

**Chabot-Las Positas Community College District
Work Experience Education Plan**

The Chabot-Las Positas Community College District recognizes Work Experience Education in our academic vision for student success (Board Priority 1). Work Experience Education is a valued approach to increase equitable access to career opportunities and to increase learning and community belonging (Board Priority 5). CLPCCD's Work Experience Education aligns with Board Priorities 1, 2 and 5.

Reference <https://districtazure.clpccd.org/strategicplans/files/docs/030423-CrosswalkofCLPCCDBoardPrioritiestoDPSandEMPs.pdf>

**PART I
CONTACT INFORMATION**

DISTRICT/College(s) Leadership:

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT: Dr. Theresa Fleischer Rowland, Vice Chancellor, Educational Services and Student Success

CHABOT COLLEGE: Dr. Safiyah Forbes, Interim Vice President, Academic Services

LAS POSITAS COLLEGE: Dr. Nan Ho, Vice President, Academic Services

Please include Name, Title, District, Email, and Telephone for Contact Person:

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**PART II
RESPONSES TO PLAN REQUIREMENTS**

This and following sections set forth a Title 5-required element, background information as appropriate, and prompts the district's required and/or optional response.

A. Statement that the district has officially adopted the plan, which includes the policies or procedures governing work experience education offered within the district (§55251)

The Chabot-Las Positas Community College District (CLPCCD) Work Experience Education plan, which includes the policies or procedures governing work experience education offered within the district, was developed by the CLPCCD Vice Chancellor of Educational Services and Student Success in cooperation with the Interim Vice President of Academic Services and the Dean of Applied Technology and Business at Chabot College, and the Vice President of Academic Services and Dean of Academic Services, Business, Social Sciences, and Learning Resources at Las Positas College, and in consultation and approval by the Academic Senate.

Date plan approved by local board: _____

(Please also attach Board minutes or other documentation.)

Optional comments, if any, on process for Plan development (i.e., local Academic Senate review,

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curriculum committee conversations and other deliberations).

This Plan was drafted through a consultative process with each college and the district with input from work experience education faculty and staff. Local curriculum committees and the Chancellor's Council have reviewed the Plan and as documented above; the Plan was approved by the Board of Trustees.

B. Specific description of revised Title 5 Sections pertaining to Work Experience Education

1) Purpose and Definition of Work Experience Education (§ 55250)

- a) The purpose of work experience education is to provide students with an integrated instructional program that provides opportunities to connect academic curricula to applied experiential learning in the workplace. Work experience education 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 or certificate.
- b) Work experience education within the California Community Colleges involves student employment and/or internships selected, approved, and supervised by districts to provide meaningful work experiences related to the course of study, or specific career pathway training, combined with instruction in critical workplace skills. Work experience education may include paid or unpaid employment, full or part-time employment, and may be structured as separate credit or noncredit classes or integrated as a component of a course. It should be integrated as part of a student's educational pathway allowing students to achieve both educational and occupational goals. It should also assist the student in developing career awareness, learning industry culture, competencies and norms, and developing professional networks in their desired field to support career mobility. Work experience education should provide economically disadvantaged students with opportunities to earn a wage while completing program requirements and earning academic credit.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

District responsibilities: District will comply with these requirements and definition.

Optional: Additional comments or narrative on District Services, if any.

Work Experience Education is a district-initiated and district-controlled program of education consisting of the following types: apprenticeships, general and occupational work experience, and paid and unpaid internships. Both Chabot and Las Positas College have initiated paid internships through the Learning Aligned Employment Program (LAEP), a state program administered by the California Student Aid Commission (CSAC) to provide career-related work experience education for under-represented students, including those from economically disadvantaged backgrounds. Students employed through LAEP are encouraged to enroll in occupational work experience courses.

Check all that will be offered at the district:

General Work Experience Education is supervised employment (paid/non-paid) which is

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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.

