providing work-experience and work-study education programs may provide for the establishment and operation of work-experience and work-study education programs.

Cooperative Work Experience Education Plan

California Community College District

Exhibit A

Initial and maintain learning stations (656592)
(c) Shared Supervision with Employer to include (at least one term)

Support and approved

Submit to the CWE Instruction Coordinator for the CWE class not authorized and submitted until all payroll is

designee submits all materials to assure they are complete and contain all required verifications.

The forms that are used to document and verify the formulation of acceptable learning objectives.

Supervision and collection and maintaining appropriate documentation

Cooperative Work Experience Education Plan

Cooperative Work Experience Education Plan

California Community College District
(e) Describe basis for awarding grade and credit (65657-1)

(6) Each 60 hours of non-paid work equals one semester credit or 40 hours equals one quarter credit.
(1) Each 75 hours of paid work equals one semester credit or 50 hours equals one quarter credit.
(6) The following formula will be used to determine the number of units to be awarded:

Work Experience Credit (65657-3)

(b) The learning experience and the integrated on-the-job learning objectives shall be sufficient to support classroom instruction and cooperative work experience. The maximum credit hours awarded for a student shall not exceed the maximum number of cooperative work experience credit hours for any student during any campus period. In no case shall duplicate student credit hours be counted for any student (65657-4).

Work Experience Credit (65657-5)

(d) Describe the specifics on how district will achieve this requirement (65657-6).
Check to indicate compliance

If district changes the plan, will submit changes for approval (66251)

- [ ] Yes

Signed:

Approved:

Comments, if any.

Provide adequate clerical & instructional services (66251)

Cooperative Work Experience Education Plan

Irvine Valley College and Saddleback College provide sufficient clerical and support staff to meet the

- [ ] Yes

Signed:

Approved:

Comments, if any.

Provide adequate clerical & instructional services (66251)

Cooperative Work Experience Education Plan

Irvine Valley College and Saddleback College provide sufficient clerical and support staff to meet the

- [ ] Yes

Signed:

Approved:

Comments, if any.

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- [ ] Yes

Signed:

Approved:

Comments, if any.

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- [ ] Yes

Signed:

Approved:

Comments, if any.