- ☒ **Occupational Work Experience Education** is supervised employment (paid/non-paid) 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 are applicable to minor students enrolled in work-experience education courses.
 - ☒ **Work Experience Programs for Students with Developmental Disabilities.** 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 Apprenticeship Occupations.** Work-experience education involving apprenticeship 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. For work experience education involving apprenticeships, the Joint or Unilateral Apprenticeship Committee, and its designated staff, may act on behalf of the college or district staff and faculty.
- 2) District Responsibilities (§ 55251)**
- a) Districts shall adopt policies or procedures governing work experience education offered within the district. The policies or procedures must address the following:
 - (1) the respective responsibilities of the college, faculty, the student, the employer, and any other cooperating individuals or agencies involved in providing work experience education;
 - (2) the types of work experience education offered by the district;
 - (3) how the district will:
 - (a) provide guidance services for students during enrollment in work experience education;
 - (b) assign sufficient instructional or other personnel to direct the program and provide other required district services;
 - (c) assess student progress in work experience education through written, measurable learning objectives and outcomes;
 - (d) ensure planned opportunities for students to discuss their educational growth with the appropriate college and employer representatives at regular intervals within each term;
 - (e) assign grades or other evaluative symbols to mark student achievement in work

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- experience education courses, and award units of credit, when applicable;
- (f) analyze disaggregated work experience enrollment, persistence, and course success data related to certificate, degree and transfer attainment (dis-aggregations including, but not limited to, student race/ethnicity, income status, gender, and accessibility status for credit & noncredit work experience);
 - (g) ensure adequate clerical and instructional services are available to facilitate the program; and
 - (h) ensure equitable access to work experience opportunities for underrepresented and socioeconomically disadvantaged students.
- b) Districts shall identify appropriate public or private employers to partner with in providing work experience education opportunities to students.
 - c) Districts 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. Districts may provide workers' compensation insurance for students employed in unpaid work experience education.
 - d) District governing boards may authorize work experience education programs and opportunities outside district boundaries.
 - e) Districts shall provide sufficient administrative support, including classified and instructional personnel, for initiating and maintaining relationships with work experience employers, coordinating programs, and supervising students.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

District responsibilities: District will comply with these requirements and definition.

Optional: Additional comments or narrative on District Services, if any.

The colleges employ designated faculty members to coordinate Work Experience Education (WEE) program activities. Duties of the WEE faculty include but are not limited to: planning, implementing, organizing, supervising, and evaluating the WEE program. For work experience education involving apprenticeships, the Joint or Unilateral Apprenticeship Committee, and its designated staff, may act on behalf of the college or district staff and faculty.

The colleges comply with Title 5 Section 53416, Minimum Qualifications for Work Experience Instructors or Coordinators. The minimum qualifications for an instructor or coordinator of work experience education, as defined in Section 55252, shall be the minimum qualifications in any discipline in which work experience may be provided at the college where the instructor or coordinator is employed.

Guidance Services will be provided to students by instructional faculty and counselors within the college's Academic and Student Services divisions who meet statewide minimum qualifications.

3) Work Experience Education Documentation (§ 55252)

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- a) Districts shall enter a work experience employer agreement with each participating employer prior to any student beginning their work experience. Such agreements shall document the following:
 - (1) the respective supervisory obligations of the district and the employer with respect to work experience students placed at the employer's site;
 - (2) arrangements for the payment of student workers' compensation coverage, which must be covered by employers of paid work experience student employees, but is subject to negotiation with respect to unpaid work experience student employees;
 - (3) the employer's acknowledgement of the purposes of this article, and the district's work experience education policies or procedures, and agreement to support their purposes;
 - (4) the employer's intent to provide a continuous work experience during the enrollment term of each work experience student, and validate all student hours worked;
 - (5) the employer's agreement to provide adequate facilities, equipment, and materials at the work experience site to achieve the learning objectives;
 - (6) that work-experience education involving apprenticeable occupations with division 3, chapter 4 of the Labor Code (sections 3070 through 3100), and with any applicable rules, regulations, and standards adopted by the California Apprenticeship Council;
 - (7) the employer's agreement that all work experience employment shall be free from discrimination and harassment based race, sex, disability and other forms of bias, and that the employer will afford all persons in the workplace, regardless of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other basis that is contained in the prohibition of hate crimes set forth in Penal Code, section 422, subdivision (a), equal rights and opportunities;
 - (8) that work experience education shall be conducted in compliance with the requirements of this article, and that all state and federal laws applicable to the employment of minors apply to work experience education courses; and
 - (9) any other matters deemed appropriate by the district.
- b) The appropriate college representative, the employer, and the student shall sign a learning agreement. The learning agreement shall document the following:
 - (1) the work experience education student's individual educational objectives aligned with the course outline of record;
 - (2) the hours of work and a clear explanation of the student's work experience job duties;
 - (3) the responsible supervisors at the college and the employment site;
 - (4) a commitment from the employer and the college that students will receive regular and substantive feedback, and written evaluations of their progress toward meeting their learning objectives; and
 - (5) any other matters deemed appropriate by the district.
- c) work experience students who are self-employed must identify an individual to serve as a work experience advisor, subject to approval of the district. This individual shall assist the student to identify work experience learning objectives, and sign the learning agreement described in subdivision (b) in place of the employer, which may be modified

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as appropriate to the self-employment arrangement.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

District responsibilities: District will comply with these requirements and definition.

Optional: Additional comments or narrative on District Services, if any.

The District offers learning opportunities through partnering with apprenticeship Program Sponsors' training committees, and may use their expertise, extensive records, and close affiliation with apprenticeship students to comply with the Work Experience Education requirements and policies.

For legally indentured apprentices, the requirements of this section may be delegated to the Joint or Unilateral Apprenticeship Committee, or designated staff, in order to avoid duplication of supervisory service.

4) College Credit, Attendance Accounting, Course Repetition (§ 55253)

- a) Units of credit for work experience education shall be calculated as follows:
 - (1) work experience education offered as a credit course: one semester unit of credit will be awarded for every 54 hours of work experience, or one quarter unit for every 33 hours of work experience, or the equivalent locally determined minimum threshold for awarding one unit of credit as codified in local board policy or procedure. Units of credit may be awarded in increments of .5 units; and
 - (2) work experience education integrated as a component of a course: units of credit will follow standards for credit hour calculations in section 55002.5 for all activity, lab, or other instructional course components. Units of credit for the work experience component shall be calculated according to the formula in subparagraph (1).
- b) Work experience education courses apply the attendance accounting procedure described in subdivision (f), of section 58003.1, in calculating FTES.
- c) A maximum of fourteen semester credit hours or twenty-one quarter credit hours may be earned during one enrollment period in work experience education. Students may repeat a work experience education course subject to section 55040.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

District responsibilities: District will comply with these requirements and definition.

Optional: Additional comments or narrative on District Services, if any.

For legally indentured apprentices, the requirements of this section may be delegated to the Joint or Unilateral Apprenticeship Committee, or designated staff, in order to avoid duplication of supervisory service.

5) Records (§ 55254)

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Districts shall retain as student records the following documents for each work experience education student:

- a) learning agreements establishing hours that will be worked;
- b) statements verifying hours worked;
- c) records of consultation with the employer;
- d) records of faculty consultation;
- e) evaluation of student achievement of learning objectives by instructor;
- f) the work permit for minor students; and
- g) records of the final grade.

NOTE: Authority cited: Sections 70901 and 76220, Education Code. Reference: Sections 70901, 70902, 76210 and 78249, Education Code.

Records: District will comply with these requirements.

Optional: Additional comments or narrative on Employer responsibilities, if any.

The Chabot-Las Positas Community College District (CLPCCD) maintains records of the developed standard written agreements as outlined in the above requirements.

For legally indentured apprentices, the requirements of this section may be delegated to the Joint or Unilateral Apprenticeship Committee, or designated staff, in order to avoid duplication of supervisory service.